



YEARLY STATUS REPORT - 2020-2021

International Webinar on Teaching Transit and the role of ICT in the light of COVID-19. , Extension lecture on Gender Issues., Digital Transformation of Learning Resource Center Driven by COVID-19.

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 its own campus?	Yes
• Phone no./Alternate phone no.	9432152209
• Mobile No:	8777016551
• State/UT	WEST BENGAL

• Pin Code	700131
2. Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12 (B)
• Name of the Affiliating University	The West Bengal University Of Teachers' Training, Education Planning And Administration, Kolkata
• Name of the IQAC Coordinator	Dr. Paramita Bandyopadhyay (Das)
• Phone No.	03325672826
• Alternate phone No.	9123385564
• IQAC e-mail address	iqacgcmcollege@gmail.com
• Alternate e-mail address	paromitabando11@gmail.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	https://www.gcmcollege.in/naac/academic-calendar/

website Web link:

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B	2.60	2016	11/07/2016	10/07/2021
Cycle 1	B+	2.75	2004	04/11/2004	03/11/2009

6. Date of Establishment of IQAC

14/03/2005

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	NIL	NIL

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9. No. of IQAC meetings held during the year

2

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?

Yes

- If No, please upload the minutes of the meeting(s) and Action Taken Report

[View File](#)

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

No

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

1. International Webinar on Teaching Transit and the role of ICT in the light of COVID-19. 2. Extension lecture on Gender Issues.3. Digital Transformation of Learning Resource Center Driven by COVID-19. 4. IQAC encouraged all faculty members to attend different webinar how to conduct classes through online mode. 5. IQAC encouraged all the faculty members to conduct internship through online mode.

12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
International Webinar on Teaching Transit and the role of ICT in the light of COVID-19	Totally Successful
Extension lecture on Gender Issues	Totally Successful
Digital Transformation of Learning Resource Center Driven by COVID-19.	Totally Successful

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

- Name of the statutory body

Name	Date of meeting(s)
IQAC	14/01/2021

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	17/03/2022

15. Multidisciplinary / interdisciplinary

The revised B.Ed Curriculum has been framed by the NCTE with a perspective to develop and interdisciplinary approach among the trainee teachers. The students have to learn various subjects irrespective of their own subject area. This perspective is chiefly meant to prevent teachers from being limited to a narrow outlook. They are also trained to give example and

illustration from different subjects areas, while teaching their own subjects. A specific paper in Sem-I titled *Understanding discipline and subjects* is specifically devoted to making the students understand the paradigm-shift in the nature of disciplines and the role of such disciplinary knowledge in the overall schema of the school curriculum. The interrelationship among various subjects such as science, language, social science, mathematics and so on is taught to the students through their curriculum.

16.Academic bank of credits (ABC):

Not yet introduced.

17.Skill development:

The curriculum includes development of teaching skills through practice of micro-teaching. The skills are developed through peer observation and supervision by mentors and subject teachers. Besides, we also develop some employability skills such as public speaking, presentation of seminars using PowerPoint, classroom management skills, skills for organizing various programmes, ICT skills and life skills.

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

NI1

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

Programme outcomes for Two-years bachelor of Education

1. Understand the basic concepts of educational theories
2. Understand the approaches and strategies under teaching pedagogy of school subjects.
3. Attain ICT exposure for teaching and learning.
4. Undergo school internship experience.

5. Understand the significance of interdisciplinary approach in teacher education
6. Understand the relevance of language across the curriculum
7. Attain expertise in reading and comprehension skills for teaching
8. Understand developmental psychology to know the students better
9. Understand concepts related to inclusive education
10. Understand the policies and practices in education
11. Attain knowledge about curriculum and its types
12. Gain insight about the history of education
13. Learn the basic teaching skills and strategies
14. Attain knowledge about yoga, fine arts and performing arts.
15. Learn about school governance

20.Distance education/online education:

NI1

Extended Profile

1.Programme

1.1

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

1

File Description

Documents

Data Template	View File
2.Student	
2.1 Number of students during the year	50
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	22
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	48
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	8
File Description	Documents
Data Template	View File
3.2	8

Number of Sanctioned posts during the year		
File Description	Documents	
Data Template	View File	
4. Institution		
4.1		
Total number of Classrooms and Seminar halls		8
4.2		
Total expenditure excluding salary during the year (INR in lakhs)		1.893133
4.3		
Total number of computers on campus for academic purposes		15

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Gopal Chandra memorial College of Education is a Co-educational Government Aided college. The College is Under West Bengal university of Teachers' Training educational Planning and Administration and follow the Curriculum prescribed by the mention university. The B. Ed. Curriculum prescribed by WBUTTEPA, Kolkata, follows NCTE norms, pattern and it aims to develop professional competency, skills through curriculum transaction. Teaching and non-teaching both faculties actively engaged in curriculum transaction.

