



Yearly Status Report - 2017-2018

Part A

Data of the Institution

| | |
|---|---|
| 1. Name of the Institution | 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 |

| 2. Institutional Status | | | | | | | | | | | | | | | | | | | |
|--|-------|---|----------------------|---------------------------------------|-------------|-------|-------|------|----------------------|----------|--|-------------|-----------|---|---|------|------|-------------|-------------|
| 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 | | | | | | | | | | | | | | | | | |
| 3. Website Address | | | | | | | | | | | | | | | | | | | |
| Web-link of the AQAR: (Previous Academic Year) | | https://www.gcmcollege.in/naac/aqar/ | | | | | | | | | | | | | | | | | |
| 4. Whether Academic Calendar prepared during the year | | Yes | | | | | | | | | | | | | | | | | |
| if yes, whether it is uploaded in the institutional website: Weblink : | | https://www.gcmcollege.in/naac/academic-calendar/ | | | | | | | | | | | | | | | | | |
| 5. Accrediation Details | | | | | | | | | | | | | | | | | | | |
| <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 | | | | | | | | | | | | | | |
| 6. Date of Establishment of IQAC | | 14-Mar-2005 | | | | | | | | | | | | | | | | | |
| 7. Internal Quality Assurance System | | | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | | |
| Indian Independence Movement- A Source of | | 26-Aug-2017 1 | | 100 | | | | | | | | | | | | | | | |

| | | |
|---|------------------|-----|
| Inspiration to promote humanitarian attitudes/ principles and values in the society | | |
| Peace Education Programme | 20-Apr-2018 1 | 100 |
| 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 |
|-----------------------------------|--------|----------------|-----------------------------|--------|
| No Data Entered/Not Applicable!!! | | | | |
| 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, 2) Invited Lecture, 3) Community out reach programme, 4) Exhibition on Teaching Aids, 5) Periodical Test, 6) Purchases of books and Journals.

[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 |
|---|----------------------|
| Organized Seminar "Peace Education Programme" | Totally Successful |

| | |
|--|-----------------------------------|
| Purchased 99 no of Library books and 11Journal to update knowledge Bank | Successful |
| Organized Invited lecture on "Indian Independence Movement- A Source of Inspiration to promote humanitarian attitudes/ principles and values in the society" | Totally Successful |
| Community out reach programme- Distribution of fruites in the nearest Hospital, Plantation and cleaning of college building. | Around 90 percent inall programme |
| Exhibition on Teaching Aids | Around 90 percent inall programme |
| Periodical Test | Successful |
| View File | |

| 14. Whether AQAR was placed before statutory body ? | Yes | | | | |
|---|--------------|------------------------|--------------|------|-------------|
| <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">IQAC</td> <td style="text-align: center;">03-Jan-2018</td> </tr> </tbody> </table> | | Name of Statutory Body | Meeting Date | IQAC | 03-Jan-2018 |
| Name of Statutory Body | Meeting Date | | | | |
| IQAC | 03-Jan-2018 | | | | |
| 15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ? | Yes | | | | |
| Date of Visit | 11-Jul-2016 | | | | |
| 16. Whether institutional data submitted to AISHE: | Yes | | | | |
| Year of Submission | 2018 | | | | |
| Date of Submission | 10-Jan-2018 | | | | |
| 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

The college regards effective delivery of curriculum as the most vital curricular aspect. The college follows the curriculum prescribed by the University through its Boards of Studies. Our faculty members have worked on the Board of Studies and their sub-committees, substantially contributed to the curriculum development. The college ensures effective curriculum delivery through systematic and strategic transparent mechanism: Academic calendar: •

