



## Yearly Status Report - 2016-2017

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	GOPAL CHANDRA MEMORIAL COLLEGE OF EDUCATION
Name of the head of the Institution	DR. SHREYASHI PALTASINGH
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03325672826
Mobile no.	8777016551
Registered Email	gcmcollege@rediffmail.com
Alternate Email	iqacgcmcollege@gmail.com
Address	79/1, Haripada Biswas Sarani, P.O-New Barrackpur
City/Town	KOLKATA (NEW BARRACKPUR)
State/UT	West Bengal
Pincode	700131

<b>2. Institutional Status</b>																			
Affiliated / Constituent		Affiliated																	
Type of Institution		Co-education																	
Location		Urban																	
Financial Status		state																	
Name of the IQAC co-ordinator/Director		Dr. PARAMITA BANDYOPADHYAY (DAS)																	
Phone no/Alternate Phone no.		03325675823																	
Mobile no.		9051944172																	
Registered Email		iqacgcmcollege@gmail.com																	
Alternate Email		gcmcollege@rediffmail.com																	
<b>3. Website Address</b>																			
Web-link of the AQAR: (Previous Academic Year)		<a href="https://www.gcmcollege.in/naac/aqar/">https://www.gcmcollege.in/naac/aqar/</a>																	
<b>4. Whether Academic Calendar prepared during the year</b>		Yes																	
if yes, whether it is uploaded in the institutional website: Weblink :		<a href="https://www.gcmcollege.in/naac/academic-calendar/">https://www.gcmcollege.in/naac/academic-calendar/</a>																	
<b>5. Accrediation Details</b>																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>B</td> <td>2.60</td> <td>2016</td> <td>11-Jul-2016</td> <td>10-Jul-2021</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	2	B	2.60	2016	11-Jul-2016	10-Jul-2021
Cycle	Grade	CGPA	Year of Accrediation	Validity															
				Period From	Period To														
2	B	2.60	2016	11-Jul-2016	10-Jul-2021														
<b>6. Date of Establishment of IQAC</b>		14-Mar-2005																	
<b>7. Internal Quality Assurance System</b>																			
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															
Title of The National Seminar-The Journey from		28-Feb-2017 8		200															

segregation to inclusion  
: A step towards  
democratizing the system  
of education

[View File](#)

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
N/A	N/A	N/A	2017 0	0
No Files Uploaded !!!				

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

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

1.Seminar (1) Guest Lectures (3), 2. Exhibition on Teaching Aids, 3.Excursion, 4. Cultural Competition, 5.Meeting for Golden Jubilee celebration.

[View File](#)

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
Exhibition, Community out reach programme, Use of ICT in teaching, , Seminars , Invited Lectures, Periodical tests etc.	Around 90 percent in all programmes.

[View File](#)

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body

Meeting Date

IQAC

22-Nov-2017

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit

21-Jun-2016

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2017

Date of Submission

14-Mar-2017

17. Does the Institution have Management Information System ?

No

## 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. Explain in 500 words

Gopal Chandra Memorial College of Education is under West Bengal University Of Teachers' Training, Education Planning and Administration, Kolkata and follow the prescribed B. Ed. Curriculum of this University with effect from session 2016-17. Faculty members of college actively participate in different curriculum development programmes, seminars & workshops. The institution has developed a college prospectus which provides all the relevant information about the college. Such information include admission procedure, rules & regulations including fees, infrastructural facilities, different committees, curriculum & proposed activities which help student-teachers to prepare themselves for B. Ed. course in an effective manner. The B. Ed. Curriculum prescribed by WBUTTEPA, Kolkata, follows NCTE norms and it aims to develop professional skills through curriculum transaction and other activities. The institution develop academic calendar for transaction of curriculum. Curriculum consists of different Theory papers along with Practicums. All the practicums are evaluated both externally & internally. Curriculum also consists of different outreach programmes. The institute also organises different seminars in topics of value education, topics related to physically challenged students, life skill education etc. to encourage student-teachers for values, inclusive education etc. ICT is introduced in the curriculum as application of computers in teaching-learning process is essential. In the curriculum there are seminar presentation of different method subjects through power point presentation by

each student. All students learn to do Pedagogical Analysis, Simulation Teaching, different practicums, laboratory based activities etc. as per prescribed curriculum of different method papers. The students admitted to the B. Ed. course are from diverse back ground. Our institution provides equal opportunities for all students teachers in all the curricular and co-curricular activities. The academic session is started from 1st July of each year. On the first day of academic session, the IQAC organises an induction programme where both newly admitted students and faculty members introduce themselves and conduct the orientation week to orient student-teachers about the course & also to know the students about their skills. Professional skills are developed among the student-teachers through Communication Skill, Simulated Teaching, Internship, Seminar Presentation, Action Research and feed back mechanism. Each student-teacher has to complete sixty lessons in his/her respective method subject during internship period which is monitored by our teaching faculty through correction of learning designs, supervision of lessons, guiding them for preparation of TIM etc. After supervision of the lesson, feedback of supervisor is an important part during internship period to rectify the student teachers teaching learning process which is provided to every student on a specific format. As per university prescribed curriculum there are four semesters having full marks of 500 marks for both Theoretical and practicum papers. The Practical papers are evaluated both externally & internally but theoretical papers are evaluated externally. For internal assessment, there is continuous comprehensive evaluation which is based on percentage of attendance, participation in different co-curricular programmes, performance in term papers, seminars, teaching skills during internship program and internal exams. The Institution maintains Progress register by faculty members for well planned curriculum delivery and documentation purpose.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	0	NIL	NIL

**1.2 – Academic Flexibility**

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
No file uploaded.		

