



Annual Quality Assurance Report (AQAR) (2017-2018)

Submitted by
Internal Quality Assurance Cell (IQAC)
GOBINDA PRASAD MAHAVIDYALAYA
Amarkanan, Bankura, West Bengal
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NAAC Track ID : WBCOGN25804



AQAR 2017-18

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The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.

(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year

2017-2018

1. Details of the Institution

1.1 Name of the Institution**GOBINDA PRASAD MAHAVIDYALAYA****1.2** Address Line 1 :

P.O-AMARKANAN

Address Line 2 :

P.S - GANGAJALGHATI

City/Town :

BANKURA

State/UT :

WEST BENGAL

Pin Code :

722133

Institutional e-mail address:

gpm1985105@gmail.com

Contact no.:

9734962796

Name of the Head of the institution :

DR. JURAN ALI MANDAL

INCHARGE-PRINCIPAL

Tel. No. with STD Code:

NA

Mobile :

9733786568

Name of the IQAC Co-ordinator:

CHAYANIKA ROY

Mobile:

9836673367

IQAC e-mail address:

payel.guharoy@gmail.com**1.3** NAAC Track ID**WBCOGN25804****1.4** NAAC Executive Committee No. & Date:

EC(SC)/27/A&A/34.1 Dated 12.09.2017

1.5 Website Address:www.gpmbankura.inWeblink of AQAR 2017-2018: http://gpmbankura.in/naac/AQAR2017_18.pdf

1.6 . Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B+	2.52	2017	from:12/09/2017 to: 11/09/2022
2 nd				from: to:
3 rd				from: to:
4 th				from: to:
5 th				from: to:

1.7. Date of Establishment of IQAC: DD/MM/YYYY:

20/08/2014

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011) NA

i. AQAR _____ (DD/MM/YYYY)

ii. AQAR _____ (DD/MM/YYYY)

iii. AQAR _____ (DD/MM/YYYY)

iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status:University State Central Deemed Private

Affiliated College :

Yes

No

Constituent College :

Yes

No

Autonomous college of UGC :

Yes

No

Regulatory Agency approved Institution :

(eg. AICTE, BCI, MCI, PCI, NCI)

Yes

No

Type of Institution :

Co-education

Men

Women

Urban

Rural

Tribal

Financial Status :

Grant-in-aid UGC 2(f) UGC 12B Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme :

Arts Science Commerce Law PEI (Phys Edu) TEI (Edu)

Engineering Health Science Management

Others (Specify) :

1.11 Name of the Affiliating University (for the Colleges) : **Bankura University**
(from 2017-18 and prior to that Affiliated to The University of Burdwan)

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University : NA

University with Potential for Excellence : NA

UGC-CPE : NA

DST Star Scheme : NA

UGC-CE : NA

UGC-Special Assistance Programme : NA

DST-FIST : NA

UGC-Innovative PG programmes : NA

Any other (Specify) : 2F & 12B Sanctioned

2. IQAC Composition and Activities:

2.1 No. of Teachers : 05

2.2 No. of Administrative/Technical staff : 01

2.3 No. Of students : 00

2.4 No. of Management representatives : 01

- 2.5 No. of Alumni : 01
- 2.6 No. of any other stakeholder and community representatives : NA
- 2.7 No. of Employers/ Industrialists : 01
- 2.8 No. of other External Experts : NA
- 2.9 Total No. of members : 09
- 2.10 No. of IQAC meetings held : 08 (from September 2017 to August 2018)

2.11 No. of meetings with:

various stakeholders No. Faculty Non-Teaching Staff Students Alumni

2.12 Has IQAC received any funding from UGC during the year?

Yes No

If yes, mention the amount : RS 12,000/-

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institutional Level

(ii) Themes

TEACHING-LEARNING, GENDER-SENSITIZATION, ENVIRONMENT, COMMUNICATIVE ENGLISH

2.14 Significant Activities and contributions made by IQAC

- Members of IQAC meet with each other to especially monitor the teaching quality and research based work culture of the college. IQAC works to improve the quality of research projects undertaken by different departments and also encourages different faculty members to apply for various minor and major research projects to reputed research sponsoring agencies.
- IQAC has been recognized as the internal sanctioning authority of the career advancement scheme (CAS) for the faculties. IQAC of this college pays sincere attention for the authentication of the data provided by the incumbent applying for CAS.
- Computer literacy of each department is among the primary initiatives of IQAC.
- IQAC encourages different NSS and NCC programmes and provides its complete support and initiative to engage yearly special camps for these activities.
- All the major committees of the college are represented in the IQAC. IQAC and TCS (Secretary, Teacher's Council) work together to monitor the mode of functioning of each internal committee of the college. IQAC further assists the Principal to follow up with the concerned authorities for the funding related to the infrastructural development in the college.
- Conducting Feedback Process at different levels for overall transparency and improvement. Organising Seminars and workshops for promoting academic, social and employability chances.

