YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution   **Muralidhar Girls' College**

- Name of the Head of the institution   **Dr. Kinjalkini Biswas**

- Designation   **Principal**

- Does the institution function from its own   **Yes**
  campus?

- Phone no./Alternate phone no.   **03324644371**

- Mobile No: **9433112142**

- Registered e-mail   **muralidhargirls@gmail.com**

- Alternate e-mail   **mgiqac2018@gmail.com**

- Address   **P-411/14, Gariahat Road, Ballygunge**

- City/Town   **Kolkata**

- State/UT   **West Bengal**

- Pin Code   **700029**

2.Institutional status

- Affiliated / Constitution Colleges   **Affiliated**

- Type of Institution   **Women**

- Location   **Urban**

- Financial Status   **UGC 2f and 12(B)**

- Name of the Affiliating University   **University of Calcutta**

- Name of the IQAC Coordinator   **Dr. Suvasree Dutta (Dasgupta)**

- Phone No.   **9830322020**

- Alternate phone No.   **03324641312**

- Mobile   **9830322020**

- IQAC e-mail address   **mgiqac2018@gmail.com**

- Alternate e-mail address   **suv_dutt_dg2009@yahoo.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   https://muralidhargirlscollege.ac.in/pdf/iqac-aqar/AQAR%202021-22.pdf

4.Whether Academic Calendar prepared during the year?   **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: https://muralidhargirlscollege.ac.in/pdf/ACADEMIC_CALENDAR/Academic%20Calendar%202022-23.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**76**	**2004**	**03/05/2004**	**02/05/2009**
Cycle 2	**B++**	**2.76**	**2016**	**05/11/2016**	**04/11/2021**
Cycle 3	**A**	**3.06**	**2023**	**07/12/2023**	**06/12/2028**

6.Date of Establishment of IQAC   **30/11/2004**

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
0	**0**	**0**	**0**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines   **Yes**

- Upload latest notification of formation of IQAC

9.No. of IQAC meetings held during the year   **4**

- 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   No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   **No**

- If yes, mention the amount

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

• IQAC has ensured functionality of the Memoranda of Understanding with collaborating institutions by organising faculty exchange programmes, collaborative workshops and seminars for students. • The IQAC also adopted a proactive role in organising departmental lectures and seminars to provide a wider exposure to the students and familiarise them with research oriented academic environment. • Through the initiative of the IQAC, Add on courses on Yoga (30 hours), Self Defence (36 hours) and Spoken Sanskrit (30 hours) were offered free of cost to the students in 2022 -23. • IQAC took into account the lack of an Incubation centre in the college while composing the SSR and subsequently, placed the proposal for setting up of the same and formalising the relevant running activities of the college under its banner. • The IQAC ensured the continuance of various audits, such as administrative and academic, gender and energy audits, to maintain quality standards of the college.

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
IQAC would fix up deadline for the submission of SSR	IIQA was submitted by April 2023 followed by SSR
AAA to be conducted for the session 2021-2022	AAA was conducted by External Experts for the year 2021-22 and follow up action adopted as per the recommendation of the report.
Green Audit is to be conducted for the session 2021-2022	Green Audit was duly conducted by Global EHS Consultant (Green Audit Firm)
Energy Audit to be conducted for the session 2021-2022	Energy Audit was duly conducted by Nu Energy India
Faculty Exchange would be conducted with MoU partner colleges	Faculty Exchange for various departments was conducted
FDP and Research Methodology Workshop would be conducted	FDP and Research Methodology Workshop were organised in collaboration with other colleges.
Addministrative Training Programmes for the Non-Teaching Staff to be conducted	Non Teaching Staff Enrichment Workshop was conducted in April-May 2023

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	30/04/2024

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	Muralidhar Girls' College
• Name of the Head of the institution	Dr. Kinjalkini Biswas
• Designation	Principal
• Does the institution function from its own campus?	Yes
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• Upload latest notification of formation of IQAC	View File

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Name	Date of meeting(s)
Governing Body	30/04/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	11/03/2024

15.Multidisciplinary / interdisciplinary

The college visualizes a future where women empowerment is no more a goal but a reality. The institution inculcates the belief in self by empowering them. The vision of this institution is to transform itself into a holistic multidisciplinary institution by imparting knowledge, social and technical skills required for living and working in the modern world and are flexible in their approach to careers. In accordance to National Education Policy (NEP), this institution encourages in organising inter departmental seminars and webinars, which ensures exposure of the students to interdisciplinary research fields. The webinar organised by Political Science Department in collaboration with SPARSH would stimulate respect and sensitivity for others through exposure to cultural diversity, languages and human rights, especially women's rights. The College offers several Add-On Courses to create and develop professional competence of the students so that their knowledge receives the attention it deserves. Our co-curricular activities celebrate this objective. The Photography club, college excursions equip the students to embrace challenging and emerging professional as well as life skills to cop up in this globalized Indian economy. We believe that true education is one that lasts with the students forever. So, life skills, critical thinking, problem solving and interpersonal skills are a major part of our pedagogy.

The core values defining the College are- Respect for learning, gender equality, diversity, inclusivity and integrity. The flexibility of the institution helps the students to get exposed to innovative curriculum that includes credit -based courses (CBCS). The main objective of the college is to foster a vibrant atmosphere conducive to the all round development of students and National Service Scheme (NSS), National Cadet Corps (NCC), Yoga course, Self defense course (Sukanya) ensure their capacity building initiatives and inculcate social awareness and responsibilities. Webinar on "Women's Rights, Discrimination Against Women", Blood Donation camp, "Gender Sensitization" by Swayam disseminate the knowledge of social responsibility and sensitize the young girls towards social concerns.

The crucial role played by the Principal and the faculty members of the college in preparing an eco-friendly college campus needs to be appreciated. The College has assigned Global EHS Consultant, Kolkata to conduct green audit as per the Criteria 7 of NAAC. The aim of the Green Audit is to survey the existing environmental mental practices and to assess the significance of the features found to facilitate the development of Environment

Action Plan (EAP) with clear, long-term objectives and the program for implementation. The environment of the college campus is being safe guarded with various activities. The utilization of the renewable resources is being observed through rainwater harvesting unit, reuse of waste water, rooftop solar panels for increasing electricity efficiency, and the green coverage across the college campus. Waste management is also effectively managed through safe disposal systems of wet and dry waste. In a nutshell, The College has relentlessly endeavoured to impart value-based education in order to ensure the holistic development of young women in every aspect of life.