The college follows the Academic calendar issued by the University and executes it rigorously. • The Principal conducts the meetings to distribute workload, allot subjects, plan the activities of the college and to review the completed syllabus. • The Principal monitors the effective implementation of the Calendar through formal meetings and discussions with faculty. Time- Table Committee: • The college constitutes the Time Table committee. • The Time Table is prepared by respective subject teachers. • The Time Tables are displayed on the Notice Board and also uploaded on the college website. • The syllabus link of University is also provided to the students. Teaching Plan and Teaching Diary: • Teaching plan is prepared by every faculty member at the beginning of academic year. • They record the conduct of teaching and practical in the diary. • Periodic assessment of curriculum delivery is conducted by IQAC through Principal. • The faculty engages extra periods and practicals as and when necessary and maintains their records. Laboratories: • There is optimum utilization of well-equipped laboratories for curriculum delivery of practical. • The students maintain the practical journals and the results are certified by the faculty along with Principal. Teaching Aids: • The faculty uses charts, maps, models and specimens along with chalk and board. • Methods like seminar, group discussion, quiz, case study for effective delivery of curriculum. • Study materials, notes and question banks are provided in the class and through mails. • Educational field visits, industrial visits, tours are organized. • Group projects are assigned to teach them team spirit, sharing and develop presentation, research skills. • ICT based materials are uploaded on the college website. • Internet, Computer, LCD projectors and other Audio- visual aids are utilized on regular basis. College library: • The college maintains a Library to facilitate the students to access to latest books available in concerned subjects and topics. • The books are issued to the students as and when needed by them. • The record of the same is maintained in Library and Issue register maintained by Librarian. Teacher support: • The college encourages the faculty to participate in Orientation and Refresher courses to update their knowledge of subject. • The college encourages the faculty to attend the meetings of BOS and syllabus restructuring workshops. • The college takes initiative and encourages staff to attend workshops organised by the University for effectively implementing the CBCS method of imparting curriculum. • The Choice Based Credit System (CBCS) is implemented for enabling choice for selection of Elective papers to the students. Feedback: • The college collects the feedback from the faculty, students, alumni and parents.

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 | 0 |

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 |
|---------------------|----------------------|-----------------------------|
| NIL | Nil | 0 |
| No file uploaded. | | |

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 |
| View File | | |

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>Productive feedback is very essential for any institutional work place to reach the ultimate success. Feedback helps us learn more about ourselves, our strengths and weaknesses, our behaviors, and how our actions affect others. It also enhances 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 and also parents also suggests for constructive meetings and different programmes. All the programs are initiated by IQAC through organizing seminars. 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. IQAC also organized the creating awareness programs among the students about its importance. 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. Alumni association 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 stake holders. Collected data through the designed structured feedback questionnaire, IQAC analyses the feedback on the parameters enlisted below for each stakeholder. Students Feedback form consists of the queries regarding -</p> |

Teachers preparedness in class, effective teaching presentation, course coverage satisfaction, relevance of assignments, teachers punctuality, learning environment in class, helpful guidance etc. In case of Teacher with lower feedback scores, he / she is being called by the Principal instructed to improve their performance and teaching parameters. If teacher is in need of any shortcoming of teaching aids (like instrument, e-library etc.) it is provided immediately so that knowledge transfer process should not get hampered. 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. The quality initiatives proposed by IQAC for academic year 2017-2018 are enlisted as follows: • To promote advancement of knowledge technology. • To evolve sustainable partnership with industry and profession. • To develop and arranges teaching-learning aids. • To promote more active learning. • To continuously upgrade the learning environment. • To impart value based education. • To enhance the activities of the administration section through catering various needs of the staff. • To promote and develop the sports spirit among the students. • To provide comfortable stay to the students with excellent atmosphere for the students.

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 | 482 | 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 |
|------|---|---|---|---|--|
| 2017 | 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 | 12 | 1 | 1 | 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 vital requirement in any instructional programme. It enables focussed aid to facilitate production

of knowledge, broaden conversation skills, management skills, and recognize private potentials to the optimum level. Teachers' Training programme is aimed towards grooming quality teachers who can assist to nurture the future citizens of the nation. 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 mentor-trainee interaction via prolonged 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, namely- English, Bengali, Mathematics, Geography, History, Education, Physical Science, Life Science, and Economics. The concerned subject teachers groom college students as mentors to achieve knowledge of 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, every internship school has a mentor who guides and assesses the trainees on their overall performance and additionally helps them to solve issues associated with the particular 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 trainees to carry out numerous cultural activities and take part in cultural programmes and competitive events. Tutorial hours are allotted in the class routine to make sure that trainees receive greater qualitative hours through interaction with instructors and work for their enrichment in professional capacities and additionally receive of remedial training whenever required.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
|--|-----------------------------|-----------------------|
| 50 | 3 | 1:17 |

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 |
|-------------------|---|-------------|--|
| Nil | Nil | Nil | 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 | 24/12/2017 | 09/02/2018 |
| BEd | NIL | SEMESTER-II | 30/06/2018 | 14/08/2018 |
| View File | | | | |

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

The teacher education programme is designed in such a manner that trainees must undergo non-stop evaluation and assessment all through the semesters. The college in particular guarantees that as prescribed in the curriculum, all the

students deliver seminar lectures as a part of the internal theoretical evaluation. 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 ensures that students attend all the lessons regularly and participate in all theoretical and practical assessments. 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 a viva voce exam at the end of every semester. During school internship, the trainee teachers 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 every semester are duly evaluated through external examiners through spot evaluation organized by the university. Besides, the university ensures that trainees take their examinations in an unbiased and conducive surroundings in close by colleges selected as examination centres. This is performed through the sudden visits made by experts appointed by the university and supervisors stationed in examination centres to ensure that examinations are carried out systematically.