2.15 Plan of Action by IQAC/Outcome

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

Sl. No.	Quality Enhancement	Outcome
1	Strengthening the quality of academics	All the programmes of UG are conducted with respect to teaching and regularly Parents Teacher meeting is held. Various Seminars and workshops are conducted from the curriculum by experts from other colleges.
2	Monitoring and Evaluating the performance of teaching-learning activities	Feedback at all levels is collected and perused. Three short term courses already started in the previous year are carried out accordingly; course in computer, spoken English and mobile repairing.
3	Promoting Teachers to do refresher/ orientation courses.	Teachers are motivated to participate in orientation/ refresher and short term courses for improving their capacities.
4	Motivating students and staff for research activities	Two minor research projects have been conducted under UGC Students are informed about research activities through seminars at institutional level.
5	Contributing and guiding students and teachers for social awareness and environment cleanliness	They are motivated and intimated through seminar lectures and different outreach activities.
6	Feedback was collected from students, parents, alumni of various departments. These reports were analysed through IQAC quality management members & different improvements were suggested	The academic quality and administrative status is well maintained through this process
7	It was decided to focus on the recommendations made by the Peer Team. Certain areas were identified and prioritized. The IQAC suggested a plan for 2017-18 focussing on 1.Research oriented activities 2.Outreach Programmes	The academic resources are properly mobilised
8	To Collect self evaluation report from faculty and department evaluation report. Reports from all faculties were collected and analysed.	The consolidated report is placed before the management and communicated back to the faculty. The departmental evaluation report from each department were placed before the management and communicated back to the department
9	Minimizing environmental debasement	Decreased use of paper and plastic. Optimization of existing infrastructure Tree plantation No-Smoking Zone
10	Imparting Social Awareness	Remedial Class for weaker students Donating books to needy students Extra classes for the students who lag behind

2.16 Whether the AQAR was placed before statutory body? Yes /No: **YES**

Name of the statutory body:

GOVERNING BODY

Date of meeting(s):

30.7.18

Provide the details of the action taken

- Feedbacks were taken from students and actions were taken
- Academic audits are conducted and encouraged
- Grievance cell receives complains and suggestions from the students and accordingly the issues are addressed. Student's Grievance Cell Committee is regularly addressing the issues.
- Counselling Cell is regularly counselling students from different departments
- The IQAC meetings are held at regular intervals

Part-B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	9 (Including Hon. & Programme)	Nil	Nil	3
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
TOTAL	9	0	0	3
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options :

The curriculum is managed by the parent university and the college does not enjoy autonomy in this regard. The college follows CBCS system as directed by the affiliating University.

(ii) Pattern of programmes:

Pattern	No. of Programmes
Semester	B.A. (HONS & GEN), B.SC. (HONS & GEN)
Trimester	N.A.
Annual	B.A. (HONS & GEN), B.SC. (HONS & GEN)

1.3 Feedback from stakeholders*

Alumni Parents Employers Students
(On all aspects)

Mode of feedback :

Online Manual Co-operating schools (for PEI)

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

B.K.U Syllabus revision is implemented. The revised syllabus copy reaches us through workshops organised by B.K.U, later through online.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
10	06	02	-	02 (Govt. Approved Part Time Teacher)

2.2 No. of permanent faculty with Ph.D : 04

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year:

Total		Asst. Professors		Associate Professors		Professors		Others	
R	V	R	V	R	V	R	V	R	V
8	5	6	5	2	0	0	0	2	0

2.4 No. of Guest and Visiting faculty and Temporary faculty : 13

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International	National	State
Attended	10	07	04
Presented	07	05	
Resource	02	-	

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Group Discussion, Seminar, Extra Classes/ Remedial, Tutorial classes, Extempore, Excursions, Quiz, Smart class, Student feedback on teacher

2.7 Total No. of actual teaching days during this academic year : 254 (including Exam.)

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

As directed by Parent University

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop : 06

2.10 Average percentage of attendance of students : 75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division			
		Distinction %	1 st %	2 nd %	Pass %
B.A Part I (Hons.)	113	0	1%	25%	56%
B.A Part II (Hons.)	76	0	3%	17%	74%
B.A Part III (Hons.)	51	0	0	86%	90%
B.A (Gen)	228	0	0	38%	59%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- IQAC collects feedback from students to evaluate and elevate the standard of teaching learning process.
- IQAC organises Seminar on different issues for updating and enlightening the students.
- IQAC along with TIC and Principal/ In charge- principal encourages various research based projects.
- IQAC along with the departments take unit tests and Internal assessment for the evaluation of the students.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher Course	N.A
UGC – Faculty Improvement Programme	N.A
HRD programmes	N.A
Orientation programmes	01
Faculty exchange programme	N.A
Staff training conducted by the university	01
Staff training conducted by other institutions	N.A
Summer / Winter schools, Workshops, etc.	08
Others	N.A

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	5	7	N.A	1
Technical Staff	N.A	N.A	N.A	2

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Inviting lectures from eminent persons from other institutions
- Encouraging Research based project
- Encouraging Faculty members for Undergoing Minor and Major Research Project

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	N.A.	N.A.	N.A.	N.A.
Outlay in Rs. Lakhs	N.A.	N.A.	N.A.	N.A.

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01+01	N.A	Rs.2,20,000/- Rs.1,90,000/-	01+01
Outlay in Rs. Lakhs	N.A	N.A	N.A	N.A

3.4 Details on research publications

	International	National	Others
Peer Review Journals	05	N.A	N.A
Non-Peer Review Journals	01	03	N.A
e-Journals	01	N.A	N.A
Conference proceedings	08	N.A	N.A

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	N.A.	N.A.	N.A.	N.A.
Minor Projects	1)1.4.15 to 31.3.17 2)1.4.15 to 31.3.17	UGC	1)Rs.2,20,000/- 2)Rs.1,90,000/-	1)Rs.1,80,000/- 2)Rs.1,55,000/-
Interdisciplinary Projects	N.A.	N.A.	N.A.	N.A.
Industry sponsored	N.A.	N.A.	N.A.	N.A.
Projects sponsored by the University/ College	N.A.	N.A.	N.A.	N.A.
Students research projects (other than compulsory by the University)	N.A.	N.A.	N.A.	N.A.