16.Academic bank of credits (ABC):

The college is awaiting further orders and instructions from UGC, Department of Higher Education and the University of Calcutta, to which it is affiliated, for implementation of academic bank of credits.

17.Skill development:

In the changing landscape of knowledge and skill acquisition, there is a need to re-evaluate programmes offered by the Higher Education Institutions (HEIs) in India as well as the need to revise traditional modes of knowledge delivery. In adherence to National Education Policy (NEP), the College encourages a curriculum which shall not only build character, impart essential values, but at the same time prepare students for gainful employment. In accordance to NEP, skill development with the introduction of vocational training as well as following the Online and Distance Learning (ODL) methodology, the college has facilitated multidisciplinary education and promoted research.

The College offers Travel and Tourism Management (TTMV) vocational course to the students. The course has been drafted as a three-year semester wise undergraduate course under CBCS as prepared by the U.G. Board of Studies in Commerce, Calcutta University. Breaking the confines of traditional career modes while at the same time learning essential skills, this course teaches students business management, marketing foundations, human resources, project management, sustainability, cross-cultural understanding, and much more. The skills and information acquired through this curriculum are valuable and transferable to a variety of vocations. By the end of the course, students have a broad understanding of several important business principles. As a part of skill enhancement initiative, the college also offers courses such as, Soft Skill, Media Writing, Speaking and

Communication, Embroidery, Cutting & Tailoring, Nutrition and Dietetics with the help of industry experts who are alumni of our college, along with Self Defence by master instructor, Shihan Supriyo Biswas, Yoga by Choyona Mukhopadhyay and Spoken Sanskrit by Saheli Sardar. These courses are delivered using the ODL methodology and blended approach as needed. These courses have recorded good enrolment as the college persistently encourages its students to opt for them in order to better place themselves in the future job market. Even for the Majors offered by the college, the institution takes care to re-enrol a student if they, owing to unavoidable circumstances, leave the course mid-way.

The College has relentlessly endeavoured in providing value-based education to nurture positivity, ethical, constitutional and universal human values along with advocating scientific temperament. Free psychological counselling is provided to students and outsiders at the college premises under the aegis of the cell formed for the purpose, Jagriti. To promote mental health awareness, the college has signed a Memorandum of Understanding (MOU) with "Turning Point", a voluntary Non-Governmental Organization engaged in mental rehabilitation in Kolkata. The college observes important events such as the National Science Day, International Yoga Day, International Women's Day along with conducting medical camps for disease awareness like Thalassemia and AIDS. The National Cadet Corps (NCC), National Service Scheme (NSS) and Bratachari sessions (comprehensive programme of physical, mental, and intellectual culture) conducted in association with Bengal Bratachari Samiti for the college students also strengthens the fostering of universal human values of truth (satya), righteous conduct (dharma), peace (shanti), love (prem) and non-violence (ahimsa). The college thus encourages all-round skill development.

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

The various constructive recommendations of National Education Policy (2020) for promoting Indian art and culture by integrating them in the main curriculum has been a primary concern of the College. India holds a distinct position at the global stage because of its cultural developments, civilisational values and rich literature in all the fields. Therefore, all curriculum and pedagogy envisioning in Muralidhar Girls' College strongly prioritises inclusion of local knowledge that is rooted in Indian tradition.

To promote and preserve India's cultural wealth, the Sanskrit Department of Muralidhar Girls' College imparts Sanskrit language training to not only learn the language and its rich literature, but also for students to practice conversing in the same. The World Sanskrit Day is celebrated with aplomb on the day of Rakhi Purnima by the college and its students to promote the rich history of this language. Muralidhar Girls' college has always maintained its tradition of being closer to its roots by beginning any programme by chanting Vedic mantra of Swastivachan. The Department also conducts quizzes, deploys micro teaching techniques using the Sanskrit language to facilitate its use in day-to-day academic activities in the college. An additional course called "Sanskrit language and Indian Culture" is under development by the Department to attract more students to learn and speak the ancient language. The course is due to be taught by a trained professional who is also an alumni of the College.

The Bengali Department of the college is similarly entrusted with training students and promoting the Bengali language with its study of diverse literature. International Mother Language Day on 21stof February is observed in the college with students participating in various cultural programmes such as traditional Bengali folk songs, folk dance, Rabindra sangeet competition and many such activities. Basanta Utsav or Holi, the festival celebrating Spring and the colourful tradition of our country, is observed in the college where students and faculty members from all the Departments participate in various cultural activities. To promote Indian art and craft, the college also arranges for the festivity, "Anandamela" where students display their extra-curricular interest in this field, while developing their entrepreneurial skills.

Cultural programmes and activities that celebrates India's wealth of knowledge to introduce students to its rich historical significance has been a top priority in the college. All the Departments in Muralidhar Girls' College uses bilingual teaching mode during its offline and online classroom teaching to communicate and impart learning to all section of the students. The curriculum of this nature would ensure that education is relatable, relevant, interesting, and effective for our students. It will also lead to strong identity formation as the young generation would be well versed with the rich culture and heritage of India and can take pride in it.

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

Muralidhar Girls' College focuses on achieving set outcomes that are clearly defined by all the departments. All the departments have formulated course/ programme outcomes, which are uploaded in the college website, so that both students and faculty have a clear academic path in mind. While outcomes are reached through the prescribed syllabus, the college also arranges co –curricular activities to more effectively reach those outcomes. All the departments of the college take the initiative to organize field visits and excursions in accordance to the courses. Outcomes-based learning attempts to focus clearly and deliberately on student learning. The Department of English, in adherence to Outcome-Based Programming is collaborating with institutions with existing language laboratory facilities to sharpen the communication skills of all the students at the end of the formal, traditional education. The subjects under the Humanities stream aims to inculcate the respect for other culture and religion among the students and become a responsible citizen. Memorandum of Understanding (M.O.U.) between departments of Muralidhar Girls' College and other renowned colleges of Kolkata offers a great exposure of the students to this global economy. Activities like faculty exchange programme, student exchange programme, hybrid mode of teaching, the principles of M.O.U. engage the students with the current industrial needs, trending and contemporary activities in academia. Department, like Geography contributes to science as a part of the broad, creative, multidisciplinary effort to advance the frontiers of knowledge. After Graduation, the students can opt for jobs like school-teaching, competitive exam like WBCS, UPSC, and Meteorological assistant in IMD. They can also get a diploma in Jute technology, Remote Sensing and GIS. The Department of Chemistry fosters a spirit of understanding the present and future industrial needs. All other departments of Science and Humanities inculcate the spirit of enquiring, analyzing and working in this present global economy.