Curriculum has two important parts, Academic and Co-curricular. Both are important for holistic development of personality. Academic and co-curricular both are run simultaneously.

Academic Portion covers a huge area of any curriculum. As the course continue through face to face mode, so there are a lot of options in interactions among the pupils and teachers. But due to the pandemic situation (COVID-19) the scenario is entirely shift its paradigm. Face to face system teaching learning change into online system.

All faculties are efficient about the use of different teaching-learning platforms. Faculties use LMS (Google classroom) for interaction, evaluation and study materials. Faculties use PPTs during teaching learning. The B.Ed. curriculum has to parts - theory and practical. For theoretical portion teachers arranged different activities, seminar, and Interaction time. The practice of practical portion conducts very effectively. All the practicum portion practice within online mode. All co-curricular activities were postponed during this time period.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://classroom.google.com/c/NDA2MzMzNjM5MTc2?cjc=iguokoc

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Institute is affiliated to West Bengal University of Teachers' Training Educational Planning and Administration (WBUTTEPA), Kolkata and follows the Examination pattern of the university. WBUTTEPA guidelines are strictly adhered to with respect to evaluation process. There are internal tests (35marks), theoretical internal (15 marks), practicum internal (10 marks) conducted by college. The schedules of internal assessments are communicated to students and faculty in the beginning of the semester through institute academic calendar which is prepared based on the university academic calendar.

During pandemic time period (20-21) institution continue all types of continuous internal evaluation like- test examination, class test etc. This internal evaluation helps to identify students' progress and teachers can measure his/her teaching effectiveness.

File Description	Documents
Upload relevant supporting documents	View File

Link for Additional information	https://gcmcollege.in/naac/academic-calendar/
<p>1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University</p>	<p>D. Any 1 of the above</p>
File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File
1.2 - Academic Flexibility	
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented	
0	
File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data	

Template)

0

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

B.Ed. curriculum of our university (WBUTTEPA) efficiently incorporates cross-cutting themes such as gender, environment and sustainability, human values, and professional ethics, leading in students' strong value-based holistic development.

1. Gender Sensitivity: Gender sensitivity is a process in which people become aware of how gender influences their behaviour and how they treat others

College set up a gender cell that equally treats the boys and girls students. Girls have equal rights as to boy's students. All these system maintain through online mode due to covid

pandemic. Meeting conducted with a specific time intervals.

2. Environment and Sustainability: The obligation to conserve natural resources and maintain global ecosystems in order to support health and wellbeing today and in the future is known as environmental sustainability.

Our institution conduct various programmes related to environmental development like 5th September, 22nd April. Due to covid Situation College unable to conduct plantation programme. All programme conduct in online mode.

3. Human Values and Professional Ethics:

Values and ethics are inseparable part of our curriculum. It can be implemented through different curricular practices and behaviour. In pandemic situation (20-21) this practices continues through online mode.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

01

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

49

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://gcmcollege.in/naac/sss/

TEACHING-LEARNING AND EVALUATION**2.1 - Student Enrollment and Profile**

2.1.1 - Enrolment Number Number of students admitted during the year**2.1.1.1 - Number of sanctioned seats during the year**

50

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

22

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity**2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners**

Most of the students admitted to the college are post-graduates. So, cases of slow learning can be hardly found. However, the teachers conduct formal and informal assessments from time to time to check the progress of students. If the students are not able to do well on any topic, or seek explanation again, the teachers provide remedial lessons meticulously. Sometimes hands on help are given during practicum activities to those who need support. The teachers provide enriching experiences of learning through field works, projects, library work, research-based activities to everyone particularly keeping in view the advanced learners. The e-resources in the library are accessible to the students.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
100	9 (Including Principal and Librarian)

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The year 2020-21 mostly experienced lock down and the classes took place through online mode. There was limited scope for experiential learning. However, students practised peer teaching online and learned from observing each other. They had to deliver seminars online using power point presentations and actively participated in online assessments taken formatively from time to time. The teachers used interactive strategies to teach online in order to keep the class engaged. Sometimes, quizzes, brainstorming sessions, and debates were also interspersed while discussions and lectures during classes. Teachers also tried to use strategies like interactive whiteboards, jamboards etc. to engage the students in active participation. All co-curricular events were organised online so that students get the experience of organising and performing online activities. All the cultural performances were uploaded in the form of videos on the official you tube channel of the institution. The college also organised webinars where students actively participated.