3.7 No. of books published

- i) With ISBN No : 02 (Chapters in Edited Book)
- ii) Without ISBN No : NA

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST DPE

DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme INSPIRE

CE Any Other (specify)

3.10 Revenue generated through consultancy

None

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	N.A	N.A	N.A	N.A	04
Sponsoring agencies	N.A	N.A	N.A	N.A	IQAC

3.12 No. of faculty served as experts, chairpersons or resource persons : 02

3.13 No. of collaborations:

International : NIL National : NIL

Any other : We have collaborations with NSA Mahavidyalaya, Purulia; Barjora College, Bankura and Paschim Rarh Itihas O Sanskriti Charcha Kendra, Bankura.

3.14 No. of linkages created during this year : NIL

3.15 Total budget for research for current year in lakhs :

From Funding agency : NIL From Management of University/College : NIL

Total : NIL

4.3 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6400	20,80,000/-	1280	4,48,000/-	7680	25,28,000/- (apx)
Reference Books	4300	16,12,500/-	999	4,24,575/-	5299	20,37,075/- (apx)
e-Books						
Journals	22	4,950/-	12	3,300/-	34	8,250/- (apx)
e-Journals	INFLIBNET, N-LIST JOURNALS ALL SUBSCRIBED	5,750/- (Annual membership fee)	INFLIBNET, N- LIST JOURNALS ALL SUBSCRIBED	5,900/- (Annual membership fee)		Rs.11650/-
Digital Database	NA	NA	NA	NA	NA	NA
CD & Video	NA	NA	NA	NA	NA	NA
Library automation	FULLY AUTOMATED (SOUL SOFTWARE)	NA	NA	NA	NA	NA

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	30 Desktops and 10 laptops	01	The college has free wi-fi Facility, 5 mbps per second	Library, Computer Lab, Language Lab	01	01	09	
Added	05 Desktops							
Total	35 Desktops and 10 Laptops							

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation Networking, e-Governance etc.)

- 1) The students are given Computer education through WEBEL
- 2) The existing automated software is upgraded to meet the challenges of teaching.

4.6 Amount spent on maintenance in lakhs/thousands :

- i) ICT : 52,000/-
- ii) Campus Infrastructure and facilities : 25,100/-
- iii) Equipments : 10,500/-

Total : 87,600/-

CRITERION V**5. STUDENT SUPPORT AND PROGRESSION****5.1 Contribution of IQAC in enhancing awareness about Student Support Services**

- 1) Enhancing social responsibility skills.
- 2) Scholarship from local fund such as Sitaram Jindal Foundation of about 81,600/-
- 3) SMS services to students for notice and information.
- 4) Circulars.
- 5) Suggestion box/ Grievance Cell
- 6) Notice board.

5.2 Efforts made by the institution for tracking the progression

- SMS to inform students and parents
- Parents Teacher meeting to give information on students academic progress and performance
- Counselling for better career opportunities
- Unit Tests taken for evaluation

5.3 (a) Total Number of students(2017-18)

UG	PG	PHD	OTHERS
952	NA	NA	NA

(b) No. of students outside the state : NIL**(c)** No. of international students : NIL

Demand Ratio during the year (ONLY Ist year students)				
Name of the Programme		Number of seats available	Number of applications received	Students Enrolled
CORE COURSES	BNG	67	100	67
	ENG	60	100	43
	HIS	60	80	28
	GEO	19	40	19
General				360

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The students are provided with books, journals and papers for competitive exams and a Durgapur based company named **The Global Hindujas Limited** interviewed some of our students in the beginning of the last year.

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT

IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

We have a convener for counselling students who organises special classes in the campus and provides valuable information to the students regarding competitive exams and gives them books and journals.

No. of students benefitted

Number of benefitted students by Career Counselling activities	Number of students who have passed in the competitive exam
55	05

5.7 Details of campus placement

No. of Organisations Visited	No. of Students Participated	No. of students placed (on Campus)	No. of students placed (off Campus)
01	50	Nil	05

5.8 Details of gender sensitization programmes

A seminar on Women Empowerment has been organised by the college.

Gender Audit done and report made.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

No. of students participated in Sports, Games and other events

State/ University level	<input type="text" value="06"/>	National level	<input type="text" value="N.A"/>	International level	<input type="text" value="N.A"/>
-------------------------	---------------------------------	----------------	----------------------------------	---------------------	----------------------------------

No. of students participated in cultural events

State/ University level	<input type="text" value="15"/>	National level	<input type="text" value="N.A"/>	International level	<input type="text" value="N.A"/>
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5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports :

State/ University level	<input type="text" value="02"/>	National level	<input type="text" value="N.A"/>	International level	<input type="text" value="N.A"/>
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Culture :

State/ University level	<input type="text" value="N.A"/>	National level	<input type="text" value="N.A"/>	International level	<input type="text" value="N.A"/>
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5.10 Scholarships and Financial Support

	No. Of students	Amount
Financial Support from Institution (Sitaram Jindal Foundation) The college gives half fee waiver to students who are needy	20	81,600/-
Financial Support from Government		
Financial Support from other sources		

5.11 Student organised / initiatives

Fairs : State/ University level :NA National level :NA International Level :NA

Exhibitions : State/ University level :NA National level :NA International Level :NA

5.12 No. of social initiatives undertaken by the students : 05

5.13 Major grievances of students (if any) redressed: 03

- To augment computer in Language laboratory. One desktop has been added.
- Automatic Vending machine for sanitary napkins for girls students. One has been installed in Girls' Common room
- Safe and Drinking water and cold water facility. The same has been installed in the campus.