20.Distance education/online education:

The college took great strides to adopt itself to blended/ online mode of learning during the pandemic. The classes were held according to the regular routine in the online mode during the lock down. Learning Management System was utilised for smoother teaching -learning and evaluation. Resources were distributed to the students through online modes and the teachers have continued the practise of online distribution of resources even after the resumption of physical classes. Online groups were created of the teachers with the classes were created for hassle free exchange

of information. This practise is still in use since it has proven to be beneficial for ensuring smooth flow of information amongst teachers and students.

The add on courses offered to the students for increasing their employability are offered in the online mode for convenience of both trainers and students. The college hosts a study centre of the Indira Gandhi National Open University, which provides a readily available avenue to the existing students for pursuing higher education. The college is ready to adapt itself with newer modes of pedagogy to fit in with the changing demands of the times and the vision of the NEP. The dynamic staff update themselves on modes of online/ blended education by attending regular seminars, workshops and conferences on these topics.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**629**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**1147**

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	**484**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**467**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**84**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**86**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**38**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**24.196**
4.3 Total number of computers on campus for academic purposes	**67**

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

Presently the institution offers courses in 20 regular subject

(Honours, General), Major course in TTMV with (ENVS) as compulsory subject. The Institution follows the Curriculum and Syllabus designed by the parent university based on Choice Based Credit System, implemented in the year 2018.The CBCS is based on concept such as Core Course, AECC, SEC, DSE and Generic Elective. The institution provides maximum combination for academic flexibility.

Every session, Academic Sub Committee, IQAC committee, Central Routine committee, other committees work in collaboration for effective implementation of the curriculum.

The institution practices blended methods for the teaching-learning process, focusing both on traditional and modern ICT technologies. Current year, the institution adopted new measures such as official You Tube Channel, e -content in official website.

The assessment process is strictly practised via regular evaluation.

Academic Audit is carried out for proper transparency.

The central Library offer digital materials for the students of the current year and scan copies of requested materials were provided regularly.

The institution also provides free internet browsing centre and ICT enabled classrooms. As per NAAC recommendation, regular need based survey for different stakeholders is conducted yearly.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://muralidhargirlscollege.ac.in/pdf/Know%20Your%20College%2022-23.pdf

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

Muralidhar Girls' College IQAC team members prepare the academic calendar every consecutive year, after proper consultation and discussion with all the Head of the Departments, covering all the academic and administrative events. Details such as of admission procedure, evaluation and assessment (both internal and external), Online form fill up tenure, events of National and International

importance, details of seminar and workshop to be conducted, co-curricular events for students such as Annual Social, Annual Sports and other Intra-College Competitions are reflected in the academic calendar.

The academic calendar helps the student immensely in advance preparation, for their course study well before the evaluation and assessment. The faculties also plan out their future course of action well in advance such as syllabus distribution, updating reference reading list, new innovative ways of evaluation and others through regularly held departmental meetings.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	http://muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=57&Itemid=0

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   **A. All of the above**

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

39

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)

3

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
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

68

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

68

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

Muralidhar Girls' College believes and encourage the ideology that holistic development is an important part of student growth and development. The role of an educational institution should not be confined in providing academic excellence only but also bringing out the moral and ethical value of a responsible human being for a better society. Considering the objective, the institution, takes up active responsibility in providing such platform to the students. A strong wing of the NSS (Unit 1 and 2) and NCC has conducted relevant empowering events for the students.

1) Observation of World Youth Day

2) Webinar on Health Issues During Covid Pandemic

3) Workshop on Emotional Distress Management Caused by Covid-19

4) Observation of International Yoga Day

Apart from providing a platform to the students, the following listed initiative has been adopted by the institution also.

1) Rain water harvesting

2) Solar panel

3) Green Audit

4) Energy Audit

5) Academic and Administrative Report

The institution provides Value Added Courses to the students in a phrased manner free of cost

1) Yoga class

2) Karate and self-defence course

3) Spoken Sanskrit

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	**No File Uploaded**

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

7

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	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
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

139

File Description	Documents
Any additional information	**No File Uploaded**
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)	No File Uploaded

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://muralidhargirlscollege.ac.in/pdf/feedback-report/Teachers-Feedback-Survey-Report-2022-2023.pdf

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

1068

File Description	Documents
Any additional information	No File Uploaded
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

133

File Description	Documents
Any additional information	**No File Uploaded**
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

Advance learners

- **Looking at their previous knowledge and deep interest in the subject, teachers guide them in reference work and helps them to access e- materials from the INFLIBNET.**
- **Students are encouraged to make wall magazines on topics of their choice which allows them a ground for more research and involvement with the topics.**
- **Meritorious students are awarded prizes on scoring high marks in the College and University Examinations.**
- **Students are sent to different competitions which provides them a ground to gather knowledge and even learn to share their acquired knowledge.**

Slow Learners

- **On identifying the slow learners, the teachers provide them with special classes and helps them with their doubts.**
- **All the departments have seminar library where students have the easy access to their subject books and with the guidance of the teachers, they get to have reference books that are easy on their learning abilities.**
- **Special Lectures are arranged which benefits the students as they get an extra edge to their knowledge gathered from classroom lectures and materials provided by teachers,**
- **Departments of Literature pays special attention to language skill development and writing ability.**

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
1147	**84**

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 main method of dissemination of the knowledge among the students is the traditional method of classroom lecture.**
- **The college as well as individual departments schedule seminars and webinars where eminent speakers are invited to deliver lectures.**
- **Micro-teaching and peer interactions are some of the methods that are adopted by teachers to engage the students in participative learning. It allows a better understanding of the syllabus.**
- **The college organises special lectures and Add-On courses for students.**
- **Several departments take their students on field visits , exhibitions to give a better exposure to new developments around them.**
- **Students are encouraged to participate in several inter and intra college competitions.**
- **Departments of science try to inculcate problem- solving skills by giving assignments during practical classes to test their ability to face and solve the problems.**
- **The department of Psychology has case studies for the students for improving their problem-solving skills.**
- **Students are encouraged to take self -study in the form of writing assignments under the guidance of teachers.**

File Description	Documents
Upload any additional information	[View File]()
Link for additional information	**Nil**