File Description	Documents
Upload any additional information	View File

Link for additional information	https://www.youtube.com/channel/UCMORYMw5GceIdkRto64Gyug
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2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Throughout 2020-21, the teachers had to teach through online mode as all the educational institutions in the state was under lockdown due to covid. The teachers took classes on Google meet or Zoom platforms. Most teachers used Power Point presentations to teach. Some faculty members used Google classroom as LMS platform. All the assessments were taken online, and scripts were also evaluated online. The teachers guided students to learn online teaching learning skills and use online tools for teaching. During teaching practice online, the students used interactive whiteboards, jam board, PPT slides, etc. under the guidance and supervision of the teachers. Some teachers also collected data through online questionnaires for their research-based papers. The teachers taught the students to prepare e-magazines and e-wall magazines. The teachers have also uploaded their own educational videos and podcasts to their google classrooms.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://classroom.google.com/c/NDA2MzMzNjM5MTc2

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

8

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

9

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

4

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers**

75

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college assesses the students internally on theoretical papers as well as practical. The internal theoretical assessment takes place at the end of each semester through individual or group seminar presentations of students for each paper. Besides, the students are also assessed on the theoretical components of the syllabus through internal test examination. The internal assessment on the practicum is conducted as per directed in the prescribed curriculum. The students are supposed to deliver seminars or submit assignments or prepare files based on field-based experience. In the second semester, the students are assessed on micro-teaching while in the third semester they are evaluated on integrated classroom teaching or school-based activities. Besides, the students are assessed based on their attendance, regular classroom performance and conduct.

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

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The college has a grievance box where students can drop their opinions, grievances, and suggestions. There is a grievance cell in the college formed by faculty members. These members meet from time to time to discuss on issues related to grievances placed by the students and suggestions given. The students are also free to talk to the HOI in case of any issue.

File Description	Documents
Any additional information	View File
Link for additional information	https://gcmcollege.in/administration/icc/

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The outcomes of the programme are clearly stated in the curriculum of the university. The college prospectus also states the course outcomes. The college website also mentions what the students are expected to learn from the B.Ed. programme run by the college. The teachers and students therefore get a clear idea about the Programme details and their outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.gcmcollege.in/academic/academic-curriculum/
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The semester-wise assessment of the students every six months both through internal and external assessment ensures that the students attain the programme and course outcomes. Due to the lockdown, the students have only been assessed by the internal faculty members during this year. The course results are uploaded on the official website of the college.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.gcmcollege.in/pdf-uploads/students-corner/provisional-result-4th-sem-2021.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

48

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.gcmcollege.in/pdf-uploads/students-corner/provisional-result-4th-sem-2020.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.gcmcollege.in/naac/sss/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NIL

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects / endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

3

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

2

File Description	Documents
Any additional information	View File

List of research papers by title, author, department, name and year of publication (Data Template)	View File
3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year	
3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year	
0	
File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File
3.3 - Extension Activities	
3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year	
<p>IQAC of our college organized an online extension lecture on 'Gender Issues' on 19 th January, 2021 by Professor. Dibyendu Bhattacharya, Department of Education, University of Kalyani. The college has a Sexual Harassment Sub-committee to deal with concerned issues. However, there was no relevant issue of concern to be dealt with, by the sub-committee in the session 2020-21. We have separate dustbins for biodegradable and non-biodegradable waste which are used by the staff and students in our college.</p> <p>The college organizes flag hoisting and celebration of national festivals and commemorative days and cultural programmes are uploaded on the you tube channel of the college. The college celebrated independence Day, Republic Day and Saraswati Puja on physical mode and Teacher's Day, RabindraJayanti, Holi, Pre-Durgapuja celebration through online mode. The online celebration videos are uploaded on the you tube channel of the college - GCM College Creative and Aesthetic Forum.</p> <p>Our college organized an virtual visit to 'Society for Health, Education, Love, Training and Employment for the Retarded (SHELTER)' on 23.02.2021 and the students donated five thousands rupees approximately.</p>	

File Description	Documents
Paste link for additional information	https://www.youtube.com/channel/UCMQRyMw5GceIdkRto64Gyug/videos
Upload any additional information	View File

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

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

0

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

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

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

0

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

0

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

3.4 - Collaboration**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

49

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

0

File Description	Documents
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e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The infrastructure of the college ensures adequate facilities for academic activities and physical facilities.