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.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NIL	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

**1.3 – Curriculum Enrichment**

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
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NIL	Nil	0
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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	TEACHER EDUCATION	47
<a href="#">View File</a>		

## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	No

### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>Constructive feedback in the workplace is extremely important: workplaces need effective communication to succeed and thrive. As well as increasing staff morale, feedback helps us learn more about ourselves, our strengths and weaknesses, our behaviors, and how our actions affect others. It also increases our self-awareness and encourages personal development. During each semester feedback of the subject as well as subject teacher is taken through a structured questionnaire designed with focus on every aspect of Teaching Learning Process and other administrative process. This feedback is used for overall improvement in all areas. Parents feedback analysis suggests to include some programs for improving Universal human values to be imbibed in the students. Such programs are initiated by IQAC through organizing seminars and creating awareness among the students about its importance. During the semesters, students are encouraged to ask questions in case they need more clarification on the concept matters so that it can help faculty members in improving their presentation and explanation ability. College works on the suggestions of parents for overall development of institute. The attendance, result and other related information of each student is shared with the parents when ever need arises so that they could know the academic progress of their ward. Institute has a registered Alumni association and always remains in touch with the alumni so that suggestions can be gathered from them after completion of their course. These suggestions are analyzed and shared with all the stakeholders. The institute have designed structured feedback questionnaire for all the stake holders and obtains the feedback on regular interval. IQAC analyses the feedback on the parameters enlisted below for each stakeholder. Students Feedback form consists of the queries regarding - Teachers preparedness in class, effective teaching presentation, course coverage satisfaction, relevance of assignments, teachers punctuality, learning environment in class, helpful guidance etc. Teachers Feedback form consists of : Utility in increasing competencies, Learner centric approach in learning design, Updation of concept knowledge, logical sequence of units , elements of interest in contents, application in real life situations , appropriate assessment strategies etc.</p>

## CRITERION II – TEACHING- LEARNING AND EVALUATION

## 2.1 – Student Enrolment and Profile

### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	Teacher Education	50	450	50

[View File](#)

## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	50	0	3	0	3

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
3	2	10	1	0	0

[View File of ICT Tools and resources](#)

No file uploaded.

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring is an essential requirement in any educational programme. It helps to provide focussed support to facilitate construction of knowledge, develop communication skills, leadership skills, and realize personal potentials to the optimum possible level. Teachers' Training programme is aimed at grooming quality teachers who would help to nurture future generations. So mentoring becomes considerably essential for trainees to attain expertise not only in their subjects but also in the foundations of education and the pedagogical approaches to various school-subjects through personalized guidance. It also increases the teacherstudent interaction through extended contact hours. The students in teachers' training colleges are required to study various pedagogy subjects. The subject teachers act as their mentors to train them and prepare them for meeting professional needs. The college has the following pedagogy subjects - English, Bengali, Mathematics, Geography, History, Education, Physical Science, Life Science, Economics and Sanskrit. The subject teachers groom students as mentors to attain expertise in their own subjects. In the second semester, the trainees are supervised by their respective subject teachers during micro-teaching practice with peers. Besides, during the third semester, they are assessed by all teachers and specially by their subject teachers in schools while conducting teaching practice. Further, each school had a mentor teacher who guided and assessed the trainees in their teaching performance and also helped them to sort out issues related to individual schools. Apart from these, the students conduct practicum activities under the guidance of individual teachers who supervise them to conduct field-based activities. The college cultural committee functions under the mentorship of the cultural committee convener and members, who guide the students to perform diverse cultural activities and participate in cultural programmes and competitive activities. Tutorial hours are allocated in the class routine every day to ensure that students receive more quality hours through interaction with teachers and work towards their enrichment in professional capacities and also receive remedial lessons if necessary.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
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50	3	1:17
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## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
8	3	5	0	3

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	NIL	Nill	NIL
No file uploaded.			

## 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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEd	NIL	SEMESTER-I	24/12/2016	20/01/2017
BEd	NIL	SEMESTER-II	30/06/2017	11/08/2017
<a href="#">View File</a>				

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

The teacher training course is designed in such a way that students have to go through continuous assessment and evaluation through the semesters. The college specifically ensures that as per curriculum, all the students deliver seminar lectures as part of the internal assessment. The students work on field practicum activities under the guidance of faculty members and prepare their assignments and projects according to the data collected, which are evaluated on the basis of their diligence and quality of work. Besides, the college pays particular attention to ensure that students attend all the classes regularly and take part in all the theory and practicum evaluation. They compulsorily appear in the test examination before all semester examinations to ensure that they get scope for enough practice and revision before their final examinations. The external examiner appointed by the university conducts viva voce examination at the end of each semester. During school internship, the students are evaluated not only by their subject teachers, but also their school mentors, college Principal and the external examiner. The theoretical examinations held at the end of each semester are duly evaluated by external examiners through spot evaluation organized by the university. Besides, the university ensures that students take their examinations in an impartial and conducive environment in nearby colleges selected as examination centres. This is done through the sudden visits made by experts appointed by the university and supervisors stationed in different colleges to ensure peaceful conduct of examinations.