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

- **Teachers are using ICT tools in the teaching-learning process for better understanding of the students.**
- **Teachers are well connected with the students through WhatsApp groups where necessary information are shared.**
- **Timetable, exam related notices and general notices are displayed in the college website.**
- **Several Departments have movie screening sessions where certain films related to the topics taught from the syllabus are shown. This gives the students a better understanding of the texts.**
- **Teachers share E- materials with the students.**
- **A room has been dedicated entirely for the purpose of using and understanding of the use of the ICT tools.**
- **The college regularly updates the profiles of the teachers in the college website.**
- **The college Library has INFLIBNET which is accessed by both faculty members and students.**
- **Basic computer skill classes are arranged by the College for all the departments where students are guided by the teachers in the Browsing Centre funded by RUSA.**

File Description	Documents
Upload any additional information	[View File]()
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

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	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

84

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	*View File*
Any additional information	**No File Uploaded**
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

30

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

962.7

File Description	Documents
Any additional information	**No File Uploaded**
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 IQAC and Academic Sub-Committee monitors the mechanism for continuous internal evaluation throughout the year.**

- **According to the rules of the University of Calcutta Internal Assessments and Tutorials or Practical examinations are conducted by the teachers of the college.**
- **Internal assessments, tutorials and practical examinations are conducted and marks are uploaded by the college within a stipulated time provided by the University.**
- **Examinations are conducted on time and students are notified about the examinations through notice uploaded on the college website.**
- **Scripts are carefully preserved for future clarifications if needed.**
- **After the Internal Assessments the Departments arrange PTMs to discuss the progress of their wards. After analysis, future plans are set for the betterment of the students.**
- **Answer scripts are shown to students to keep a transparency in the assessment mechanism followed by the college.**

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

- **Our College has a robust mechanism to deal with internal examination related grievances which is transparent, time bound and efficient.**
- **The departments conduct internal assessments and after the examination the scripts are preserved.**
- **If any student expresses dissatisfaction regarding the marks obtained, they can approach the department for clarification. The department in such cases show the students their answer scripts and explain the reason behind the deduction of marks.**
- **As per the syllabus of Calcutta University internal and tutorials/ practical examinations are to be conducted in the college. Some Departments conduct Viva which is related to the tutorial topics given by the teachers.**
- **The tutorials are also preserved and are shown to students for clarification of doubts if needed.**

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

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 IQAC and the Principal of the College meets every year before each academic session to discuss about the programmes and the course outcomes that needs to be circulated among the departments.**
- **The Head of the Departments along with other faculty members handling a particular course disseminate the relevance and importance of the course.They also discuss the job opportunities available to the students in their respective programmes.**
- **The departments design the programme and course outcomes according to the syllabus of the University of Calcutta and the same is discussed with the students in the Induction Programme.**
- **On the central Orientation Day, the Principal of the College addresses the new students about the different programmes and courses offered by the college and the outcomes of courses.**
- **The Programme and Course outcomes are uploaded on the**

college website.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=59&Itemid=0
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 Attainment of the Programme and Course Outcomes are related to the syllabus of the University of Calcutta. As a result, the college tries to measure the result of those plans structured at the beginning of the sessions.**
- **The attainment is continuously evaluated by the teachers as evaluation is done through class tests, micro teaching, and discussion sessions.**
- **All the departments maintain a register of results of students. This at the end of every academic session helps the teachers to assess their progress.**
- **As the departments maintain the record of results, it becomes easier to check the attainment of the programme and course outcomes. If needed the departments meet to discuss the steps that can be taken to further improve the grades or marks of the students.**

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

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

406

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	**No File Uploaded**
Paste link for the annual report	**Nil**

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://muralidhargirlscollege.ac.in/pdf/feedback-report/Student%20Satisfactory%20Survey%20Report%202022-2023.pdf

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)

0

File Description	Documents
Any additional information	**No File Uploaded**
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)	[View File](#)

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	No File Uploaded
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

9

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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

10

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

4

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

The institution conducts extension activities through NSS and NCC in the neighbourhood community for a holistic community development as well as for an all-round development of the students.

A blood donation camp was organized where students, teachers and members of the neighbourhood community participated. NSS volunteers participated in the Plantation Drive organised by Mother Earth Foundation to create an awareness of the environment. NSS volunteers attended a talk on Alzheimers in Surya Sen Auditorium organised by Kolkata Ekatma. A rally on dengue awareness was conducted and abreast cancer screening camp was organized. Also, a lecture on prevention and awareness of HIV AIDS was held. Neighborhood slum was visited and a survey on elementary education was conducted along with clothes distribution.A skill development program was conducted in the college auditorium where Srimati Shukla demonstrated the procedure of hand painting, spray painting etc. along with sharing of technical knowledge like type of brush, color to be used for best results. A campaign to ban plastic bags was held in the neighborhood.

NCC Cadets participated in Run and Pledge for Rashtriya Ekta Diwas.NCCcadetshave participated in awareness programme for girl child. Also, Puneet Sagar Aviyan was undertaken with the message to clean up the neighborhood waterbodies.

File Description	Documents
Paste link for additional information	**Nil**
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

3

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

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

16

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

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

952

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

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

2

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

14

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

Muralidhar Girls' college makes every effort to assign and apply the available funding grants for the upkeep and maintenance of various facilities by setting up frequent meetings of various subcommittees established specifically for this purpose.

Laboratories are well equipped and computers have been purchased for all departments and library. Instruments purchased at different times are recorded in a stock register, maintained by the Heads of the respective departments. Laboratories are regularly maintained by the respective teaching faculties of the lab based departments as well as by the laboratory assistants.

The following infrastructural upgrades were under process during the last year:

- Establishment of the Browsing centre for students having computers for students use.
- Dedicated staff to assist and train students in the browsing centre.
- Extension of the college building to create more class rooms, Library space and hall under RUSA grant.
- Transformation of a class room into smart room (Room No. 22).
- Teaching learning process was supported by the teachers through tutorials, class notes etc which were regularly uploaded in the college LMS portal.
- Establishment of Incubation Centre.
- Up gradation of Psychological Counselling cell.
- Up gradation of Research and development cell.
- Installation of Web OPAC (Online Public Access library Catalogue) to provide remote access of the library catalogue to the users.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=187&Itemid=0

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

The college has different committees to conduct cultural programmes and sports time to time. College organizes Indoor and Outdoor sport every year, which has huge response from the students. Indoor game events are Chess, Carrom, Table Tennis, Self Defence, and Yoga. Sufficient sports instruments are there for students' use.

Outdoor sports events are: Run, Riley Race, Long Jump, Javelin, Shot-put, and Discuss etc.

