



## Yearly Status Report - 2017-2018

### Part A

#### Data of the Institution

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1. Name of the Institution</b>	GANDHI CENTENARY B.T. COLLEGE, HABRA
Name of the head of the Institution	DR. RAJIB MUKHOPADHYAY
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03216237199
Mobile no.	9051167912
Registered Email	gcbtcollegehabra@gmail.com
Alternate Email	mukhrajib68@gmail.com
Address	P.O- Habra- Prafullanagar, Dist- North 24 Parganas,
City/Town	Ashokenagar
State/UT	West Bengal
Pincode	743268

<b>2. Institutional Status</b>	
Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Co-education</b>
Location	<b>Semi-urban</b>
Financial Status	<b>state</b>
Name of the IQAC co-ordinator/Director	<b>Pankaj Kumar Jana</b>
Phone no/Alternate Phone no.	<b>03216237199</b>
Mobile no.	<b>9433470340</b>
Registered Email	<b>pkjana62@gmail.com</b>
Alternate Email	<b>mukhrajib68@gmail.com</b>

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="https://www.qcبتcollege.in/index.php">https://www.qcبتcollege.in/index.php</a>
<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://www.qcبتcollege.in/instcalendar/Institutional_Calendar_2017-18.pdf">https://www.qcبتcollege.in/instcalendar/Institutional_Calendar_2017-18.pdf</a>

<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
<b>2</b>	<b>B</b>	<b>2.26</b>	<b>2016</b>	<b>16-Sep-2016</b>	<b>15-Sep-2021</b>

<b>6. Date of Establishment of IQAC</b>	<b>13-Jan-2014</b>
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<b>7. Internal Quality Assurance System</b>
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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
<b>Organisation of Inter college Cricket</b>	<b>08-Mar-2018 2</b>	<b>44</b>

tournament		
Organasation of workshop on newly introduced B Ed curriculum	08-Aug-2018 1	108
<a href="#">View File</a>		

**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
Institution	IQAC in College	UGC	2012 1825	300000
Geography	Major Research Project	UGC	2015 1095	1424000
<a href="#">View File</a>				

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	0
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No
Upload the minutes of meeting and action taken report	No Files Uploaded !!!
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	Yes
If yes, mention the amount	300000
Year	2014

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

Regular theory and practical classes taken by the faculty members

For strengthening vigilance of college campus up gradation CCTV system is done

Organisation of voluntary Blood Donation Camp in the college campus

No Files Uploaded !!!

**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
College excursion	Sixteen Eighteen February Two thousand eighteen at PURULIA, W.B.
Inter-college cricket tournament	Participated students of two session: with other 3 B.Ed. Colleges and held on Eight and Nine March Two thousand eighteen in the eve of celebration of the college Golden Jubilee year
Intra-college Extempore and Quiz Competition	Held on Twenty Nine March two thousand Eighteen
Feedback from the students (out-going)	Thirty June two thousand Eighteen
<a href="#">View File</a>	

**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
IQAC	12-Dec-2022

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

Yes

Date of Visit

27-Aug-2016

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2018

Date of Submission

15-Feb-2018

**17. Does the Institution have Management Information System ?**

Yes

If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)

As the part of egovernance, the college has introduced Biometric Attendance for students, teaching and nonteaching staff and the system is working smoothly. The College Website is updated regularly. The library uses LMS (Library Management Software) through

KOHA. KOHA is a fully featured award winning opensource integrated library management system. Dataentry is going on through this software and search of any particular book is possible through OPAC (Online Public Access Catalogue) module. The College accounts activities are computerising step by step. The Salary of the staff members of the college received from West Bengal State Government and it is managed through HRSM .Various notices and important communication is made online mode.

## 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

a. There is no direct role of the institution in the curriculum development but there is a provision for collecting feedback from various stakeholders. b. A Workshop on the revision of newly introduced B. Ed. Curriculum, 2014, organised by WBUTTEPA was conducted in the institution on 07/08/2017 where the Principal and senior faculty members were participated and put their suggestions in this regard. c. Preparation of institutional academic calendar. d. Classes are conducted in ICT- enabled Class-rooms.

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
NA	D. El. Ed	18/03/2018	730	All the trainees are primary school teachers without D.El.Ed degree	Skill develops through SBA ( school Based Activities) and performing P.T. ( Practice Teaching)

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

	Certificate	Diploma Course
Number of Students	0	102

### 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	Nil
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	School Internship	50
<a href="#">View File</a>		

### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
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
After collecting of structured and unstructured feedback from the stakeholders proper analysis is done of the structured feedback. Action is taken on feedback obtained- like, arrangement of Water purifier, development of college canteen, introduction of desk system in classroom sitting arrangement, quality enhancement in teaching- learning process, organising remedial classes for slow learners and enrichment programme for advanced learners, etc.