The institution has adequate facilities for Teaching-Learning. They are as follows:

- There are 08 classrooms sizes ranging from 400 sq.ft to 1200 sq.ft. One classroom has an ICT enabled room for conducting seminars, paper presentations and various teaching-learning activities.
- Our vast Library with a built-in area of 1224 sq.ft. provides access to 18752books and 126 journals including back volumes, and it is automated with SOUL 2.0.0.12 software. Access to eresources INFLIBNET-NLIST & NDL are also available.
- There are 8 laboratories which include Phychology and Language Lab.ICT Lab has 07 computers and a printer include Digital Language Lab with latest hardware and networking that helps to improve the practical skills of students, with 24*7 power backup and latest computing facilities. ICT room is also utilized for e-Patasala /SWAYAM PRABHA.
- In enhancing student's communication skill English language lab with audio visual aids help to improve Listening , Speaking,Reading and Writing skills. The language lab is equipped with a central console(Teacher) and 4 clients(Students). It has 4 microphones and 2 speakers cater to the needs of the students of various cognitive levels.

File Description	Documents
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Upload any additional information	View File
Paste link for additional information	https://gcmcollege.in/facilities/ict-cell/

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

G.C.M. College of Education strives to healthy mind in a healthy body impart of education. The institution has developed the requisite facilities in order to realize this objective. The institution encourages its students to participate in sporting activities. It provides excellent sports facilities. The institution has outdoor & indoor games facilities. Spacious and well-equipped outdoor play ground in the campus ensures effective training for players. Indoor sports like badminton, Table Tennis & Chess-Carom,

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. The Cultural Department gives life to cultural activities and other functions of the college with its accompaniments Harmonium, Tabla, Kartal, Keyboard etc for background music

The Yoga Centre of our college moulds the overall personality of the students and faculty. To inculcate the significance of yoga among students, it is included as a part of curriculum exclusively. Yoga activities are commonly organized in the campuses. Yoga also reduces perceived stress and negative affects in college students thereby improving psychological well-being in them.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.youtube.com/channel/UCMQRyMw5GceIdkRto64Gyug/videos

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

1

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

1

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gcmcollege.in/facilities/ict-cell/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

27,91,500.00

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

SOUL is an state-of-the-art Integrated Library Management Software (ILMS) designed and developed by the INFLIBNET Centre. The library of the college has been using the software SOUL 2.0 with Enhance edition and Microsoft SQL server from 2012. SOUL 2.0 is a fully automated an Integrated Library Management System and also library automation software.

The software has following modules:

- Acquisition
- Cataloging,
- Circulation

- Serial Control
- OPAC
- Administration.

Major Features of SOUL are as follows:

- UNICODE based multilingual support for Indian and foreign languages
- Compliant to International Standards such as MARC21, AACR-2, MARCXML
- Compliant to NCIP 2.0 protocol for RFID and other related applications especially for electronic surveillance and self check-out & check-in
- Client-server based architecture, user-friendly interface that does not require extensive training
- Supports multi-platform for bibliographic database such as My SQL, MS-SQL or any other RDBMS (for SOUL 2.0 only)
- Supports cataloguing of electronic resources such as e-journals, e-books, virtually any type of material
- Supports ground-level practical requirements of the libraries such as stock verification, book bank, transaction level enhanced security, etc.
- Highly versatile and user-friendly OPAC with simple and advanced search. OPAC users can export their search results in to PDF, MS Excel, and MARCXML format;
- Supports authority files of personal name, corporate body, subject headings and series name;
- Supports data exchange through ISO-2709 standard;

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://nlist.inflibnet.ac.in/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

E. None of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

0.03905

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

5

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College is well established catering to the needs of the students who strive for acquiring skills to meet global demands. It has 18 systems (Principal-1, Office-3, Library-6, Faculty room-1, Classroom-1, ICT Lab-6) with LCD and LED monitors. The network devices e.g. network adapters and switches of 8 & 16 ports are upgraded. The computer network runs off the Windows Server 2008 Operating System which is installed and configured in 2012. Closed Circuit Television (CCTV) cameras are installed at the campus for the enhancement of security. These are also installed at the College Library premises, Office and Class Rooms.