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



The university provides an academic calendar at the beginning of each year based on which the college prepares its academic calendar. The new session begins from 1st July and ends on 30th June including four semesters for two years. At the end of each semester, students have to take internal theoretical, practical and external theoretical, practical and viva voce examination. The first semester lasts from July to December. The second semester lasts from January to June including one month of school internship. The semester end examination takes place in June. The third semester lasts from July to December most of which includes school internship. At the end of third semester students have to take their final teaching examination besides the theoretical, practical, viva voce examinations. The fourth semester lasts from January to June. The students are released on 30th June usually after the examination. The college specifically has some cultural and co-curricular activities scheduled throughout the year which include outreach activities, exhibition, picnic, sports, cultural competitions, annual social programme, and celebration of significant national events and so on.

## 2.6 – Student Performance and Learning Outcomes

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 (to provide the weblink)

<https://www.gcmcollege.in/pdf-uploads/academic/programme-outcomes-of-2-years-b-ed.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
NIL	BEd	Teacher Education	50	50	100

[View File](#)

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[NIL](#)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	NIL	0	0

No file uploaded.

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	0	Nil	0
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	0	0	0	Nil
No file uploaded.					

**3.3 – Research Publications and Awards**

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
B.Ed	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
Nil	NIL	0	0
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
BED	2
<a href="#">View File</a>	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nil	0	0	0
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nil	0	0	0
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Nill	0	0	0	0
No file uploaded.				

**3.4 – Extension Activities**

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
NIL	NIL	0	0
No file uploaded.			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	0	0
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NIL	NIL	0	0	0
No file uploaded.				

**3.5 – Collaborations**

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	0	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	0	Nill	Nill	0
No file uploaded.					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of
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			students/teachers participated under MoUs
NIL	Nil	0	0
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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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
12614000	12614000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Fully	2.0	2012

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	7045	1251403	161	27575	7206	1278978
Reference Books	9418	9418	7	4750	9425	14168
e-Books	93809	0	93809	0	187618	0
Journals	97	191478	11	10500	108	201978
e-Journals	6224	5750	6224	5750	12448	11500
Digital Database	2	805500	0	0	2	805500
CD & Video	27	205812	1	11162	28	216974

Library Automation	1	165873	1	0	2	165873
Weeding (hard & soft)	1388	162396	2625	391125	4013	553521
Others (specify)	2	1476	0	0	2	1476
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4.2.3 – 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
NIL	NIL	NIL	Nil
No file uploaded.			

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	19	1	2	1	0	2	7	2	3
Added	0	0	0	0	0	0	0	0	0
Total	19	1	2	1	0	2	7	2	3

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

2 MBPS/ GBPS
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4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	<a href="#">NIL</a>

#### 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
6.42	5.99	5	1.68

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)

Campus Infrastructure Maintenance: The college oversees the maintenance of buildings, class-rooms and laboratories. Constant maintenance work taken up round the year to ensure the effective utilization of physical, academic, and support facilities. The management undertakes works on a regular as well as

contract basis. Quotation Forms received for various works like civil, electrical, plumbing, cleaning, and other works are scrutinized by the Principal with Tender committee and sent to the Governing Body to approve the process. Periodic painting and white washing of building and labs enhance the physical ambience of the college infrastructure. Amenities such as Air conditioners, CCTV cameras, water purifiers, generators, UPSs etc. are regularly checked and maintained. Cleaning of water tanks, plumbing, wood work and civil works are undertaken periodically. Attending to leakages, meeting out water scarcity in the summer, maintaining drainage lines, monitoring garbage disposal are the major challenges tackled effectively by the Administrator of the campus. Sweeping of classrooms, staff rooms, stair cases, corridors, seminar halls are done by the sweepers while toilets are cleaned daily. Waste and garbage collection, its segregation and disposal is done by a municipality staff. The whole campus is brought under the surveillance by the installation of CCTV camera at principal's room, classroom, office, corridors, library for protection. The security guards work in shifts for ensuring security and safety of the college campus. Laboratory Maintenance: Regular maintenance and periodical inspections ensure safe electrical and chemical equipments in the Science laboratories. Skilled lab assistants inspect the instruments regularly for effective functioning of the equipments and for ensuring safety. In the Physics Laboratory equipments are maintained regularly. Chemical substances and acids in chemistry laboratory are maintained as per approved norms. Social Sciece Lab and Psychology Lab equipments are maintained regularly. Faculty and Convener of the maintenance committee check if the equipments of the laboratory and department are well-maintained and wellprotected. ICT Lab equipments such as computers , printers network are constantly monitored by the IT technicians who take immediate steps to replace the non-working gadgets. Periodic updation and antivirus spyware scans are run regularly to protect the computer from malware. Sports Equipments Maintenance: Under Physical Guest Lecturer gym and game equipments are checked periodically for safety purposes. The playground is well-maintained by the workers. The old and obsolete sports equipments are replaced when required. Library Maintenance: The library and its corridors are swept, mopped and maintained dust free and clean by the sweeper and support staff. They also take care of dusting the books and furniture. A Library Advisory Committee headed by the Librarian takes care of day to day maintenance of the library and its infrastructure. Maintaining the stock register and the details of available books and journals, sorting and arranging them in the respective racks, maintaining the issue register etc are meticulously done to enable the students to use the library effectively. In the Library, worn out and damaged books and furniture are identified and replaced regularly based on the needs.