Criterion – VI**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

VISION

- To promote holistic education by inculcating academic, social, economic and moral support to the students.
- To give equal opportunities to every sections of students viz. SC/ ST/ OBC/ PH and other economically deprived students.

MISSION

- To provide quality higher education to students.
- To provide inclusive education for all.
- To cater to the social/ economic/ academic/ global needs of the students.
- To promote skill based knowledge and entrepreneurship qualities to the students.
- To nurture social awareness and responsibilities among students so that they become responsible citizens in the days ahead.

6.2 Does the Institution has a management Information System

YES

- Administrative Process
- Student Admission.
- Student Attendance & Evaluation & Examination Procedure.
- Research Activities- Seminar, Conference, Training activities.
- Automatic generation of ID Cards.
- Office records are being digitalised.

6.3 Quality improvement strategies adopted by the institution for each of the following:**6.3.1 Curriculum Development**

- Seminars on Teaching Learning Methodology
- Certificate course in Communicative English and Computer

6.3.2 Teaching and Learning

- Seminars
- Extra Remedial classes
- Tutorial classes
- Unit Tests and Internal assessment
- Use of ICT in Teaching Learning

6.3.3 Examination and Evaluation

- Internal audit
- Result Analysis
- Unit Test and Internal assessment

6.3.4 Research and Development

- Encourage students and faculty for research projects
- N-List membership for e-journals
- Plans are there for In-house Journal for each department

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Fully Automated Library through Soul Software 2.0
- Reading facility with unlimited browsing
- Inflibnet facility/ E-journals subscription
- Language laboratory for students to learn different languages

6.3.6 Human Resource Management

- The college earnestly works to prepare the students for their higher studies. Apart from the routine academic classes, the students are also given exposure to sports, cultural activities and seminar/ conferences.

- Faculties of this institution are provided a healthy research atmosphere to enrich their academic career. Moreover, they are also incorporated in different college committees which provide administrative experience to them. Delegations of responsibility – some of the key responsibility areas are identified and delegated at different levels – office function, Principal, HOD/

6.3.7 Faculty and Staff recruitment

- Permanent Faculty recruited according to Govt. Norms/ UGC through College Service Commission
- Guest faculty recruited through interview as per UGC rules
- Staff recruited according to Govt. Norms

6.3.8 Industry Interaction / Collaboration

Students are taken to Mejia Thermal Power Station to give them hands on experience of the industry processes and skill based learning but collaboration is yet to be made.

6.3.9 Admission of Students

Admission is conducted through online process by an authorised body so that it remains totally transparent based on merit score.

6.4 Welfare schemes for

Teaching	Orientation Programme, Refresher Course, Medical facility, PF, HRA
Non teaching	Short term Training Programme, Medical facility, PF, HRA
Students	Scholarship, Konyashree, Yuvashree, half-fee, Accomodation facility(Hostel) Playground, Gymnasium, Common Room/Recreational Centre, Canteen

6.5 Total corpus fund generated : Nil

6.6 Whether annual financial audit has been done :

Internal Audit done by **M/ SP SEKHAR PAL & C0**. The institution is preparing for external audit as chosen by the **West Bengal Higher Education Department** and will be soon conducted.

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	A Kundu &Co.	Yes	A Kundu &Co.
Administrative	In process for the current year		Yes	M/SP SEKHAR PAL&CO.

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes

Yes No

For PG Programmes

Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The college has no authority in examination process, it is totally conducted as per University rules. The college only provides seat facility for the students from other colleges. The college only arranges Test exam and other internal assessments.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

- Support for NSS camp/ outreach programmes
- Alumni meet and feedback

6.12 Activities and support from the Parent – Teacher Association

- First Year Meetings: Parents Teacher Association arranged a function to welcome the first year students and their parents on the day of commencement of classes
- Aided the Counselling session
- Participated in Blood Donation Camp

- The feedback from parents on various academic and non-academic activities is collected and analyzed by the IQAC.

Institute believes in maintaining a holistic relationship between teachers and parents so as to improve the quality of education and it adopts several initiatives in this direction.

6.13 Development programmes for support staff

- Training Programme to hone their skills(Communicative English)
- Computer and skill-based training
- Regular medical check-up

6.14 Initiatives taken by the institution to make the campus eco-friendly

The College campus consists of profound greenery and a well managed garden. Cleaning of campus is a routine job of NSS students.

NSS has a special programme on Briksha Ropan or tree plantation.

Students of final year are encouraged to prepare different projects on environmental conservation, preserving biodiversity and methods of reducing different forms of environmental pollution.

The Rain water harvesting is done in the college campus.

There is also a bio-compost reserve.