The college has computers, printers and scanners. The computers are connected by LAN and the net connected computers help for e-resources reference. There are projectors in the classroom ensuring ICT enabled teaching-learning and audio visual learning, preparing the students at the cutting edge to excel and face the challenges of today's world.

The College Library has requisite IT facilities to enable its users to consult electronic resources, N-LIST INFLIBNET e-Resources and Catalogues such as OPAC (Online Public Access Catalogues). The staff and students have 06 computers at the Library for e-resources (internet access) and web browsing.

This facility is also provided to the faculty and non-teaching staff. Internet, Intranet and Wi-Fi connectivity is available without charge at the college campus.

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

4.3.2 - Number of Computers

16

File Description	Documents
Upload any additional information	View File
Student - computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution**E. < 5MBPS**

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

6.05337

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college oversees the maintenance of buildings, laboratory, library, play ground(sports), computers and classrooms. Constant maintenance work taken up round the year to ensure the effective utilization of physical, academic, and support facilities. The management undertakes annual maintenance and periodical works on a regular as well as contract basis.

Regular maintenance and periodical inspections ensure safe electrical and chemical equipments in the Science laboratories and social science include psychology laboratories.

ICT lab equipments such as computers, printers and projectors are constantly monitored by the faculty who take immediate steps to replace the non-working gadgets.

The whole campus is brought under the surveillance by the installation of CCTV camera at various points for protection.

Cleaning of water tanks, plumbing, wood work and civil works are undertaken periodically. The College also has an RO water machine with cooler 20 liters capacity and 5 aquagurds for fresh and purified drinking water.

A Library Advisory Committee (LAC) meets twice a year to discuss improvement of facilities provided by the library. The Library is maintained by 2 staff members headed by the Librarian. Daily dusting of library is done. Books, Journals and all other equipments are insecticide regularly for preserving by outsource.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

8

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File

Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)		View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year		
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year		
58		
File Description		Documents
Upload any additional information		View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)		View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	C. 2 of the above	
File Description		Documents
Link to institutional website		https://www.youtube.com/watch?v=zm-YAk2p8vQ
Any additional information		View File
Details of capability building and skills enhancement initiatives (Data Template)		View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year		
0		

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

0

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

4

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

3

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

2

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year.

0

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

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

Gopal Chandra Memorial College of Education facilitates the following committees for students' representation and engagement in various administrative, co-curricular and extracurricular activities.

1. Cultural Committee, 2. Sports Committee, 3. Anti-ragging Cell, 4. Anti-Sexual Harassment Cell, 5. Wall Magazine Committee, 6. Finance Committee, 7. Governing Body of the college, 8. Alumni Association

Governing Body (GB) of our college has one member from the students. Each committee has Secretary from the students except Governing Body of the college. All the committees do their respective activities like celebration of Independence Day, Teachers Day, Rabindra Jayanti, Pre-Durga Puja, National Education Day, Holi, Picnic etc. and uploaded all the activities in college's you tube channel. Wall Magazine Committee also publishes Wall Magazine in each year.

The above activities enhance their communication skills, management skills, leadership skills, team-work, time-management, resource management skills and builds confidence in each student.

File Description	Documents
Paste link for additional information	https://www.gcmcollege.in/administration/governing-body/
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

8

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

Gopal Chandra Memorial College of Education has a registered Alumni Association having registration no-S/1L/76753 under the Societies Registration Act, a number of alumni got education from this reputed institution. Many alumni of this college are well known in their respective fields i.e. School, College, University, Business and Industry, Social Work. The college provides an opportunity to the alumni to interact and share their experience with students by arranging a mega function in every year in the college. Our Alumni Association works for the overall development of students as well as the institution. It helps our institution in terms of academic planning, placements of students, career guidance and technological guidance. Our Alumni Association organizes: 1. Provide guidance from the

experts of various fields to the students. 2. Alumni Association provides information about the job opportunities available in their fields. 3. Our Alumni Association motivates the students for research activities. 4. Our Alumni Association supports the Institute in financially also. It encourages our alumni to help the institution by donating generously for the infrastructural development of the college.

In the session:2020-2021, our Alumni Association couldn't do any activities due to completelockdown for Covid-19 pandemic.