Gym was renovated and is fully functional. Equipments are used by students regularly.

The gym area of the college is - About 360 Square feet (45 feet*8 Feet)

Year of starting self defence class- 2016

Number of self defence students in 2022-2023- 16

Year of starting Yoga class- 2016

Number of Yoga students in 2022-2023- 20

Establishment of Gym- 2001 (Renovated on 2016 and 2021)

Cultural activities like Saraswati Puja, Independence Day Celebration, Rabindra jayanti, Sanskrit Day Celebration and many such other programmes were celebrated as usual.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=178&Itemid=0

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

38

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

38

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=189&Itemid=0
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)

1.471

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)

- **The library is automated with customised software from "Synergie software Company" from the year 2013. Other than book acquisition all library operations are automated. During the last year (2022-23), library served the users through both online and off line mode.**
- **Semester-wise three whatsapp groups are maintained with students of all departments. Soft copy documents are being supplied according to the students need.**
- **Ex-Students groups are also maintained to provide job related information.**
- **Students are encouraged to use the online database Nlist. Separate user IDs have been assigned to them.**
- **College subscribes 11 popular magazines 6 News papers, 2 job related news papers and 12 scholarly journals (Having online access as well as hard copy).**
- **Data entry for KOHA Library management software is going on.**
- **Our Library is a member of the British Council Library.**
- **Career Guidance books are available for students.**

- **Name of ILMS software- Customised Software + KOHA**

- **Nature of automation (fully or partially) - Partially**

- **Version- KOHA 21.5**

- **Year of Automation -2013**

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=163&Itemid=0

4.2.2 - The institution has subscription for the B. Any 3 of the above
following e-resources e-journals e-
ShodhSindhu Shodhganga Membership e-
books Databases Remote access toe-resources

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)

0.37856

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

46.47

File Description	Documents
Any additional information	**No File Uploaded**
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 provides a good quality of IT facilities to help students and teachers for their studies.

All the departments are provided with desktops and printers for smooth functioning of daily departmental activities.

College has total 67 computers for academic use. All the computers in the college campus are connected through structured LAN.

The college has two Broadband Internet Connection of Alliance Broadband Services Private Limited with bandwidth 250Mbps and 510 Mbps each.

College has own static IP.

For regular maintenance of computers, printers and photocopy machines, local vendor has been given the AMC. Internet service to the computer provided through hardware firewall and the college has installed Antivirus mechanism to manage the threat.

The college Central library has five terminals for students internet browsing. Besides, they can search library database and also watch movies by playing CDs that the library provides.

A separate computer browsing centre of the college is under construction

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

67

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

15.79

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.

Laboratory: Instruments purchased at different times are recorded in a stock register, repairing of the instruments is done by skilled technicians, as and when required.

Library: Library committee meetings are held at regular intervals to develop policies for better service. Journal/Magazine, Daily Newspapers, Employment oriented Newspapers are subscribed on a regularly. Books are stacked in accordance with Dewey Decimal Classification System. Library dusting and pesticide spray is covered under AMC. All computers are also regularly checked and maintained under AMC.

ICT: Under the RUSA fund and college fund, numerous desktops, laptops, projectors, handy-cam, printers etc. are bought and are distributed among different departments. Almost all the departments are provided with desktops and some departments are provided with laptops.

Other Support Facilities: (i) A full time sweeper and casual sweeper for cleaning of campus. (ii)Regular water supply (iii) Uninterrupted power supply from the Solar panel installed in the roof top of the college saves electricity consumption from the CESC.

(iv) A casual electrician is engaged for maintaining and servicing different electrical connection and operating generators

(v) Entire college along with the library is under the CCTV surveillance which is maintained through AMC.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	http://muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=138&Itemid=0

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

645

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
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

264

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://muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=115&Itemid=0
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

786

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

786

File Description	Documents
Any additional information	View File
Number of students benefited 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	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

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

11

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

60

File Description	Documents
Upload supporting data for student/alumni	*View File*
Any additional information	**No File Uploaded**
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

`03`

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.

`5`

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	**No File Uploaded**
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)

The Muralidhar Girls' College Students' Council is an integral part of the College and takes an active part in the everyday workings of the College and works in tandem with the faculty members and college administration to ensure the overall development of the college. However, it is no longer an elected body, as students' election was put on hold in all the Colleges and Universities in the state. Under the West Bengal Universities and Colleges (Compositions, Functions and Procedure for Election of Students' Council) Rules, 2017 which came into effect in June 2017.

Presently, a students' body, comprising of all the selected Class Representatives of the different Departments of all the Semesters forms the Students' Council.

• It is represented in the Extended IQAC and the Anti Ragging Committee.

• It organises the Teachers' Day, Freshers' Welcome celebrations, etc.

• It participates in organising celebration of special days like the Independence Day, Republic Day, Rabindra Jayanti, Saraswati Puja, etc.

• The Students' Council actively participates in organising different inter college competitions throughout the year.

By encouraging students' participation in different activities, the college facilitates developing various skills and competencies among the students and fosters a holistic development.

File Description	Documents
Paste link for additional information	https://muralidhargirlscollege.ac.in/pdf/Students-Union-5-3-2.pdf
Upload any additional information	No File Uploaded

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

25

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
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

The Alumni Association was formally established in 2002 and registered in 2004 under the Registration of Societies Act, XXVI, 1961 of the Government of West Bengal with the Registration No. 56218 of 2016-17 with 203 registered members. The Alumni Association has been re-registered in the year of 2023. Presently there are 556 registered members. The Alumnae are a strong support to the institution. The College maintains a strong link with both the Alumnae and the former faculty and retired non-teaching staff. Regular meetings are held to discuss different issues relating to the alumni meets and other events. All the members of the Association, many of whom are well placed in different professional fields, take part in various activities of the College.

- **They are represented in the Extended IQAC.**
- **Two of the experts who acted as resource persons for the Add-on courses are alumni of the college.**
- **Reunions and alumnae meet organized by the college to reconnect with the alumni and create platforms for job opportunities sees active participation from their part.**

The Alumni Association continues to remain an integral part of the college.

File Description	Documents
Paste link for additional information	https://muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=139&Itemid=0
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

Vision: Our vision is the empowerment and enlightenment of women through value-based,

quality education so as to foster informed global minds. The institution plays a

proactive role in enabling our students towards seeking employment and sensitizing them

to international issues, so that they become equipped global citizens.