Solar panels are installed to save electricity

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Semester system of evaluation besides Annual system
- Choice based Credit system introduced this academic year
- Spoken English classes are held along with core English classes

7.2 Provide the Action Taken Report (ATR)based on the plan of action decided upon at the beginning of the year

- Extra classes for slow learners
- Health awareness programme
- Eco-friendly campus
- Gender sensitization programmes
- Extension activities such as Blood Donation Camp, AIDS awareness programme, Tree plantation, Health Block cleaning Programme
- Departmental seminars/workshops
- Transparent feedback process and report
- Increase in career guidance programmes
- In-house journal to be published
-

- 7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)
The best practices implanted by the College are as follows:

Best Practice-1

Title of the Practice: Automated Vending Machine for sanitary napkin

The Objective: Vending machines are implanted for the girl students so that they can make proper use of safe and free sanitary napkins and ensure proper hygiene and healthy living.

The Practice : The Automated vending machines are installed for the girl students keeping in view the poor economic background of most of the girl students and also the health and hygiene of the students.

Problems encountered and Resources required:

The college within its limited corpus aspires to give the best to the students but the resources are limited.

Best Practice-2

Title of the Practice: Water purifier cum cooler.

The Objective: A water purifier cum cooler with a large capacity is being installed by grant from local MP fund so that the students can have safe and pure drinking water facility within their reach.

The Practice: The water purifier provides safe drinking water to the students and moreover the water is cool which gives them relief during hot scorching summer taking in consideration the dry hot place that Bankura is.

Problems encountered and Resources required:

The resources and fund is also too less to accommodate the strategies conveniently and facilitate the students.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

<http://gpmbankura.in/facilities/innovative-practices/>

- 7.4 Contribution to environmental awareness / protection

- Percentage of power requirement of the College met by the renewable energy sources
- Introduction of solar energy plants which is reducing usage of electrical power and reduction of pollution in the campus Encouraging using of CFL lamps.
- Restricting the use of air conditioner in the college.
- Plastic free zone.
- It is proposed to conduct energy audit every year.
- Waste collection bins at prominent places.
- Celebration of World Environment Day/ Earth day.

7.5 Whether environmental audit was conducted?

Yes

No

7.6 Any other relevant information the institution wishes to add. (for example SWOC Analysis)

STRENGTHS

The college has strength in respect of:

1. Transparent admission process for students.
2. Adequate facilities for SC/ST/OBC/PH category of students.
3. Good number of texts books in Central Library and Departmental libraries.
Reading room for students in library.
4. Internet connections for students and staff.
5. Scholarships for the meritorious and the needy.
6. Participatory decision making process.
7. Healthy relationship between students and faculty members.
8. Efficient faculty using modern technological aids and Smart Classrooms.
9. Active NSS unit comprising of one male wing and one female wing.
10. Blood donation camps are organized every year.
11. Plastic free zone.
12. Anti-ragging Campus
13. A well equipped Geography laboratory.
14. A well - equipped Computer Laboratory
15. A Modern Language Laboratory with latest technological aids.
16. Provision for rain water harvesting, composting.
17. A beautifully structured herbal garden.
18. A health unit.
19. A placement Cell.
20. A well equipped sports room and gymnasium.
21. Solar Energy enabling electricity cost effective and cheap.
22. Automated vending machine for girl students
23. A water purifier cum cooler

WEAKNESSES

1. As an affiliated college it does not has autonomy in academic reforms, whatever decisions are taken by the affiliating university and government is followed by the college.
2. Few faculty members in respect to students as maximum permanent posts are vacant.
3. Non teaching staff is also less in number hence a single person executes multiple jobs.
4. The College has a provision of girls' hostel but considering the remoteness of the locale very few inmates are found.
5. The College has no auditorium for arranging different programmes.
6. The College suffers from paucity of funds in building more rooms and providing better facilities to students.

OPPORTUNITIES

1. The College has a dam nearby whereby it can construct check dam.'
2. The College can increase rooms if provided intensive support.
3. New and innovative methods of teaching can be employed within permissible limits.
4. The College can upgrade the infrastructural facilities and equipments.

CHALLENGES

1. The foremost challenge of the college is its locality; it is located in the remotest part of Bankura district and is cut off from all modern amenities.
2. The setting is entirely rural and most of the students are first generation learners who are keener on farming than attending classes.
3. The faculty members as well as non-teaching staff should be increased in numbers otherwise it faces big challenges in meeting up the demands of the recent global trends.
4. Fund and resources are inadequate so whatever is thought cannot always be implemented.

8. Future Plan of action for next academic year

- Improving the learning process by implementing more modern teaching aids and proper up gradation of the library
- Organizing State and National Level Seminars, projects, awareness seminars, quiz competitions and national level competitions in different departments
- To publish in-house journal of every department.
- Arranging educational tours for arts departments for enjoying learning.
- MoU with other academic bodies for research augmentation.
- Collaboration with Foreign institutions.