## 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	B Ed	50	713	50
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### 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	Number of students enrolled in the institution	Number of fulltime teachers available in the	Number of fulltime teachers available in the	Number of teachers teaching both UG
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	(UG)	(PG)	institution teaching only UG courses	institution teaching only PG courses	and PG courses
2017	100	0	9	0	9

### 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
9	9	41	3	1	171293

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

[View File of E-resources and techniques used](#)

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

Teachers guide students on Project works, assignment preparation, supervise simulated teaching, etc.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
100	9	1:11

### 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
13	7	6	0	4

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
2017	Nil	Nil	Nil

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### 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	1	Semester	30/06/2018	18/08/2018

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

Continuous Internal Evaluation is done throughout the year in the following way: 1- Compliance of University Criterion, 40 percent weightage of curriculum transaction through internal mode (CIE). 2- Internal supervision of internship

and pre-internship through CIE mode. 3- Micro-teaching through simulated mode - preictal through several classes and rating by supervisor and peer-trainees, feedback given for quality enhancement. 4- Continuous internal Evaluation - practiced through peer group teaching method in SEM-3 before internship.

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

Institutional calendar has been prepared at the beginning of the session in which major academic activates are incorporated

## 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.gcbtcollege.in/ContactUs.php>

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
1	BEd	B. Ed	48	48	100
No file uploaded.					

## 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)

<https://www.gcbtcollege.in/ContactUs.php>

## 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
Major Projects	1095	UGC	14.24	3.84
Minor Projects	00	Nil	Nil	Nil
Interdisciplinary Projects	0	Nil	Nil	Nil
Industry sponsored Projects	0	Nil	Nil	Nil
Projects sponsored by the University	0	Nil	Nil	Nil
Students Research Projects (Other than compulsory by the University)	0	Nil	Nil	Nil

International Projects	0	Nil	Nil	Nil
Any Other (Specify)	0	Nil	Nil	Nil
Total	Nil	Nil	14.24	3.84
<a href="#">View File</a>				

### 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
0		

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
00	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
0	00	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		

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

Name of the Department	Number of PhD's Awarded
0	Nil

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)
National	B. Ed	5	0
<a href="#">View File</a>			

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
B. Ed.	1
<a href="#">View File</a>	

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

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

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

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
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
Brotherhood Programme	Students Health Home	1	43
<a href="#">View File</a>			

### 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
00	Nil	Nil	Nil
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
00	Nil	Nil	Nil	Nil
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
0	Nil	Nil	Nil
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
Institution School Linkage	School Internship Part-I	As per file uploaded	01/08/2017	30/11/2017	50
Institution School Linkage	School Internship Part-II	As per file uploaded	01/04/2018	30/04/2018	50
<a href="#">View File</a>					

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
0	Nil	Nil	Nil
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
31	5.52

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	Newly Added
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Others	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	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
KOHA	Partially	2.0	2016

### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	13092	665523	496	66012	13588	731535
Reference Books	238	157200	0	0	238	157200
e-Books	165000	0	0	0	165000	0
Journals	7	6370	0	0	7	6370
e-Journals	6293	0	0	0	6293	0
Digital Database	1	1600	0	0	1	1600
CD & Video	49	2701	0	0	49	2701
Library Automation	7927	0	698	0	8625	0
Weeding (hard & soft)	377	5830	0	0	377	5830
Others(s pecify)	0	0	0	0	0	0

[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	Null	Null

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	28	9	28	2	0	4	13	60	0

Added	0	0	0	0	0	0	0	0	0
Total	28	9	28	2	0	4	13	60	0

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

60 MBPS/ GBPS
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4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

#### 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
2.7	29225	35.3	552479

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)

<p>The Governing Body of the college forms various committees and sub-committees for the maintenance and utilisation of physical facilities (viz. Gymnasium, Library, Play-ground, Laboratories, ICT-abled classrooms etc.) academic and support facilities. These committees and sub-committees are comprised of various members from the stakeholders of the college. On the basis of the need/ demand of the students/ staff, these committee/ sub-committees formulate policies, rules and regulation, implement and monitor the concerned activities. These committees are : Finance Committee, Academic Sub- committee, Building Sub- Committee, library Sub- Committee, Admission Sub-Committee, etc.</p> <p style="text-align: center;"><a href="https://www.gcbtcollege.in/index.php">https://www.gcbtcollege.in/index.php</a></p>
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### 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	As per Encloser	3	3600
Financial Support from Other Sources			
a) National	0	0	0
b) International	0	0	0
<a href="#">View File</a>			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Remedial classes were taken for the	15/11/2017	5	College sponsred

slow learners

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
<b>No Data Entered/Not Applicable !!!</b>					
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
2	1	30

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	2	WBSU	Education	C.U	M.Ed.
No file uploaded.					