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

The university prescribed a yearly academic calendar at the commencement of every session. On this basis, the college frames its own academic calendar. The new session begins from 1st July and ends on 30th June including four semesters for two years. At the end of every semester, college students should take internal theoretical, practical and external theoretical, practical examinations and viva voce examinations. The first semester spans from July to December. The second semester extends from January to June including one month of school internship. The semester end exam takes place in June. The third semester spans from July to December most of which includes school internship. At the end of the third semester, the trainees have to undergo final teaching examination along with the theoretical, practical and viva voce examinations. The fourth semester extends from January to June. The students are generally released on the thirtieth of June after the examination. The college exclusively conducts a few cultural and co-curricular activities scheduled through the year which encompass outreach activities, sports, exhibition, picnic, sports, cultural competitions, annual social programme, and celebration of significant national and festive events and so.

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-bed.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 |
|------------------------------------|-------------------|------|
| No Data Entered/Not Applicable !!! | | |

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 | Nil | Nil | Nil |
| No file uploaded. | | | | |

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

| Incubation Center | Name | Sponsored By | Name of the Start-up | Nature of Start-up | Date of Commencement |
|-------------------|------|--------------|----------------------|--------------------|----------------------|
| Nil | Nil | Nil | Nil | Nil | 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 | 3 |
| View File | |

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 | Nil | 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 | Nil |
| No file uploaded. | | | | | | |

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

| Number of Faculty | International | National | State | Local |
|-------------------|---------------|----------|-------|-------|
| Nil | 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 | Nil | 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/Agency/collaborating agency | Name of the activity | Number of teachers participated in such activities | Number of students participated in such activities |
|--------------------|---|----------------------|--|--|
| Nil | Nil | Nil | 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 | Nil | 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 | Nil | Nil | Nil | 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 students/teachers participated under MoUs |
|-------------------|--------------------|--------------------|---|
| Nil | Nil | Nil | 0 |
| No file uploaded. | | | |

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 |
|--|--|
| 10599094 | 10599094 |

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 |
| Seminar Halls | Existing |
| Classrooms with LCD facilities | Existing |
| Classrooms with Wi-Fi OR LAN | Existing |
| View File | |

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 partially) | Version | Year of automation |
|---------------------------|---|---------|--------------------|
| SOUL | Fully | 2.0 | 2012 |

4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|---------------------------|------------|--------|-------------|---------|-------|---------|
| | Text Books | 7206 | 1278978 | 99 | 13455 | 7305 |
| Reference Books | 9425 | 0 | 0 | 2798754 | 9425 | 2798754 |
| e-Books | 1 | 0 | 0 | 0 | 1 | 0 |
| Journals | 108 | 201978 | 11 | 11900 | 119 | 213878 |
| Digital Database | 2 | 0 | 0 | 0 | 2 | 0 |
| CD & Video | 28 | 216974 | 0 | 0 | 28 | 216974 |
| Library Automation | 1 | 165873 | 0 | 0 | 1 | 165873 |
| Weeding (hard & soft) | 4013 | 553521 | 0 | 0 | 4013 | 553521 |
| Others (specify) | 31 | 0 | 0 | 0 | 31 | 0 |
| Others (specify) | 2 | 1476 | 0 | 0 | 2 | 1476 |
| View File | | | | | | |

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 | 2 |
| Added | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 19 | 1 | 2 | 1 | 0 | 2 | 7 | 2 | 2 |

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

| |
|--------------|
| 2 MBPS/ GBPS |
|--------------|

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

0

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 |
|--|--|--|--|
| 287065 | 543785 | 110446 | 112076 |

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, and 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. Teachers and 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 Science 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 and teachers 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 | 11 | 88000 |
| Financial Support from Other Sources | | | |
| a) National | NIL | 0 | 0 |
| b) International | NIL | 0 | 0 |

[View File](#)

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 |
|---|-----------------------|-----------------------------|-------------------|
| 0 | Nil | 0 | NIL |

No file uploaded.