Chayanika Roy
Co-ordinator, IQAC
Gobinda Prasad Mahavidyalaya

Dr.Juran Ali Mandal
In-Charge Principal,
Gobinda Prasad Mahavidyalaya

ANNEXURE –I: FEEDBACK ANALYSIS REPORT

Overview: Teachers' evaluation has come to be known worldwide as a useful input to improve the quality of the teaching. While there are a large number of possible sources of feedback and evaluation data on teaching, the most common source of input for teaching evaluation is feedback from the students. This study was undertaken with the aim to improve the quality of teaching by introducing students' feedback as a teachers' evaluation system and also contributing in the overall faculty development. The performance evaluation of teachers is made to make them aware of the expectations students have on them. A teacher's performance will be judged in terms of 10 criteria. They are intended to help teachers develop a common understanding about the expectations and provide a common language for discussing performance as it pertains to the following criteria :

- a) Punctuation in taking classes
- b) Regularity in taking classes
- c) Communication skills
- d) Ability to motivate students
- e) Clarity of subject
- f) Control of class
- g) Involvement in Tutorial classes
- h) Eagerness to listen and answer students' questions
- i) Regularity in checking class tests
- j) Whether teacher is approachable

Objective: The evaluation procedure provide the framework for accessing the teachers' performance as it relates to the adopted performance criteria. Through the objective and unbiased application of this process, performance strengths and areas for improvement will be identified.

Procedure: The students are asked to fill up the feedback form where the names of teachers of all departments are given. They have to allot them marks on different criteria mentioned in the given form. The names of the students are not disclosed anywhere so as to keep the whole process confidential. The forms collected are sorted according to departments and the HOD/ IQAC makes an analysis of the feedback and conveys to the Head of the institution who personally talks to concerned teachers without any knowledge of others.

Analysis: From the data collected from feedback form it is notified that 70% of teachers have clarity in subjects, punctuality in attendance, skill in power point presentation, classroom teaching, interactive communication. 30% teachers are deficient in using ICT mode of teaching, power point presentation and using smart tools while interaction.

After the analysis and survey, the strengths and weaknesses of teachers were summarized and then the report was handed to the IQAC. The IQAC Co-ordinator gives intimation to the Head of the institution regarding the feedback privately and the Head of the

Institution privately talks to the concerned teacher and makes him/ her aware of the subject. This maintained the confidentiality and only the concerned teacher could know about his/ her strengths and weaknesses. They were given enough time to hone their skills and suggested ways to improvise.

Outcome: Through his feedback system we could not only judge our skills and evaluate ourselves it is also provides a vast arena for self introspection and improvisation and creates an urge on the part of the teachers to find ways to polish themselves and to keep themselves update and right in pace with recent times. The teachers who were not I satisfactory scale in one or two of the criteria were seen to perform well in the next. This system has caused a revolution worldwide in the academic arena and has also invigorated the students to be more agile and updated.

ANNEXURE –II: PROCEEDINGS OF IQAC MEETINGS**Relevant Portion of IQAC Meeting held from 2017-18 Academic Year****(Extracted Copy)****Meeting 1: 13.09.2017. 3.00pm**

1. Minutes of previous meeting were confirmed.
2. To work out the mechanism for ensuring timely, efficient and progressive performance of academic activities on regular basis, it was decided by the chair that the academic calendar should be circulated before the commencement of academic session.
3. The NAAC Peer Team visit for Ist cycle assessment was held on 10.8.17 and 11.8.17. The NAAC Peer Team accredited our college with B+ grade. The Teaching and non-teaching members of the college are requested to keep up the good work.
4. A certificate course in mobile repairing and computer to be conducted as per previous year.
5. Orientation programme undertaken by Dr. Sathi Mukherjee from 7.11.17 to 4.12.17
6. There being no further points to be discussed the meeting is terminated with thanks to and from the chair.

Meeting 2: 05.1.18. 3.00pm

1. Minutes of previous meeting were confirmed.
2. Reports of Academic Audit forms were discussed and shortcomings of each department if any, was identified.
3. Discussion regarding forthcoming Test Examination, 09.01.18. The Examination Committee is assigned the duty of conducting the exams smoothly.
4. There being no further points to be discussed the meeting is terminated with thanks to and from the chair

Meeting 3: 02.02.18. 3.30pm

1. Minutes of previous meeting were confirmed.
2. The overall academic plan and progress of students was reviewed. Result analysis team as formed to analyse the results of first phase of exam already submitted.
3. Previous teaching-learning process was discussed and the chair agreed for introduction of ICT in all classrooms.
4. A seminar will be held on Teaching learning methodologies. The IQAC will organise the seminar with the help of an external expert .This will be an enlightening lecture for the students.
5. There being no further points to be discussed the meeting is terminated with thanks to and from the chair.

Meeting 4: 15.3.18. 2.30pm

1. Minutes of previous meeting were confirmed.
2. Guidelines for administrative audit are given: i) Stock verification of various Departments ii) Application of leave rules – CCL, Medical Leave, Leave Encashment iii) Attendance records iv) PF norms v) Service Book completion vi) Procedures of Record Keeping vii) Automation/Use of IT
3. Detailed discussion regarding the forthcoming B.A Part-III Exam. The Examination Committee is assigned the duty of conducting the exams smoothly.
4. There being no further points to be discussed the meeting is terminated with thanks to and from the chair

Meeting 5: 08.05.18. 3.00pm

1. Minutes of previous meeting were confirmed.
2. All the members of IQAC were given a resource paper to write. 5. Following is the list of some resource papers to be prepared i) Student Progression ii) Infrastructure & Resources iii) Teaching Learning & Evaluation iv) Extension Activities & their Community Impact v) Leadership & Motivation vi) E-Library Resources
3. All the members of IQAC are requested to participate in the submission of detailed Project Report to RUSA for fund allocation.
4. There being no further points to be discussed the meeting is terminated with thanks to and from the chair