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	1
SET	0
SLET	0
GATE	0
GMAT	0
TOFEL	0
Any Other	6
<a href="#">View File</a>	

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

Activity	Level	Number of Participants
Observation of Independence Day 15.08.2017	Institutional Level	33
Observation of College Foundation Day, Organisation of Environmental awareness programme (Banamahotsav 17) and Blood Donation Camp (31.08.2017) Observation of Teachers Day (05.09.2017)	Institutional Level	82
Observation of Teachers Day (05.09.2017)	Institutional Level	84
Saradotsav 17 (25.09.2017)	Institutional Level	88
Observation of Birth day of Mahatma Gandhi (Community Kitchen and Safai Avijan ) 02.10.2017	Institutional Level	73
Observation of Netajis Birthday (23.01.2018)	Institutional Level	17
Observation of Republic Day (26.01.2018)	Institutional Level	21
Annual college sports-9.2.18	Institutional Level	65
College excursion (college sponsored)- a part of golden jubilee celebration-16.2.18 to 19.2.18	Institutional Level	54
Inter-college cricket tournament-8.3.18, 9.3.18 (a part of golden jubilee celebration)	Inter- College	44
<a href="#">View File</a>		

### 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
2018	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)

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Students Council is Formed through democratic manner. The various academic like seminar, conference, workshop etc. are performed through adequate students representation. There is a provision in concerned University Statute to represent students leader in the top management ( Governing Body of the College.)

**5.4 – Alumni Engagement**

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

15

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

2 Meetings held

**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)

Govt.-aided college like ours is administered by the Governing Body ( The apex administrative body). This Governing Body (GB) forms various committees and subcommittees to perform various activities for smooth running of the college. Finance Committee, Academic- sub- Committee, Library - sub- committee, Building- Sub- Committee etc. are working with their own jurisdiction and place their recommendations before Governing Body for its ratification. The Teachers Council identifies teaching related problems (if any) and makes suggestions to upgrade academic atmosphere to the college authority.

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

Partial

**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
Curriculum Development	Being an affiliated college there is no direct role of the college curriculum design and development process, however the college develops a system of collecting feedback from various stakeholders on curriculum through suggestion boxes, appraisal proformas and alumni meetings. Suggestions on curriculum are discussed in IQAC meetings and conveyed to statutory academic bodies of affiliating University. Faculty members also participate in syllabus revision workshops and propose changes. The

	college has been using innovative and comprehensive practices for the implementation of curriculum through using ICT.
Teaching and Learning	This process is done through the application of ICT, providing assignment to the students in almost all the subjects, using e-resources, arranging peer-teaching. organising simulation teaching and seminar presentation, etc.
Examination and Evaluation	Semester-end-examinations are conducted by the university. The university takes help of the faculty members in concern to paper-setting, moderation and evaluation of the answer scripts. The internal evaluation on Practice-teaching, Final-teaching and other school- based activities, assignments, practicums etc. are conducted by the college following the guidelines prepared by the university.
Research and Development	Action Research and seminar presentation in various subject-areas are conducted regularly. Ph. D guidance given by the principal, publication of research papers and participation in OP/RC by the faculty members.
Library, ICT and Physical Infrastructure / Instrumentation	The library is always enriched with regular purchase of books and journals and it also provides the facilities of e-learning through computers with internet connection.
Human Resource Management	The college encourages teaching and non-teaching staff members to attend various programmes for their knowledge and skill development such as seminar, workshop, RC, OP, etc.
Industry Interaction / Collaboration	Sometimes the neighboring schools suffers from the shortage of teachers and they need teachers on temporary basis to cope up the situation. In such cases the college sends its Trainee teachers to those schools on request of the Headmaster/Headmistress.
Admission of Students	To get quality students for B.Ed. Course, the college started online admission process since Academic Session: 2014-15. This procedure is followed for 2016-17 admission too.

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

E-governance area	Details
Planning and Development	The tenders and public notices

	regarding college development works are displayed in the college website.
Administration	Administrative activities are partially done through computer automation, Institutional notifications, conveying of various Govt. Orders, NCTE requirements, UGC/NAAC requirements are also complied through ICT. The college updates its website (www.gcbtcollege.in) regularly.
Finance and Accounts	Audit and Accounts, Staff record maintaining, Salary of the staff through HRMS, maintenance of PF Account etc. are done through ICT.
Student Admission and Support	Online admission process is followed like previous years. After sorting of application forms, the college publishes its admission list on the basis of merit (considering academic score) of the applicants. All the notifications in this regards are published in the college website. The whole procedure of the admission is done through online including the payment of admission fees. Any complaint from the candidates is taken on-line and reply/rectification (if any) is also communicated through online.
Examination	As the part of internal continuous evaluation of the students, class tests, assignments, seminar presentation, simulated teaching, practicum, etc. are regularly held through offline mode. The university also takes semester-end examinations through offline mode. There is no provision of e-governance regarding examinations except providing assignments to the students through online