File Description	Documents
Paste link for additional information	https://www.gcmcollege.in/students-corner/alumni-association/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response: We envision ourselves as one of the leading institutes of teachers training that imparts quality and value based education to students. Our constant endeavour is to provide a safe, secure and conducive learning environment to the rural, urban and semi urban areas students' who aspire for higher education.

Vision: Our vision is to provide quality education through academic, cultural and physical activities and prepare the talented trainee teachers as responsible and useful citizens for effective participation in all areas of developmental process and Nation building through imparting quality education among the future citizens of our Nation.

Mission:

- To develop the institution into a centre of academic excellence.
- To develop cognitively enriched, effectively trained, morally upright, socially committed and spiritually inspired teachers.
- To provide opportunities to obtain valuable information about teaching techniques and skills.
- To facilitate Human Resource Development in the field of Education and Research.
- To create a strong affinity towards the national values.
- To equip the teachers with the skills and information to create an eco-friendly atmosphere in educational institutions.
- To lay stress on self-learning and individual development.

To give special emphasis on the four icons-learning to learn, learning to do, learning to be and learning to become.

File Description	Documents
Paste link for additional information	http://www.gcmcollege.in/about-us/vision-mission/
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

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. In decision making process every members of this college to express their views and those suggestions are well taken for the progress of the college.

The Ways in which all teachers participate in the Management Process:

- The Principal oversees the Teaching Plans of his faculty members.
- Teachers have right to make adjustments in the routine.
- They can decides on the nature, pattern and duration of special and remedial classes for the students of their department.

- The above enumeration of features comprising participatory management points fairly conclusively to the ethics of decentralization which is integral to the institution and informs its functioning at every level.
- They have liberty to introduce creative and innovative measures for the benefit of their students.
- They often takes the lead in planning seminars, workshops, career counselling sessions, remedial measures, interdepartmental or/and inter-college exercises, departmental excursions and study tours.

File Description	Documents
Paste link for additional information	https://www.gcmcollege.in/administration/academic-council/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institutional Perspective Plan is aligned with the institution's vision and mission as an ongoing driver to improve academic quality policies and strategies.

It is effectively deployed to focus on bringing quality improvements in the areas of:

- Curricular Planning and Implementation
- Teaching- Learning Processes
- Research, Collaboration and Extension Activities
- Academic infrastructural facilities
- Student Support Activities and Student Progression
- Internal Quality Assurance System
- Institutional Values and Best Practices

Governance, Leadership and Management at the beginning of the academic year, various bodies and committees that represent the Organogram of the institution, chalk out the strategic plan of events and activities which will support the growth and development in these key areas and at the end of the year, a review is taken about implementation and the outcomes of the perspective plans.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.gcmcollege.in/naac/institutions-best-practices/
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Organizational Structure of the College consists of the Management, Governing body, the Principal, the teaching staff, the non-teaching staff and the students. 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 -

Academic sub-committee, Cultural sub-committee and Finance sub-committee etc.

File Description	Documents
Paste link for additional information	https://www.gcmcollege.in/administration/governing-body/

Link to Organogram of the Institution webpage	http://www.gcmcollege.in/about-us/organogram/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Gopal Chandra Memorial College of Education trusts the contribution of the employee towards the overall

development and progress of the college. The college offers worthwhile welfare schemes to all the teaching

and non teaching staff to ensure and boost their work culture and efficiency.

The female teachers get maternity leave as per the govt. rules

Employment on died in harness for non teaching staff, employee retirement benefits, pension gratuity,

leave encashment etc are provided to the employees. Festival advance, loan in advance for newly

appointed staff is also provided. The teaching and non-teaching staff avail promotional benefit .Purified

drinking water facility, multi gym and recreation room are also provided the college. The college has

recently formed an internal complaint cell to prevent any type of harassment to any of the employees in the

college. These are few of the schemes which are initiated as part of our welfare measures.

File Description	Documents
Paste link for additional information	https://www.gcmcollege.in/administration/icc/
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

15

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The college authorities maintain a service book for every teaching faculty which is regularly maintained and updated. The government of West Bengal has devised the self- assessment cum performance appraisal forms for teachers in strict adherence to the API Criteria based PBAS prescribed in the new UGC Regulations. The career advancement scheme of teachers is done

following this system. Self appraisal sheets are maintained by the teachers. This evaluation system is scrutinized by IQAC.

The performance appraisal system of the non-teaching staff is equally important for the efficient running of an institution. The Governing Body of the college scrutinizes the work and considers experiences for some limited years of the non teaching staff.