Meeting 6: 03.7.18. 3.00pm

1. Minutes of previous meeting were confirmed
2. With the permission of chair, decided to conduct few departmental seminars for the students of our college.
3. The admission process of the college is duly discussed. Online admission based on merit score is the criteria for admission. No interference from college is permissible in this regard. The Admission Committee will take active role in verification of document and supervision only.
4. Classes for the new academic session will commence on and from 12.8.18.
5. Lesson Plan for each department to be submitted to IQAC Co-ordinator.
6. There being no further points to be discussed the meeting is terminated with thanks to and from the chair

Meeting 7: 24.7.18 .3.00pm

1. Minutes of previous meeting were confirmed.
2. The existing student feedback system was discussed and changes in the form were suggested by the team. Following parameters were to be included in the feedback form –

i) Regularity of lectures, tutorials, practical ii) Use of teaching aids such as projectors, computers iii) Completion of courses iv) Encouragement of questioning and queries in classrooms v) Completion of courses in stipulated time

3. The team suggested with the permission of chair to collect the alumni feedback and the parents' feedback regarding the college. Following parameters were discussed for alumni feedback form:- i) College Infrastructure ii) Achievements iii) Contribution of college towards their vision iv) Willingness to deliver motivational talks
4. Following parameters were discussed for parent feedback form:- i) Teaching-Learning Environment ii) Value based education iii) Discipline practices iv) Response and communication with the college v) Provision of career oriented programs
5. There being no further points to be discussed the meeting is terminated with thanks to and from the chair

Meeting 8: 14. 08.18. 2.30pm

1. Minutes of previous meeting were confirmed
2. The Faculty members are encouraged to undertake Orientation and Refresher courses as part of faculty Development programme. They are also encouraged to complete their PhD and contribute in Minor and Major Research projects.
3. The papers for Placement promotion of Five Assistant Professors from Stage I to Stage II and One Assistant professor from Assistant to Associate Professor are submitted To DPI for approval and processing.
4. There being no further points to be discussed the meeting is terminated with thanks to and from the chair

sd/ Chayanika Roy
 IQAC Coordinator
 Gobinda Prasad Mahavidyalaya

sd/Dr.J.A.Mandal
 In-Charge Principal
 Gobinda Prasad Mahavidyalaya

ANNEXURE –III: Academic Calendar 2017-18

<http://gpmbankura.in/academics/academics-calendar/>

ACADEMIC CALENDER FOR THE SESSION 2017-2018						
DAY	JUL	AUG	SEP	OCT	NOV	DEC
SUN				1		
MON				PUJA HOLIDAYS		
TUE		CLASSES		PUJA HOLIDAYS		
WED		CLASSES		PUJA HOLIDAYS	CLASSES	
THU		CLASSES		PUJA HOLIDAYS	CLASSES	
FRI		CLASSES	CLASSES	PUJA HOLIDAYS	RAS PURNIMA	CLASSES
SAT	CLASSES	CLASSES	ID-UB-ZOHA	PUJA HOLIDAYS	NANAK JAYANTI	FT-OD-DHM
SUN	2	3	4	5	6	7
MON	CLASSES	RAS PURNIMA	CLASSES	PUJA HOLIDAYS	CLASSES	CLASSES
TUE	CLASSES	CLASSES	CLASSES	PUJA HOLIDAYS	CLASSES	CLASSES
WED	CLASSES	CLASSES	CLASSES	PUJA HOLIDAYS	CLASSES	CLASSES
THU	CLASSES	CLASSES	CLASSES	PUJA HOLIDAYS	CLASSES	CLASSES
FRI	CLASSES	CLASSES	CLASSES	PUJA HOLIDAYS	CLASSES	CLASSES
SAT	CLASSES	CLASSES	CLASSES	PUJA HOLIDAYS	CLASSES	CLASSES
SUN	8	9	10	11	12	13
MON	CLASSES	SANMASTANI	INTERNAL ASSMNT	PUJA HOLIDAYS	CLASSES	CLASSES
TUE	CLASSES	INDEPENDENCE DAY	INTERNAL ASSMNT	PUJA HOLIDAYS	CLASSES	CLASSES
WED	CLASSES	CLASSES	INTERNAL ASSMNT	PUJA HOLIDAYS	CLASSES	CLASSES
THU	CLASSES	ANANASA PUJA	INTERNAL ASSMNT	PUJA HOLIDAYS	CLASSES	CLASSES
FRI	CLASSES	CLASSES	INTERNAL ASSMNT	PUJA HOLIDAYS	CLASSES	CLASSES
SAT	CLASSES	CLASSES	INTERNAL ASSMNT	PUJA HOLIDAYS	CLASSES	CLASSES
SUN	14	15	16	17	18	19
MON	CLASSES	CLASSES	CLASSES	CLASSES	CLASSES	SEMESTER-I
TUE	CLASSES	CLASSES	MAHALAYA	CLASSES	CLASSES	SEMESTER-I
WED	CLASSES	CLASSES	CLASSES	CLASSES	CLASSES	SEMESTER-I
THU	CLASSES	CLASSES	CLASSES	CHHAT PUJA	CLASSES	SEMESTER-I
FRI	CLASSES	CLASSES	CLASSES	CLASSES	CLASSES	SEMESTER-I
SAT	CLASSES	CLASSES	CLASSES	CLASSES	CLASSES	SEMESTER-I
SUN	20	21	22	JAGADHATRI PUJA	23	24
MON	CLASSES	CLASSES	PUJA HOLIDAYS	CLASSES	CLASSES	16-ARNS DAY
TUE	CLASSES	CLASSES	PUJA HOLIDAYS	CLASSES	CLASSES	W.F.
WED	CLASSES	CLASSES	PUJA HOLIDAYS	CLASSES	CLASSES	W.F.
THU	CLASSES	CLASSES	PUJA HOLIDAYS	CLASSES	CLASSES	W.F.
FRI	Foundation Day		PUJA HOLIDAYS			W.F.
SAT	CLASSES		PUJA HOLIDAYS			W.F.
SUN	26					27
MON	CLASSES					