<https://www.gcmcollege.in/library/activity/support-system/>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Stipend/Scholarship from Govt. of West Bengal	9	144000
Financial Support from Other Sources			
a) National	NIL	0	0

b) International	NIL	0	0
<a href="#">View File</a>			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
NIL	Nil	0	NIL
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	NIL	0	0	0	0
No file uploaded.					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

## 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	0	0	NIL	0	0
No file uploaded.					

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
2016	1	B.ED	TEACHER EDUCATION	Diamond Harbar Women University	Phd in English
2016	1	B.ED	TEACHER EDUCATION	Visva Bharati	M.Phil (English)
2016	1	B.ED	TEACHER EDUCATION	Diamond Harbar Women University	M.Phil (Bengali)
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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	Number of students selected/ qualifying
SET	6
NET	2
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Cultural activities	Matribhasa dibos udjapo	95
Cultural activities	College foundation day celebration	98
Cultural activities	Organized a Farewell	98
Cultural activities	Celebration of Saraswati puja	95
Cultural activities	Organize a Annual fest	100
Cultural activities	Celebration of Independence day	100
Cultural activities	Institutional level activity Freshers welcome	100
Cultural activities	Celebration of Republic day	70
Cultural activities	Celebration of 22 se sraon	98
Cultural activities	Celebration of Bosonto utsab	100
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### 5.3 – Student Participation and Activities

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)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NIL	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student council has an important role in both curricular and co-curricular activities of the college. Generally the tenure of the student council is for 2 years and it starts from 1st week of August. Celebrating the Independence Day student council started their activities. Student council had an important role in the celebration of Independence Day. On that day our students visited in the local Hospital for distributing fruits and other necessary item to the patients. On 5th September student council played an important role to celebrate teachers' day. On that day they conveyed respect to the college founder, teachers and other renowned personality. They organized programme, 'AGOMONI' before Durga Puja. The student council organized "Republic Day" to



mark and celebrate the date on which The Constitution of India came into effect 26th January 1950. Goddess Saraswati was also worshipped by them at "Basanta Panchami". All the college staff joined with them. On 21st February our student observed the day as "Vasha Dibosh". They published the college magazine name "Eshana" and wall magazine which reflect their intellect and competencies. Student council also took initiative for preparation of the upcoming "Golden Jubilee Day". They also organized various cultural competitions among the students. Through this competition we came to know about the hidden talent of our students. With the support of the college authority "Annual Sport" was also organized by the student. In this year an Educational Tour was also organized by college authority. Student council took an important role to organize that tour. General secretary of student council is the student representative in the Governing Body. Student council also had an important role in different academic issues.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Alumni Engagement ( Alumni regd. No. S/1L/76753) Though represented as past pupils of an academic institution, G.C.M College believes, alumni represent the influential impact of the institution on its students based on both scholastic and co-scholastic activities including the culture, mindset, and settling aims in life. This belief arises as to the word 'alumni' was developed from the Latin phrase 'alumnus' which means the nourishment of the pupil. In G.C.M College of Education, each alumnus is engaged for the benefit of the institution in the upcoming future. The engagement is drafted below- a) Our alumni association participate in all the events irrespective of academic, social, or community-based activities organised by the college. Its biggest indication can be retrieved when a huge number of our alumni engaged with the college in its Golden Jubilee Celebration in 2017. They participated in the rally and other cultural events which made the events more colourful and lively. b) In the yearly reunion events alumni members reunite and cherish their memories during their days in the institution. Even the teachers and staff feel nostalgic regarding the memories with the alumni which enrich the reunion event more impactful for the institution. c) Alumni association responds in the case of any situations within the college irrespective of positive or negative. In the cases of positive cases, their inputs assist the authority to take steps more comprehensively and in the case of negative events, they represent no hesitance to stand with the college. In these cases, the association conducts meetings for sharing their opinions on different situations and the college authority always treats those opinions as important feedback because the college feels the association always deliver that opinion which will be optimally beneficial for the college. d) The writings of our alumni were also published in the magazine of the college which represents their affection and respect for the college events. It also increases the interaction of the alumni with the present students of the college. e) Alumni association also guides the student council of the college through their experiences while organising different events in the college. With their valuable input, it became simpler for the student council for resolving the issues while arranging the events. It also redirects the responsible behaviour within the current students regarding assisting the college and its next generation for continuing the welfare of the college. f) The performances of the alumni hoist the flag of the reputation of the college within the community and academic fraternity. It reflects the culture and point of view of the institution regarding shaping the lives of the pupils which even ensures the development of several working fields attended by the alumni. It also encourages the students and their parents to be engaged with the institution to

be productive in their professional careers.