File Description	Documents
Paste link for additional information	https://www.gcmcollege.in/naac/sar/
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Finance Subcommittee and the Principal all carry out their responsibilities in accordance with the policies set forth by the authority, i.e., the West Bengal Government. The Treasury and Bank work is handled by the Accounts Department. The GB formally identifies and approves the Budget provisions every year. The expenditure was made in the most cost-effective and transparent manner possible, following the protocol established by the West Bengal government. The institution's income and expenditures are audited on a regular basis. The Drawing and Disbursing Officer is the Principal, who is also the Secretary of the Governing Body (DDO). The expenditures are made through a check mechanism signed by the President of the Governing Body or an authorized member of the Governing Body, as well as the Principal.

The Finance Subcommittee and the Principal conduct a monthly internal audit. They keep track of the money they collect from students and the government funding they receive. Bank statements and vouchers are used to keep track of the cashbook. Comments and ideas from the auditing body are immediately presented to the Governing Body for correction, and preventative measures are made to prevent future errors.

File Description	Documents
Paste link for additional information	https://www.gcmcollege.in/ncte/index.php#infrs

Upload any additional information	View File
6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)	
6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)	
0	
File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File
6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources	
<p>Mobilisation of Fund</p> <p>The institution makes an attempt to mobilise resources in order to strengthen the academic process and infrastructure development. Fees from trainee teachers, funding for research projects, grants from the UGC, grants from the State Government, donations from alumni and other philanthropic persons (if found), interest from fixed deposit, and endowment funds are all sources of income for the institution. Being a Govt. Aided college, it is a non profit organisation.</p> <p>Optimal utilization of Fund</p> <p>Every year, the institution determines the annual financial needs for maintaining existing academic processes, maintaining physical infrastructure, upgrading laboratory facilities, and strengthening the information and knowledge delivery system, and submits this information to the West Bengal government and the University Grants Commission with proper justification and consideration. Tendering/e-tendering is used to make larger acquisitions in an open and transparent manner. Income and expenditure are audited by internally. The Annual Audit</p>	

Report, as well as the Utilization Certificate, are also forwarded to the appropriate authorities for their review and action.

File Description	Documents
Paste link for additional information	https://www.gcmcollege.in/pdf-uploads/ncte/account-statement-2021/Income_&_Expenditure_as_on_31-03-2021.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC cell of the college conducts meetings from time to time to plan new activities for qualitative development of the college. It also organizes extension lectures and seminars for the benefit of the students and teachers. The IQAC distributes responsibilities among faculty members and looks into their yearly appraisal. It sets the basic parameters for conducting the teaching-learning programs and evaluation strategies. It conducts academic and administrative audits every year. It initiates feedback mechanisms from students and suggestions from students and teachers to work upon quality enhancement of the institution. It initiates procurement of items necessary for learner-centered teaching learning. On the whole, it plans all activities, ensures the implementation of the same, assesses all activities from the perspective of quality enhancement and analyses the same to further plan academic and administrative activities to improve upon the shortcomings. The IQAC also presides over the task of filling up the AQAR of the institution for NAAC assessment.

File Description	Documents
Paste link for additional information	https://www.gcmcollege.in/naac/structure-of-iqac/
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC maintains the progress register of faculty members for regular curriculum transactions and also conducts annual academic audits. It initiates extension lectures and ensures that not only the students but also the faculty members have qualitative enhancement through participation in various short term and faculty development programs, orientation and refresher courses, workshops subject to approval of the Governing Body of the college. It conducts meetings from time to time with faculty members to receive feedback, suggestions and plan innovative strategies to evaluate the ongoing operations and ensure continual qualitative improvement in teaching learning transactions.

File Description	Documents
Paste link for additional information	https://www.youtube.com/channel/UCQFzBf3-7RrrYn9XIGY-k7g
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.gcmcollege.in/sections/administrative-section/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

IQAC of our college organized an online extension lecture on 'Gender Issues' on 19 th January, 2021 by Professor. Dibyendu Bhattacharya, Department of Education, University of Kalyani. The college has a Sexual Harassment Sub-committee to deal with concerned issues. However, there was no relevant issue of concern to be dealt with, by the sub-committee in the session 2020-21. There is a compulsory paper on Gender, School and Society in Semester 4 of the B.Ed.curriculum. The students are made aware of the various gender related issues through that paper. Besides, they also have to create awareness regarding such issues under the practicum prescribed in this paper, and submit reports on the same.