*This Academic Calender is Tentative and Therefore, Subject to Revision.

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ACADEMIC CALENDER FOR THE SESSION 2017-2018

DAY	JAN	FEB	MAR	APR	MAY	JUN
SUN				1		
MON	N.Y.D-2018			INTERNAL ASSESSMENT		
TUE	COLLEGE TEST EXM			INTERNAL ASSESSMENT	MAY DAY	
WED	COLLEGE TEST EXM			INTERNAL ASSESSMENT	SAHEBARATI	
THU	COLLEGE TEST EXM	CLASSES	POJ	INTERNAL ASSESSMENT	CLASSES	
FRI	COLLEGE TEST EXM	CLASSES	ROJ	INTERNAL ASSESSMENT	CLASSES	UNIV. EXAM
SAT	COLLEGE TEST EXM	CLASSES	CLASSES	INTERNAL ASSESSMENT	CLASSES	UNIV. EXAM
SUN	7	8	9	10	11	12
MON	COLLEGE TEST EXM	CLASSES	CLASSES	CLASSES	CLASSES	UNIV. EXAM
TUE	COLLEGE TEST EXM	CLASSES	CLASSES	CLASSES	CLASSES	UNIV. EXAM
WED	COLLEGE TEST EXM	CLASSES	CLASSES	CLASSES	RABINDRA JAYANTI	UNIV. EXAM
THU	COLLEGE TEST EXM	CLASSES	CLASSES	CLASSES	CLASSES	UNIV. EXAM
FRI	VISWANATHA JAYANTI	CLASSES	CLASSES	NEEL PUJA	CLASSES	UNIV. EXAM
SAT	COLLEGE TEST EXM	CLASSES	CLASSES	CHARAK	CLASSES	UNIV. EXAM
SUN	14	15	16	K.L. AMBEDKAR & NABABARDHA	18	19
MON	POLISH PARBAN	CLASSES	CLASSES	CLASSES	UNIV. EXAM	UNIV. EXAM
TUE	MAKAR SANDHANTI	CLASSES	CLASSES	CLASSES	UNIV. EXAM	UNIV. EXAM
WED	COLLEGE TEST EXM	SHIVARATRI	CLASSES	CLASSES	UNIV. EXAM	UNIV. EXAM
THU	COLLEGE TEST EXM	CLASSES	CLASSES	CLASSES	UNIV. EXAM	UNIV. EXAM
FRI	COLLEGE TEST EXM	CLASSES	CLASSES	CLASSES	UNIV. EXAM	UNIV. EXAM
SAT	COLLEGE TEST EXM	CLASSES	CLASSES	CLASSES	UNIV. EXAM	SHI-UL-FIT
SUN	21	22	23	24	25	26
MON	SREEPANCHAMI	CLASSES	CLASSES	CLASSES	UNIV. EXAM	UNIV. EXAM
TUE	NETAJI JAYANTI	CLASSES	CLASSES	CLASSES	UNIV. EXAM	UNIV. EXAM
WED	CLASSES	CLASSES	CLASSES	CLASSES	UNIV. EXAM	UNIV. EXAM
THU	CLASSES	CLASSES	CLASSES	CLASSES	UNIV. EXAM	UNIV. EXAM
FRI	REPUBLIC DAY	CLASSES	CLASSES	CLASSES	UNIV. EXAM	UNIV. EXAM
SAT	CLASSES	CLASSES	AAPURNA	CLASSES	UNIV. EXAM	UNIV. EXAM
SUN	28	29	30	31	32	33
MON	CLASSES	CLASSES	CLASSES	CLASSES	UNIV. EXAM	UNIV. EXM & SEM2
TUE	CLASSES	CLASSES	CLASSES		UNIV. EXAM	UNIV. EXM & SEM2
WED	CLASSES	CLASSES	CLASSES		UNIV. EXAM	UNIV. EXM & SEM2
THU			CLASSES		UNIV. EXAM	UNIV. EXM & SEM2
FRI			GOOD FRIDAY			UNIV. EXM & SEM2
SAT			EASTER SATURDAY			UNIV. EXM & SEM2
SUN						
MON						

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Name : Chayanika Roy
Co-ordinator, IQAC

Name : Dr. Juran Ali Mandal
Incharge-Principal, Gobinda Prasad Mahavidyalaya

Chayanika Roy
10/9/18

IQAC Co-ordinator
Gobinda Prasad Mahavidyalaya
Amarnakan, Bankura



Jmandal
10/9/18

In-Charge-Principal
Gobinda Prasad Mahavidyalaya
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