5.4.2 – No. of enrolled Alumni:

200

5.4.3 – Alumni contribution during the year (in Rupees) :

10000

5.4.4 – Meetings/activities organized by Alumni Association :

.1.Preparatory meeting for Golden Jubilee Celebration 2. Planning for community based activities 3 Meeting for publication of journal

## 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 institute was established by 'Siksharathi Samaj' New Barrackpur in the year 1967, on 2nd July in memory of Late Gopal Chandra Majumder ( an eminent teacher of that period ). The Institute always emphasizes on decentralization and participative management and takes the following steps for the said purpose. College (1) Governing body is the policy making body and the decisions taken on the GB meeting are implemented through different (2) Sub committees formed for different purposes. Our Governing Body is constituted of past present teachers of different colleges schools having experience in institution development for a long period of time. In the Governing body, there are two Govt. nominees, two university nominees, three teacher nominees, one non- teaching staff nominees and one student representative as per State Govt. rules. State Govt. also select and send the name of an eminent personality as the President of the GB. Principal of the institute act as the ex-officio secretary of the GB. Meeting of the Governing body is held more than four times in a year to discuss and resolve various issues of the college. Our faculty members actively participate in various curricular and co-curricular activities. There is a Teacher's Council. All the teachers (Full time, Part time, CWTT) librarian are its members. There are various sub-committees like - 1. Academic sub-committee, 2. Finance Sub-committee, 3. Purchase Sub- committee, 4. Admission sub-committee, 5. Building sub-committee, 6. Maintainance sub-committee, 7. Women and sexual harassment Cell, 8. Magazine sub-committee, 9. Cultural sub-committee, 10. Sports sub committee 11. Library sub-committee, 12. Journal sub-committee,13. IQAC Cell, 14. College prospectus sub-committee, 15. 16. Anti Ragging committee, 17. RTI Cell, 18. Grievance Redressal Cell, 19. NAAC sub-committee, 20. Placement Cell, 21. Website/computers/ICT/online academic activities sub - committee etc. to address various related issues and report it to college authority as per need.

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

Yes

### 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Research and Development	Educational research improves teaching and learning methods by empowering with data to help teach and lead more strategically and

effectively. Educational research helps students apply their knowledge to practical situations. Teaching, research and extension are vital parts of any higher educational institutions. The status of any institute depends on the excellence of research and education and consequently development. National Assessment and Accreditation Council (NAAC) and ranking agencies (NIRF) give considerable weightages to the quality of research undertaken by faculty and students of the institute. The Institute encourages its faculty members to publish research articles on reputed journals as research publications carry extensive weightage in the faculty selection, promotions, increment and academic performance index (API) as recommended by the University Grants Commission (UGC) time to time. The college annually publishes a peer reviewed research journal namely *Educatum* having ISSN No. - ISSN 0975-641. Students are encouraged to undertake various Action research programmes under the able guidance of faculty members.

**Admission of Students**

GCM College Of Education is a Govt. Aided College established on the year 1967. It is one of the oldest reputed Teachers' Training College of the State. It is recognized by NCTE, affiliated to WBUTTEPA and is accredited by NAAC(2nd cycle on 2016). Being a Govt. Aided college the admission of B.Ed. course is held on stand alone basis following the norms of State Govt. , Affiliating Univ. and NCTE. Admission takes place strictly on basis of Merit with due information through News paper, college website college notice board. The intake capacity of our institution is one basic unit. Out of which 50 percent seats are reserved for Deputed / In-Service teachers 50 percent seats are reserved for Fresher students. However, 22 seats are reserved for SC, 7 are reserved for ST and 3 are reserved for physically challenged category and 10 seats are for OBC category as per Govt. Norms. There is no Management quota in our institution. The students admitted to the B. Ed. course are from diverse back ground. Our institution provides equal opportunities to all student teachers in all the curricular and co-

	<p>curricular activities. The academic session starts from 1st July of each year.</p>
<p>Industry Interaction / Collaboration</p>	<p>Our college is trying to collaborate with different industries/organizations considering its benefits for all concerned. The college approached some local near by industries for students visit which help students to gain first hand experience for better utilization of expertise and greater resource generation. It also helps for better placement of students. Through this approach students gain access to the latest technological and management developments. Students can apply their theoretical knowledge on practical fields. It helps them in decision making on future career choice. It helps both students and faculty members in understanding the work culture of the industries. It helps faculty members in building up of useful case studies for improving the quality of future teaching. It provides them an ability to identify the research programmes of industrial importance. Industries on the other hand get fresh and well trained technical personnel and also can do better communication with higher learning centre.</p> <p>Interaction between industries and institution also creates opportunities for collaborative research. As a whole the interaction and collaboration between educational institutions and industries helps generating sense of pride in the nations among Indians all over the world by providing excellent research findings.</p>
<p>Curriculum Development</p>	<p>Gopal Chandra Memrial College of Education is under West Bengal University Of Teachers' Training, Education Planning and Administration, Kolkata and follow the prescribed B. Ed. Curriculum of this University with effect from session 2016-17. The B. Ed. Curriculum prescribed by WBUTTEPA, Kolkata, follows NCTE norms and it aims to develop professional skills through curriculum transaction and other activities. Though the Institution does not have any direct role for curriculum development , it follows the prescribed curriculum of the affiliating University i.e. WBUTTEPA . Faculty members of college actively participate</p>

in different curriculum development programmes, seminars workshops . The institution has developed a college prospectus which provides all the relevant information about the curriculum proposed related activities which help student-teachers to prepare themselves for B. Ed. course in an effective manner. The institution develop academic calendar for transaction of curriculum. Curriculum consists of different Theory papers along with Practicums which are evaluated both externally internally.