Mission: The mission of the college is succinctly expressed through our motto ATMADIPO

BHABO. The institution aims at a holistic development of our students. The mission of

the institution is in consonance with the Millennium Development Goal – 'Promote gender

equality and empower women' (UNDP, Human Development Report 2002) and the National

Education Policy to extend equal opportunities to all the students.

The vision and mission of the college is reflected in the governance, perspective plan

and participation of teachers in decision making bodies. The apex body of governance of

this college is its Governing Body which includes the President, Principal, University &

Government Nominees along with teaching and non-teaching staff. The

GB helps shape strategies and inquires into the quality and progress of the activities

of the college. This in turn helps the institution maintain an effective perspective

plan through review of academic programmes and analysis based on the feedback of

stakeholders and the IQAC.

File Description	Documents
Paste link for additional information	https://muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=46&Itemid=0
Upload any additional information	No File Uploaded

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

The Governing Body is apex body of governance. The GB consists of the President, the Principal (ex officio Secretary and Drawing and Disbursing Officer), Government Nominees, University Nominees, Nominee from Higher Education Council, Teachers' Representatives and Non –Teaching Staff representative. The Principal functions in consultation with the GB. The Principal is assisted by Internal Quality Assurance Cell, office staff, Academic Sub-committee, Teachers' Council, Finance Sub-committee, Routine Committee and

various committees formed with approval of the GB. The financial matters of the college are looked after by the Bursar, who is selected from amongst the teachers, and approved by the GB. The Teachers' Council ensures smooth flow of communication between administration and teaching staff. The Principal acts as Chairperson of Teachers' Council which also selects one secretary and one assistant secretary from amongst the teachers. The Head clerk assists the Principal in assigning duties to nonteaching staffs and in monitoring their execution. Under the direction of the Principal, the academic council, Teachers' Council, extension activity cell, admission committee, and examination committee regulate policies and operations of the college with help of sub-committees whose work is to oversee upkeep and day-to-day functioning of the college. Under the direction of the Principal, academic council, teachers' council, extension activity cell, admission committee, and examination committee regulate the policies and operations of the College with the help of 38 sub-committees whose work is to oversee the upkeep and day-to-day functioning of the college.

File Description	Documents
Paste link for additional information	http://muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=49&Itemid=0
Upload any additional information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college charts out its activities based on perspective plan drawn up in tandem with the vision and mission of the college. This perspective plan seeks to on emphasise on points that reflect the core values behind the college, such as empowerment of women through emphasis on health, hygiene, psychological issues and economic independence, ensuring value based holistic education, etc. Regular health camps, such as on breast cancer, thalessemia, etc are organised in addition to weekly availability of a doctor in campus. Sanitary napkin vending machine is installed in the campus. The psychological counselling cell, Jagriti, has been set up to ensure the emotional and psychological well being of students and staff. Add on courses and various career counselling programmes are organised regularly to enable the students become job market ready, which would ensure their future economic

independence. Similarly, setting up of an Incubation Centre was proposed by the IQAC to encourage spirit of entrepreneurship and innovation amongst the students. Yoga and self defence classes, participation in NSS and NCC, and various co –curricular activities of the college open up avenues for a more holistic education for the students.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://muralidhargirlscollege.ac.in/pdf/PERSPECTIVE%20PLAN.pdf
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 different administrative and academic arms of the college, like the committees, departments, work in tandem to achieve goals of the perspective plan and ensure a decentralized administrative process. The proposals arising from the feedback system and various arms like the IQAC, Teachers' Council, the committees are considered for execution in the Governing Body and the Finance Committee, where required. The IQAC prepares Action Taken Reports at the end of each session to take stock of the state of execution of the actions proposed by itself. The appointments of the teaching staff are done following government rules and regulations. The West Bengal College Service conducts a centralized selection process for appointing teachers to government. WBCSC sends letters of recommendation to the college against vacant posts requisitioned by the college. The Governing Body then adopts a resolution to issue an appointment letter to the candidate, who is required to join within a stipulated period. In case, the candidate declines to join the post, requisition is again sent to WBCSC for recommending a candidate according to their centralized merit panel. The appointment of the non –teaching staff, in case of vacancies, is done in accordance with the state government orders and memos, as issued from time to time. Service rules of all staff against substantive posts are in accordance with the existing government rules, regulations and in compliance with the statutes of the University of Calcutta, to which the college is affiliated.

File Description	Documents
Paste link for additional information	http://muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=168&Itemid=0
Link to Organogram of the Institution webpage	http://muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=49&Itemid=0
Upload any additional information	**No File Uploaded**

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

A. All 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

The various welfare measures adopted by the institution include those announced by state-government and also college adopted facilities. The college provides for weekly medical consultations by Dr. Suchandra Das in a well equipped infirmary, which is available free of cost to students and staff. Apart from this, the West Bengal Health Scheme facility announced by the state government in 2017 is available for full-time teaching staff. College has a Co-operative Credit Society, which offers loans to all members on long term and short-term basis, with a credit limit of Rs. 100000/- and Rs. 50000/- respectively, at a concessional interest rate. Provident fund loan facility is available for substantive employees following the rules and regulations laid

down by the Govt. of West Bengal. Freshly appointed full- time teaching and non-teaching staff are given interest free ad-hoc payment against their salaries for the time period till they get their final pay fixation orders. College has the provision of festive bonus for the casual non-teaching staff and festive advance for all non-teaching staff, if opted for, from the college fund. The college authority allows maternity, paternity and child-care leave on need basis. Leave encashment benefits for teaching and non-teaching substantive post is also available. The college has been making a contribution towards Employee State Insurance for health insurance purposes of casual non teaching employees since May 2022. The staff of the also benefit from the health camps regularly organised in the college, such as breast cancer screening camp, diabetes testing camp, etc.

File Description	Documents
Paste link for additional information	http://muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=92&Itemid=0
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

15

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

11

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	<u>View File</u>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<u>View File</u>

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

14

File Description	Documents
IQAC report summary	<u>View File</u>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	<u>View File</u>

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

Muralidhar Girls' College has a performance appraisal system for teaching and non-

teaching staff to evaluate their performance.

Teaching Staff:

The Principal regularly administers the attendance of teachers. Leave record is

reflected in the service book of teachers in substantive post. Departments chart their

own academic calendar in tandem with the academic calendar of the college prepared by

academic sub-committee. The institution follows Performance Based Appraisal System for

the teaching staff as mandated by the Directorate of Higher Education, Government of

West Bengal and adheres strictly to the norms laid down by UGC under the API scheme of

promotion. Appraisal and score claims are verified by the IQAC and forwarded to the

Principal. If found satisfactory, it is placed before the Governing Body for

recommendation for being forwarded to the Directorate of Higher Education. CAS files of

six faculties are currently in advanced stages of processing. Faculties are also

encouraged to pursue professional developmental programmes, publications and research

activities.