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 | Depratment graduated from | Name of institution joined | Name of programme admitted to |
|------|--|--------------------------|---------------------------|----------------------------|-------------------------------|
| 2017 | 1 | BED | TEACHER EDUCATION | CALCUTTA UNIVERSITY | MED |
| 2017 | 1 | B.ED | TEACHER EDUCATION | CALCUTTA UNIVERSITY | MED |
| 2017 | 1 | B.ED | TEACHER EDUCATION | WBUTTEPA | MED |

[View File](#)

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 |
|-------|---|
| NET | 2 |
| SET | 2 |

[View File](#)

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

| Activity | Level | Number of Participants |
|----------------------|--|------------------------|
| Cultural activities | Institutional level activity Freshers welcome | 100 |
| Cultural Competition | Organized Institutional Level Cultural Competition on Debate | 94 |
| Publication | Magazine pulication(wall magazine and patrika) | 100 |
| Picnic | Picnic | 100 |
| Sports activities | Annual Sports | 100 |

[View File](#)

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)

Our student's council was engaged in various activities along with their studies. They had started their journey with a grand welcome from their previous batch. After that, they celebrate the independence day on 15th August. Then they happily enjoyed the 'Agomoni' before Durga puja. They celebrate the

birth anniversary of great patriotic leader Netaji Subhash Chandra Bosh on 23rd January and the Republic day on 26th January. On that day, our students arranged fruits and other food items to distribute at nearby Hospital. On 21st February Vasa Divas was celebrated through the different kind of cultural programme. Swarasthi puja was also celebrated by them. Sports day was also arranged by then when they had all sorts of events starting from race to tug of War that put to long jump and any more. College picnic was also conducted by the student's council. Student's council played an important role in college picnic, Basanta utsav was arranged in the most colorful manner. Rabindra jyonti was also celebrated in college. They published a college magazine which reflects their intellectual and competencies. They organized various cultural competitions among the students. Students council also took an important role in both academic and administrative issues of the college.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

G.C.M College of Education feels their alumnus is a gift to the society and the nation due to the influence that the culture of the institution which develops its pupils into nourished human assets in terms of delivering productive work ethics to the community. This sort of feeling originates from the process of alumni engagement in the college both in the case of academic and cultural activities. In G.C.M College of Education, the following activities within the alumni engagement process have been followed- a) Alumni representatives reconnect and remember their experiences of their time at the institution during the annual reunion activities. Teachers and staff are also emotional about memories with graduates, making the reunion gathering even more powerful for the college. b) In the event of any scenario within the college, whether direct or indirect, the alumni association replies. In favourable circumstances, their opinions support the authority in taking more comprehensive steps, and during emergencies, they show no qualms in supporting the institution. In these scenarios, the association has conferences to share their views on various situations, and the college administration always recognises those views as valuable feedback since the institution believes the alumnus consistently delivers views that are most advantageous to the institution. c) The alumni network collaborates in all of the colleges initiatives, whether they are scholastic, cultural, or societal. The alumnus thoughts, passions, and pieces of talent were also featured in the college magazine, demonstrating their enthusiasm and esteem for the colleges traditions. It also improves the contact between alumni and existing pupils of the institution. d) The alumnus achievements raise the G.C.M College of Educations prestige in society and among the educational community. It symbolises the institutions philosophy and perspective on moulding the lives of pupils, as well as ensuring the growth of numerous professional sectors explored by graduates. This quality also motivates the students to be involved with the G.C.M College and ensure success in their upcoming lives. e) The present student council of the institution always urges necessary guidance from the alumnus as the council always tries to utilise the experiences of the association regarding various situations while organising different types of events. As each event demands flexibility and uniqueness in the arrangement methods, without proper guidance it is very difficult for the council to handle all the perks of the events. Through this process, the alumnus not only passes forward their experiences rather shares the methods of handling challenges within the current students which will help them in handling pressure in their respective professional fields.

5.4.2 – No. of enrolled Alumni:

200

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

34900

5.4.4 – Meetings/activities organized by Alumni Association :

1) Planning for community based activities 2) Meeting for development of college

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 'Sikshartha 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, SACT) 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. Maintenance 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. In decision making process every members of this sub-committees express their views and those suggestions are well taken for the progress of the college.

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

No

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 |
|-----------------------|--|
| 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-curricular activities. The academic session starts from 1st July of each year.