Teaching and Learning

Teacher education refers to the policies and procedures designed to equip prospective teachers with the knowledge, attitudes, behaviors and skills they require to perform their tasks effectively in the classroom, school and wider community. It is a programme that is related to the development of teacher proficiency and competence that would enable and empower the teacher to meet the requirements of the profession and face the challenges therein. The Institute emphasizes on a student centric approach and tries to encourage students involvement through participatory learning. Every student is encouraged to develop communicative skill and innovative ways of expression through various curricular and co curricular activities. The Institute prepares Academic calendar at the beginning of the session which includes all the proposed activities for the whole year. As mentioned earlier , the college follows the prescribed curriculum of the affiliating Univ. but the approach of curriculum transaction emphasizes on needs of the students. Internship programme is the most vital part of the curriculum for which students are sent to different schools and it continues for one month in 1st year and four months during 2nd year as per NCTE and affiliating University guidelines.

Examination and Evaluation

As per university prescribed curriculum there are four semesters having full marks of 500 marks for each semester including both Theoretical and practicum papers. The Practical papers are evaluated both externally internally but theoretical papers are

evaluated externally. For internal assessment, there is continuous comprehensive evaluation which is based on percentage of attendance, participation in different co-curricular programmes, performance in term papers, seminars, teaching skills during internship program and internal exams. For practicums students are divided into small groups and each group is guided by a faculty member. Every student prepares practicum files as per the guidance of the concerned faculty member. Viva voce is conducted for each practicum by external examiners.

Library, ICT and Physical  
Infrastructure / Instrumentation

The library and Information Centre of the college is situated on the second floor of the north block. The library is well equipped and spacious with necessary sufficient reading and reference material, issuing counter, computers (with internet), printer, scanner, chairs and tables. It has adequate holdings in terms of books, journals, other learning materials and facilities for technology aided learning which enable students to acquire information, knowledge and skills required for their study. The library has a key role in supporting the academic activities of the institution by establishing, maintaining and promoting library and information services. It supports the teaching and research programmes of the college by maximizing access to information. The institution has a well equipped ICT lab with 10 PCs where the students and teacher educators use the computers. There is a trained skilled staff in it to meet the needs of students and faculty members. Students and Teacher Educators use multimedia such as texts, graphics, videos, animation and sound to support the learning activities as well as Multimedia teaching -learning process using LCD and LED Projectors . There is 24 hours internet connection in the laboratory. The ICT laboratory is used by the student teachers as a learning resources to prepare power point presentation and preparation of teaching aids. The college has a three storied building and total built up area of 2260.63 sq.meter. The institution has well furnished,

spacious and excellent physical infrastructure as per norms of NCTE, UGC, Government and University in terms of Classrooms, Staff rooms, Library, ICT Lab, Language Lab, Psychology Lab, Science Lab, Physical education room, Gymnastic room, Auditorium with Conference Hall, Guest room, Store, Canteen, Toilets, Administrative Office and Principal's room. The development and maintenance of infrastructure and learning resources is funded by the UGC, Govt. of West Bengal and the college fund.

Human Resource Management

Human resource management is the effective management of people in an organization. Hence it helps to gain a competitive advantage. It exists to improve the skills and knowledge of people in an organization. Hence its aim is to maximize an individual's ability. This will make the individual work in the best way possible. Human resource management ultimate aim is to help the organization to achieve success. Therefore it prepares people for this aim. The important people directly involve with the institution are the principal, teachers, non teaching staff , students and all other stakeholders like members of GB, Alumni association, guardians and above all the local people and other well wishers. Meetings are conducted on regular basis to collaborate with all stake holders and their constructive suggestions are implemented for the development of the college . Human resource management also help in increasing student performance. This happens due to the involvement and motivation of the teachers. Furthermore, human resource management also tries to make teachers more efficient. Efficient teachers help in better development of students. All stake holders are responsible in one way or the other for the administration of the college. So an efficient human resource management system would mean an efficient administration.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	To use ICT in the process of planning college-events and activities, institute uses personal e-mails.

	<p>Important notices and reports are also circulated via e-mails. E-governance is the integration of Information and Communication Technology in all the working processes of the system. It aims to minimize the manual efforts and improve the communication, create transparent system, and to be cost and time effective.</p>
<p>Administration</p>	<p>To achieve the target of Paperless IQAC , committee members of it started using internet facilities like for example - to prepare Feedback forms and get Online feedbacks of Students, Parents. The college has Biometric attendance for teaching and non-teaching staff. The college campus is equipped with CCTV Cameras installed at various places of need. So the whole college premises is under CCTV surveillance. ICT has been introduced in the Administrative work. College staff uses smartphone with inbuilt social app like Gmail to communicate. Different WhatsApp Group among Principal, Faculty members, staff and students , help to provide the brief notices of any event to be happened in college. WhatsApp Groups are also used for awareness and of smooth functioning of the institution.</p>
<p>Finance and Accounts</p>	<p>With the aim to produce immediate information in finance and Accounts i.e. "Single Click Accounting" , this section of College is partially e-governed. The college uses the Tally 9 for the transparent functioning of Accounts section. The Accounts section prepares all relevant documents for annual Audit work and sends it to the State Govt. appointed Auditor through online mode and it is also primarily verified through online before final physical verification. It saves time, paper and cost.</p>
<p>Student Admission and Support</p>	<p>Student admission for the year 2016-2017 is completed online. The college Admission portal is developed to fulfill the need of Student admission and Support. The software is used for online admission process via link provided to college website <a href="http://www.aca.edu.in/">http://www.aca.edu.in/</a>. As the admission process is through online process, admission forms are also provided online. Students submit required documents through online. The</p>