Non-Teaching Staff:

The Principal regularly administers the attendance of the non-teaching staff. Leaver

record is reflected in the service book for those in substantive post, under the

supervision of the head clerk. Their promotion is carried out

following existing rules

and regulations.

File Description	Documents
Paste link for additional information	**Nil**
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

Internal Auditor for 2022 —23: R. Sarkar & Associates, Chartered Accountants, Firm Registration no. 327130E.

External Auditor for 2022 -23 (Government appointed and ongoing): B.N. Sen and Co., Chartered Accountants, Firm Registration no. 305107E.

The institution conducts both internal and external audits regularly. The internal audit reports are placed before the Principal. The Principal along with the Bursar and Accountant take necessary steps to settle any objections, if mentioned in the report. The recommendations given are considered and implemented as far as possible.

The External Audit reports are normally placed before the Governing Body.

The External Audit for the financial year 2022 —23 by the government appointed firm B.N. Sen & Co is in progress.

The approved Audit Report is submitted to the Director of Public Instruction, Govt of West Bengal, by the auditor.

File Description	Documents
Paste link for additional information	**Nil**
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)

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
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

The infrastructural and knowledge resource development of the college is ensured by

mobilizing the government and non-government grants. College submits proposals for

grants to Council for Higher Education, Govt. of W.B, the Dept. of Science & Technology

(WB), RUSA, etc. Funds generated from the accrued interests out of fixed deposit

assets, memorial prizes and endowment funds from staff members, are some other avenues

of funds that is also welcome for mobilization. Expenditure and fund utilization occurs

mainly under two categories that involve Recurring & Non-recurring components. A major

portion of income for the college includes Fees collected from the students. Larger

part of this income is spent towards the welfare of the students for providing

financial support to economically backward students, enhancement of sports facilities,

students' seminar, cultural programme etc. Non-recurrent component of expenditures

include facilities like augmentation and maintenance of library, laboratory,

instruments purchase, furniture purchase etc. Each concerned committee supervises

completion of work under each received grant. Payments are made in the form of either

cheque or DD, smaller payments take place through cash. However petty cash transaction

limits are set by the finance committee of the college. Purchases are supervised by the

finance and purchase committees, which float tender, e –tenders or quotations,

depending on expenditure amounts, ratified by the Governing Body. The college has an

ongoing contract with an e –waste disposal agency from which it generates income.

File Description	Documents
Paste link for additional information	http://muralidhargirlscollege.ac.in/tender-notice.php
Upload any additional information	No File Uploaded

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 adopted a proactive role in organising of seminars and workshops, namely Quality Enhancement Workshop: Methodologies of Social Research, Administrative Training Programme and Capacity Building Workshop, 7 Day Faculty

Development Programme on Preparedness for the Revised Accreditation Framework, etc, in collaboration with institutions which whom Memoranda of Understanding have been signed, to ensure skill upgradation of both teaching and non-teaching staff.

- The IQAC completed the submission of Institutional Information for Quality Assessment and Self Study Report in the academic session of 2022 -23, to maintain the standard of quality maintenance through accreditation process of NAAC.
- IQAC took into account the lack of an Incubation centre in the college while composing the SSR and subsequently, placed the proposal for setting up of the same and formalising the relevant running activities of the college under its banner.
- The IQAC ensured the continuance of various audits, such as administrative and academic, gender and energy audits, for maintain quality standards of the college.

File Description	Documents
Paste link for additional information	Nil
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

- IQAC has functional Memoranda of Understanding with 35 institutions currently. IQAC takes initiatives by organising faculty exchange programmes, collaborative workshops and seminars for students. This has enabled the students to avail facilities of other colleges which might not be readily available to them in their own campus.
- The IQAC also adopted a proactive role in organising departmental lectures and seminars to provide a wider exposure to the students and familiarise them with research oriented academic environment.
- Through the initiative of the IQAC, Add on courses on Yoga (30 hours), Self Defence (36 hours) and Spoken Sanskrit (30 hours) were offered free of cost to the students in 2022 -23.

File Description	Documents
Paste link for additional information	**Nil**
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)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=171&Itemid=0
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)	**No File Uploaded**

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

The college celebrates International Women's Day on 8th March. This year a "Intra-College Rangoli Competition was organized by IQAC of the College, held on 13th March, 2023. On 16.03.23 a seminar on 'An Interactive Discourse on Women's Rights in India' was organised in collaboration with Jogesh Chandra Chaudhuri Law College. Self-defence courses are being conducted for the last 8 years, to develop the ability to protect oneself from physical harm. Students take up this course sincerely and few of them have earned recognition at the state level. Security guards have been

hired for safety and security of the students. 36 CCTV cameras are installed in different places like entrance, corridors, library, laboratory to ensure the security of the students. Each and every student has been issued ID cards and is not allowed inside the campus without it. A Grievance Redressal Committee is present to address and monitor the grievances as reported by students or any other faculty. Servicing, testing and refilling of fire extinguishers are sincerely conducted for effective functioning in time of emergency. A common room with a table tennis board and gym is there on the top floor to promote and encourage fitness among the students.

File Description	Documents
Annual gender sensitization action plan	Nil
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	• Conducting Self-defence courses for last 8 years • Appointment of security guards for safety and security of girl students • Installation of CCTV cameras in different places of the campus • Entry is allowed only on production of ID cards issued by the college authority • A grievance redressal committee is there to address and monitor the grievances if needed • Servicing testing and refilling of fire extinguisher for effective functioning in time of emergency. • Gym has been set up near the common room to promote and encourage fitness among the students • Regular free health check-up is provided to students and staff by Dr. Suchandra Das MBBS, Calcutta, (Regn.no. 39671WBMC)

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

B. Any 3 of the above

File Description	Documents
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

Management of different types of waste is undertaken in the following ways -

Solid waste - Green-coloured Garbage dustbins are used for biodegradable wastes namely - vegetable and fruit skins. Blue coloured dustbins are used for non-biodegradable wastes namely - paper and plastic wrapper. Efforts are made to restrict use of plastic in the college premises. The campus is maintained as 'No plastic zone'.