Industry Interaction / Collaboration

No scope for the industry interaction/collaboration but 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.
Interaction between industries and

| | |
|----------------------------------|--|
| | <p>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>Human Resource Management</p> | <p>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.</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. Although there is no direct</p> |

role of the college in curriculum development process, however, the college puts forward suggestions for making improvements/changes in curriculum as and when it is desired by the University. 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

| | |
|---|--|
| | <p>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. Also conducted peer evaluation of simulations teaching and class demonstrations for improve the teaching skill of trainee teacher. 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.</p> |
| <p>Research and Development</p> | <p>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 <i>Educatum</i> having ISSN No. - ISSN 0975-641. Students are encouraged to undertake various Action research programmes under the able guidance of faculty members.</p> |
| <p>Library, ICT and Physical Infrastructure / Instrumentation</p> | <p>The library and Information and communication technology Centre of the college is situated on the second floor</p> |

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.

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

| E-governace area | Details |
|------------------|---|
| Examination | To achieve Paperless communication between Principal, Faculty members and |

| | |
|---------------------------------|---|
| | <p>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> |
| <p>Planning and Development</p> | <p>To use ICT in the process of planning college-events and activities, institute uses personal e-mails. 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. Reception of salary fund from Govt. through HRMS</p> |

| | |
|--|--|
| <p align="center">Student Admission and Support</p> | <p align="center">portal.</p> <p>Student admission for the year 2017-2018 is completed online mostly with the help of very user-friendly software. 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 http://www.aca.edu.in/. As the admission process is through online process, admission forms are also provided online. Students submit required documents through online. The 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> |
|--|--|

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 |
| No file uploaded. | | | | |

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 |
| No file uploaded. | | | | | | |

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 |
|---|---------------------------------|-----------|---------|----------|
| | | | | |

| | | | | |
|---|---|------------|------------|-----|
| Six Month Certificate course in Inclusive Education | 1 | 30/06/2018 | 30/12/2019 | 180 |
|---|---|------------|------------|-----|

[View File](#)

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 |
|----------|----------------------------|--|
| NIL | Interest free Puja Advance | Scholarship as provided by Govt of West Bengal |

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 by Department of Higher Education, Government of West Bengal.

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 | NIL |

No file uploaded.

6.4.3 – Total corpus fund generated

34900

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)

Parent Teacher Association formed within the time period. There was discussion on constructive suggestion, different programs and meetings.

6.5.3 – Development programmes for support staff (at least three)

As our intuition has no group-c post during that time so such development

programme was conducted.

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

1. Faculty and students are encouraged to use information and communication technology (ICT). 2. Improvements to student welfare infrastructure (stone seats for students to have lunch and rest in a natural 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 | Invited Lecture on Indian Independence Movement- A Source of Inspiration to promote humanitarian attitudes/ principles and values in the society | 26/08/2017 | 26/08/2017 | 26/08/2017 | 100 |
| 2018 | Seminar on Peace Education Programme | 20/04/2018 | 20/04/2018 | 20/04/2018 | 100 |

[View File](#)

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 |
| 0 | 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) |
|-------|---------------------|--------------------------|
| Nil | Nil | Nil |

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|---------------------------|---------------|-------------|------------------------|
| Campus cleaning program | 16/01/2018 | 16/01/2018 | 100 |
| Cultural programs | 16/11/2017 | 20/11/2017 | 100 |
| View File | | | |

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

- 1) To avoid use of Plastics, 2) Use of solar panel, 3) Plantation , 4) Proper use of water, 5) Proper sanitation in the college

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Followings are the practices in our college in the session-2017-2018: 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 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-2017-2018 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-2017-2018. 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. 10. Biometric Attendance Machine: All teaching and non-teaching staff of our college registers everyday to mark their attendance by biometric fingerprint attendance machine.

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/naac/institutions-best-practices/>

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-2017-2018): 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/naac/institutions-best-practices/>

8.Future Plans of Actions for Next Academic Year

1. Infrastructural development - The institution plans to instal solar panels in the building. The existing building will be further renovated. The auditorium will be renovated. The laboratories will be remodelled after renovation. ICT room will be renovated. The extension building will be constructed and developed as per plan 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 Language Lab software - The college plans to purchase language lab software soon. 4. Purchase of ICT equipments - The college plans to further upgrade the ICT lab and add more ICT facilities in the classes. 5. Purchase and installation of solar panel. 6. Purchase and installation of CCTV

for the entire building. 7. Faculty appointment - The college plans to appoint faculties as per vacancy. 8. Library development - There are plans to augment the number and variety of books, journals, and e journals, magazines in the library. 9. Introduction of M.Ed. course - The college plans to make necessary steps to introduce M.Ed. programme soon.