File Description	Documents
Annual gender sensitization action plan	<u>IQAC of G.C.M. College of Education is going to organize an online extension lecture on Gender Sensitization on 19th January 2021 at 12 noon. Online classes on that day will be postponed and it is mandatory to all students to participate in the said program. Further, all teaching and non teaching staff are here by requested to participate in this program. Google meet link will be provided 15 minutes before the program.</u>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<u>Sexual Harassment cell, Girls' common room with vending machine.</u>

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
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Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

We have separate dustbins for biodegradable and non-biodegradable waste which are used by the staff and students in our college. Our college is certified for the ethical collection and channelization for recycling of 510.47 kgs of E-waste.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**

D. Any 1 of the above

3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

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

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader,

C. Any 2 of the above

scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college is particularly concerned about providing an inclusive environment. As per directed by the government, the college has specific seats reserved for the differently-abled candidates. Students from socio-economically disadvantaged background get the provision of receiving concession of fees subject to the approval of the college Governing Body. The faculty members teach bilingually and the university allows students to write manuscripts in exams in three languages as per choice. The variety of cultural programmes in the college celebrate the socio-cultural diversity of the nation.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The students are made aware of the constitutional duties through the curriculum transaction. Besides, the students also learn the same particularly through the paper on Peace and value education. No external sensitization programmes could be organized in the college in the session 2020-21 due to prolonged lock down on account of the pandemic.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college organizes flag hoisting and celebration of national festivals and commemorative days and cultural programmes are uploaded on the you tube channel of the college. The college celebrated independence Day, Republic Day and Saraswati Puja on physical mode and Teacher's Day, Rabindra Jayanti, Holi, Pre-Durgapuja celebration through online mode. The online celebration videos are uploaded on the you tube channel of the college - GCM College Creative and Aesthetic Forum.

File Description	Documents
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Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice-1: Teaching and Learning process on online mode

There were two separate WhatsApp groups of B.Ed. 1st year and B.Ed. 2nd year. According to online class routine teachers would give link of Google meet on the groups and all students used to join via link. All the teachers submit class progress report along with students' attendance records to the principal at the end of every month. Students are assigned internal topics for their internal assessment. Then they make write up and present their internal topics by power point presentation on online mode. Test exam in our college are conducted via online mode and also college have unique Gmail id for collection answer scripts in test exam.

Best Practice-2: Celebration of Co-curricular activities on online mode.

Our college celebrated different importance days as Rabindra Jayanti on 8th May,2020, Independence Day on 15th August,2020, Teachers Day on 5th September,2020, Pre-Durga Puja celebration, in 2020, National Education Day on 11th November, 2020, Holi on 31th March, 2021 on virtual mode and uploaded all the activities in its own you tube channel. Our college also publish E-Wall Magazine on 13thSeptember, 2021 and uploaded it in its you tube channel.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

Institutional Distinctiveness (Academic Session-2020-2021) :

Name of the area: Organizing Webinar

Perspective of the area: Recognizing its privileged position as a premier institute of higher learning, Gopal Chandra Memorial College of Education makes consistent efforts in fulfilling the changing perspective in education during Covid-19 pandemic. Digital technology being the sole tool to access education today, acquired an indispensable stature. In the present milieu, teachers all over the world are gearing up to fulfill new expectations.

Vision: The vision of the event is to (i) To explore the changing perspectives, (ii) To discover the new pedagogical dimensions of teaching to cope up with both online and off-line trends in education, (iii) To be acquainted with the latest digital tools and techniques to facilitate teaching-learning, (iv) To enable teachers and students to embrace new challenges and opportunities in the evolving academic sphere.

Particulars of the event: To fulfill the above objectives Gopal Chandra Memorial College of Education organized one day national webinar on 'Digital Transformation of Learning Resource Centre for futuristic Learning' on 6th February, 2021 and one day international webinar on 'Teaching Transit and the Role of ICT in the light of Covid-19' on 12th September, 2021 at 11:00 a.m. (IST).

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

7.3.2 - Plan of action for the next academic year

1. While planning to prepare for off-line classes, the college intends to follow all the covid protocols to including complete sanitization of the college and thermal checking and sanitization of students, teachers and staffs before entering college.

2. The college would hold an exhibition of teaching learning materials prepared by our students of different subjects.

3. The college is concerned about the social welfare of the people. So, it plans to organise a blood donation camp in the campus.