	<p>software used for admission helps preparing the common merit list, Method subject wise merit list and category wise merit list which is uploaded on college website for everyone's information. Selected students deposit their admission fees directly through online mode and can download the receipt challan after admission. Hundred percent transparency of the Admission process can be maintained by following this procedure.</p>
Examination	<p>To achieve Paperless communication between Principal, Faculty members and Staff, Examination section generates various documents through use of ICT like - to generate seat Numbers , Hall-Ticket, Term end exams results etc. It also helps to generate subject wise roll call list for all subjects, student fees records and print the exam seat number wise list for seating arrangement during University Exams.</p>

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NIL	NIL	NIL	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	NIL	NIL	Nill	Nill	Nill	Nill
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
NIL	0	Nill	Nill	0
No file uploaded.				

## 6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

## 6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Provident Fund.	Provident Fund, Puja bonus and Interest free Puja advance	Scholarship as provided by Govt of West Bengal, Free Health Check up

**6.4 – Financial Management and Resource Mobilization**

## 6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

On a daily basis, the institutional accounts are updated. The income and spending figures are subject to internal auditing by the colleges Finance Subcommittee. The colleges income and expenditures are prepared in detail by the colleges accountant for presentation to the Finance panel. As advised by the agency, an external audit was conducted. West Bengals Department of Higher Education

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	0
No file uploaded.		

## 6.4.3 – Total corpus fund generated

10000
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**6.5 – Internal Quality Assurance System**

## 6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NIL	Yes	Governing Body
Administrative	No	NIL	Yes	Governing Body

## 6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

No Parent Teacher Association formed till date.
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## 6.5.3 – Development programmes for support staff (at least three)

As our intuition have no group-c post during that time so such development programme was conducted.
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## 6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Staff members were encouraged to write high-quality publications in reputable journals. 2. Faculty and students are encouraged to use information and communication technology (ICT). 3. Improvements to student welfare infrastructure (stone seats for students to have lunch and rest in a natural
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setting). Learning resource resources have been added to the library.

#### 6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

#### 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Seminar	28/02/2017	28/02/2017	28/02/2017	200
2017	Educational Tour	29/05/2017	29/05/2017	03/06/2017	50
2017	Guest Lecture	14/02/2017	15/02/2017	16/02/2017	90
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### CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

#### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
NIL	Nil	Nil	0	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
N/A

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Nil	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nil	Nil	Nil	Nil	Nil	NIL	NIL	Nil
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
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NIL	Nil	N/A
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7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
NIL	Nil	Nil	Nil
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

I) Composting Projects. II) Efficient Lighting. III) Endorse Bikes and Public Transport. IV) Create a Garden. V) Sustainability Classes and Events. VI) Reduce Paper Use. VII) Unplug Devices.

**7.2 – Best Practices**

7.2.1 – Describe at least two institutional best practices

Followings are the practices in our college in the session-2016-17: 1. Assembly: Every day in our college assembly is organized at 11:00 a.m. All teachers and students sing national anthem. The main intention of the college assembly is to develop a feeling of unity among all the students and teacher. To inform the students about daily activities and program more clearly. To develop in students about the sense of identity in the college. To give an insight of experiential moments with anecdotes and stories and co-curricular activities. To motivate the students with appreciation, rewards, and accolades on performing well in academics and curricular activities. 2. News paper reading everyday at college: At the time of prayer in our college, various news such as educational news, world news, politics, economy, sports, business, industry, trade and commerce etc. are serviced by two students and it continues according to their college roll number every day. And they write thought of the day on whiteboard. It's useful to stay updated on news items as they unfold. By reading newspaper on a daily basis, you're better equipped to form opinions on things that are currently happening, and you're also likelier to be prepared if a world event has a direct impact on your life. Reading newspaper is a good habit that can provide a great sense of educational value. The students service various exams news like AIIMS, UPSC, admissions in various universities, exam results. A no. of sporting events is organized from time to time in the country across the nations. One can get all information about the list of players, which game is going on currently, medals tally, players ranking, who won which medal, the winners the competitors, etc. These types of news are serviced by our students. They service the news about what's currently happening in the world, the news could involve matters of high consequence, such as war, climate, the economy and national elections, or topics that are arguably more trivial, such as political sex scandals, celebrity gossip and debates on minor issues. They tell about everyday temperature and humidity level and any other weather report like rain. They write thought of the day on whiteboard and everyone read it such as "Many of the economic challenges we face today stem from the neglect of supply side policies over the past decade or more"-Agustin Carstens. 3. Exhibition on teaching-learning materials: The exhibition on teaching-learning materials took place every year in our college. The students are taught to create low cost teaching learning material (TLM) by teacher educator in teaching-learning process. Papers, thermocol, cardboard, Plastic, Plaster of Paris and any other relevant materials are basically raw materials for making TLM. After completion, the students are trying to make low cost TLM according to their subject and lesson. There are eight method subjects in our college as Bengali, English, Mathematics, Physical Science, Life Science, History, Geography and Education. Each student make TLM which are useful in schools in their respective subject such the students of Mathematics make models and charts on the content of arithmetic, algebra, geometry,

trigonometry, mensuration. Same for other subjects the students make different types of TLM according to their subject. On the day of exhibition the students demonstrate their TLM and explain how to prepare it, how to use it and what is the importance of it in school education. The teacher educators, students and other visitors see the exhibition on teaching learning material.