### 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
2018	Nil	Nil	Nil	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the	Title of the	From date	To Date	Number of	Number of
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	professional development programme organised for teaching staff	administrative training programme organised for non-teaching staff			participants (Teaching staff)	participants (non-teaching staff)
2018	Nil	Nil	Nil	Nil	Nil	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Nil	Nil	Nil	Nil	Nil
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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
The college authority provides the premium amount Rs.75.00 for each individual staff member (per month) in LIC Group Insurance policy (Sum Assure Rs.50,000.00 for each individual) as welfare measure for the college staff members.	The college authority provides the premium amount Rs.75.00 for each individual staff member(per month) in LIC Group Insurance policy (Sum Assure Rs.50,000.00 for each individual) as welfare measure for the college staff members.	The College provides financial help to the poor students through Student-Aid Fund.

## 6.4 – Financial Management and Resource Mobilization

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

The college conducts external financial audit regularly by the Audit firm appointed by the State Government , W.B
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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	Nil	Nil
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6.4.3 – Total corpus fund generated

2944457.00
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## 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	No	NA
Administrative	Yes	State Govt. appointed Audit Firm	No	NA

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

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

The College authority provides the premium amount for each individual staff members in LIC Group Insurance policy ( Sum Assure Rs. 50,000/- for each individual ) as welfare measure for the college staff members.
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

i- Installation of Fire Fighting plant ii- Invitation to various Institutes / Organization for Campus placement of last year / Sem. Students. iii- Organasation of seminars in institution level iv- Extension of building initiative for more class- rooms, Laboratories and Gymnasium. v-Initiative for registration the College Alumni Association.
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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
2018	Organisation of Inter college Cricket tournament	08/03/2018	08/03/2018	09/03/2018	44
2018	Organasation of workshop on newly introduced B Ed curriculum	08/08/2019	08/08/2018	08/08/2018	107
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**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

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

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

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

- i. The college has taken initiative and implemented plantation programme i.e. transplanting baby plants in the adjacent areas and within the college campus every year. ii. Use of plastic bags is strictly prohibited inside the college campus. iii. There are five big dustbins in the corridors (three in ground floor and two in 1 floor) for the biodegradable waste materials.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	No	0
Ramp/Rails	Yes	0
Braille Software/facilities	No	0
Rest Rooms	Yes	0
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar facility	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
2018	1	1	31/08/2017	1	Banamahotsav-2017, Dengue awareness programme and Blood donation camp	To keep green environment, Health awareness and social Service	82
2018	1	1	02/10/2017	1	B Day celebration of Mahatma Gandhi	To keep integrity of the Nation, to	73

					with Safai Avijan and community kitchen	eradicate untouchability. ect.
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[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
Prospectus	04/07/2017	To orient the newly admitted students about the college environment
Library Bulletin	17/07/2017	To orient the newly admitted students about the Proper uses of the college library

**7.1.6 – Activities conducted for promotion of universal Values and Ethics**

Activity	Duration From	Duration To	Number of participants
Organizing voluntary Blood donation camp for development social values.	31/08/2017	31/08/2017	82
Organizing Safai Avijan ( Cleaning of college campus) and Common kitchen program development of environment awareness and habit of cleanliness	02/11/2017	02/11/2017	73

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

The college has taken initiatives for organizing transplantation of baby plants in its campus and adjacent areas through Banamahotsav,2017 programme like previous years. It has constructed a Herbal Garden with transplanting more than 25 species of medicinal plants. It has reconstructed its existing pond for the interest of the maintaining of biodiversity and piece culture in near future.

**7.2 – Best Practices**

**7.2.1 – Describe at least two institutional best practices**

1- The college has its Glorious heritage and prestige 2. Students and staff discipline is praise able. 3. The college has its sound financial position.

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

<https://www.gcbtcollege.in/index.php>

**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**

The institution tries: 1-To keep its discipline in future and to keep green environment 2-To help the trainees to attain academic excellence . 3-To help the trainees to achieve technical soundness through extensive practice in teaching . 4- To Encourage in acquainting with the latest developments in ICT in teaching- learning and office management. 5-To encourage democratic principles and habits.

Provide the weblink of the institution

<https://www.gcbtcollege.in/Objectives.php>

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

1- The institute will try to take new plan for the extension of building for extra Class Rooms, Laboratories, Gymnasium, etc. 2- The institute will try to provide LCD projector/s to each subject class room/s. 3- The institute will try to enrich total atmosphere of the campus. 4- The institute will try to enrich our college library by purchasing of new books with latest edition. 5- The institute will try to provide internet connection to all students with their individual handset. 6- The institute will try to establish the Fire Safety Plant in the college building, etc.