4. Campus cleaning program: Gopal Chandra Memorial College of Education has organized a Clean Campus campaign in the session-2016-17 to educate and to promote civic sense among students community. Students were advised not to throw paper plates, water bottle, paper cups, tissues, and many unwanted things on campus Lawns, Library, cafeteria, umbrella canteen, garden, sitting Area, corridors, class rooms, pathway and other open areas which is very unhygienic to all of us. They were also informed to make the college campus class rooms a beautiful place for one and it makes individuals healthier when the environment around them is healthy.

5. Arrangement of a picnic: Our College has organized a outreach program as picnic in the session-2016-17. Picnics give us an opportunity to escape from the daily routine and help us open up more with respect to our feelings albeit in a relaxed atmosphere. Picnics are great for sharing problems/issues the students may be facing at college or in life. They offer a relaxed atmosphere in which to listen and collectively come up with solutions to tackle the problem.

6. Cultural programs: Our College has organized various cultural programs such as fresher welcome, farewell, celebration of Holi, Puja Agamani etc. The cultural activities enhance the confidence level of the students thereby allowing them to perform better. These activities develop the personality of the students and assist them in shaping a good career. In fact, students can also leverage the advantage of participating in various activities.

7. Distribution of fruits among patients in hospital: Every year our college distributes fruits among the patients in BC Roy General Hospital and Maternity, New Barrackpore. The vision of the practice is to help hospital patients, to build up values among students, to increase cooperative mentality by helping needy peoples.

8. Use of separate dustbin for organic and inorganic waste: The teachers, students and other staff in our college use separate dustbin for organic and inorganic waste. Inorganic matters only take little to no effect from microorganisms in the decomposition process. That's why they take a very long time to disintegrate. Meanwhile, organic materials are biodegradable. It means that they are capable of being decomposed by bacteria or other living organisms so they can decay. Some examples of inorganic waste are aluminum cans, spoons, plastics, and glass. And a few instances of organic waste are paper, cardboard, and food remains. While organic waste is relatively safer to the environment and easier to dispose of, inorganic waste takes forever to decay so disposing of it can be a challenge. That's why the best thing to do is to reduce, reuse, and recycle. While the triad has become a somewhat overused slogan, it is still the way to go if you want to help save the planet.

9. Teacher's Diary: All teacher educators maintain daily Teacher's Diary where they mention time of arrival in college with their signature, no. of classes allotted, no. of classes taken and time of departure from college with signature.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.gcmcollege.in/pdf-uploads/naac/institutions-best-practices-2016-17.pdf>

### 7.3 – Institutional Distinctiveness

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

Institutional Distinctiveness (Academic Session-2016-2017): Recognizing its privileged position as a premier institute of higher learning, Gopal Chandra

Memorial College of Education makes consistent efforts in fulfilling its social responsibility toward poor people. When you are the reason of someone's happy, it is a wonderful moment and great achievement for you. The college authorities, staff and students believe that the true essence of empowerment lies in creating sustained forms of emancipation by generating lasting opportunities. An awareness of the plight of the marginalized and under-represented is the antidote to the forces of self-centered gratification so prevalent in our consumerist generation. The outreach aimed to highlight that education and independent thought are the most effective means of breaking down "narrow domestic walls" (Tagore). Name of the event: Distribution of fruits among the patients in hospital Vision: The vision of the event is to help hospital patients, to build up values among students, to increase cooperative mentality of students by helping needy peoples. Place of event: BC Roy General Hospital and Maternity, New Barrackpore. It is placed 2 km. away from our college. Particulars of the event: Every year at 26th January, the Republic day of India, students and teachers of the college distributes fruits (apple, banana, orange etc.) among the patients in BC Roy General Hospital and Maternity, New Barrackpore. It is very importance for community development. This type of Outreach programs is beneficial not only by providing the students an academic foundation but also to develop their self-confidence, leadership qualities, and their responsibilities toward the community.

Provide the weblink of the institution

<https://www.gcmcollege.in/pdf-uploads/naac/institutional-distinctiveness-2016-2017.pdf>

#### **8.Future Plans of Actions for Next Academic Year**

Future plans of action for next academic year 1. Infrastructural development - The institution plans complete renovation of the building including the floors, classrooms, toilets, seminar hall, staff-room, office, library, laboratories, etc. Construction of the extension building is also being planned in consultation with the structural engineers. 2. Augmentation of resources in all the laboratories- The institution plans to purchase and upgrade resources in all laboratories namely - Physical Science, Life Science, Social Science, Psychology, Education, Language, Mathematics, and Art and craft cum Work Education. 3. Purchase of Sports equipments - Sports and recreation equipments like cricket, carom board, table tennis, badminton etc. 4. Purchase of ICT equipments - The college plans to upgrade the ICT lab and introduce smart boards with speakers and microphones in the classes. 5. Purchase of sound system and air conditioners for the auditorium 6. Faculty appointment - The college plans to appoint faculties as per vacancy. 7. Library development - There are plans to augment the number and variety of books, journals, and e journals, magazines in the library 8. Course expansion - The college plans to introduce new courses such as M.Ed.