Liquid waste – Liquid wastes are passed through a well-maintained drainage system, which is connected with the main drain of KMC. To maintain a healthy environment the drainage lines are checked and cleaned at regular intervals, to resist any blockage.

E-waste - E-waste materials like, non-functioning desktops, UPS, motherboards, hard drives, calculators, cartridge, photocopy machines, old fans and lights etc. are stored in a separate place for disposal through e-waste management system. The college has MOU with Hulldek and Vital.

Biomedical waste –Separate arrangements are done for disposing bio-medical wastes accumulated after events like blood donation and thalassemia camps. In chemistry laboratory experiments, no radioactive materials are used. The wasted organic solvents are collected in a large storage (20 litre container), mixed with dilute base (NaOH) and finally disposed to the KMC vending machine at regular interval.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	[View File](#)

7.1.4 - Water conservation facilities available **D. Any 1 of the above**
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

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

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

D. Any 1 of the above

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
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	**No File Uploaded**

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

B. Any 3 of the above

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

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, scribe, soft copies of reading material, screen reading

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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).

Muralidhar Girls' College celebrated 75th Years of Independence 'Azadi ka Mahotsav' on 15th August 2022 (Monday). Celebration started with Flag hoisting by Principal, Dr. Kinjalkini Biswas followed by her speech and National Anthem. Cultural programme started with Patriotic Song by NCC Cadets (In- charge Captain

Kaberi Roy). A Tribute to the Freedom Fighters with Video Screening and students' narration was presented, followed by Brotochari Dance performance by NSS Volunteers under the supervision of Dr. Minati Saha and Sampriti Biswas. Self Defence and Yoga performance was also part of the days programme. Bengali department organized a lecture session on International Mother Language Day on 21st February 2023. This is observed every year to promote linguistic and cultural diversity and multilingualism. On 21 February 1952 four students were killed while campaigning for the use of Bengali as their mother language officially in Bangladesh. The lecture was organised keeping in mind that India is home to hundreds of languages and thousands of dialects which make its linguistic and cultural diversity the most unique in the world. This lecture motivated the young generation to understand that Language is not only a means of communication but it also represents a diverse cultural and intellectual heritage.

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

Grievance cell addresses all reported grievances by students, faculty and office staff. Any member of the college may use the grievance box to drop her/his grievance in writing to be addressed in the following meeting. The suggestion box is an excellent tool to maintain communication, encourage innovative proposals, evaluate the existing system etc. This is a way to communicate individual ideas to committee members of grievance committee to share the information with administrators (Head of the Institution) of the college. Grievance box and Suggestion box both are used as effective tools to make all members of the college feel engaged to the institution and suggest for betterment of the College. Every semester and group of students has their respective class representatives, who use to convey any message from the peer group to the HOI through their respective whatsapp groups. On regular intervals principal meets the class representatives of every semester to listen and discuss all relevant issues that need to be addressed. NSS volunteers joined DENGUE AWARENESS RALLY on 11.11.2022 organised by University of Calcutta. Volunteers

prepared posters on Dengue Awareness and walked from Rashbehari Avenue to Gariahat for this nobel cause.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	**No File Uploaded**

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

B. Any 3 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	**No File Uploaded**

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

College observes National and international days; events and festivals are also celebrated. This year Saraswati puja, Sanskrit Day, Annual Sports, Annual prize distribution, Poster Competition and Basanta Utsav was celebrated. On International mother language day, "Intra-College Rangoli Competition was organized by IQAC, held on 13th March, 2023. On 16.03.23 a seminar on 'An Interactive Discourse on Women's Rights in India' was organised in

collaboration with Jogesh Chandra Chaudhuri Law College. Birth anniversary of Sri Aurobindo, Swamii and death anniversary of Tagore is celebrated. Shrardiya Utsav, named as Anandamela is celebrated to initiate ideas of new start-ups. 75th Years of Independence was celebrated as "Azadi ka Mahotsav on 15.08.22, after Flag hoisting Principal addressed students and faculty mentioning specially our duties and responsibilities towards our nation. NSS Volunteers, NCC cadres and other students arranged a cultural programme. Annual Sports and Student Week (02.01.23 – 07.01.23) was observed with various awareness programme, career and psychological counselling etc. The IQAC, Academic and Cultural Cell jointly organize these celebrations to enlighten the stakeholders and integrate them with the community. Through celebration of these special days and events, the college attempts to bring out the latent talents and creative potentials of the students and the staff.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
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

Title of the Practice:

Empowering students to 'Rise and Shine'.

Objectives of the Practice

Economic empowerment by Entrepreneurial training and hands on training for making handmade products.

The Context

Students require initiating their own start-ups to attain self-

employment.

The Practice

- Training are conducted on Quilling, Origami, Fabric Painting, Glass painting, art jewellery designing etc.
- Purchasing G-suite and renewal of the same
- Capacity building workshop 13.05.2023
- Placement cum training programme on 07.09.2022 by SBI Life

Evidence of Success

Students are absorbed by different companies through interviews conducted in the sixth semester. Students gain confidence to begin their start-ups.

Problems

Little time is left to conduct training courses under CBCS system.

BEST PRACTICE 2

Title of the Practice:

Ensuring physical and mental fitness for achieving complete well-being

Objectives of the Practice

Informing students' community regarding physical and mental health issues

The Context

The students and community members need to know about healthy living and mental well-being.

The Practice

- Free weekly doctor consultation.
- Thalassemia awareness and testing.
  - Blood donation camp
  - Yoga and self-defence classes
  - Breast cancer scanning
  - Interactive sessions on Clinical Psychology

Evidence of Success

Students donate blood, attend yoga and self defence classes, consult doctor and counsellor as required.

Problems Encountered and Resources Required

It's difficult to make students conscious of physical and mental health issues.

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

In this Institute students are prepared for their journey of life. A series of regular activities are conducted to make students aware of their power, rights and duties.

Huge emphasis is laid on regular Self-defence course and Yoga. On different occasions students are encouraged to participate in different inter and intra competitions to promote healthy competition.

Blood donation camp, Thalasemia camp, weekly free doctor consultation are some of the endeavours of this college. Students and staff regularly consult Dr. Suchndra Das as and when required. On 18 and 25 November breast cancer awareness and screening programme was conducted with SWADHA NGO and Turning Point, Jadavpur,

Training courses in handmade products and art jewellery are arranged to encourage self-employment through start-ups. Incubation cell of the college provides platform to the alumni to turn their passion, hobby and strengths into a business and earn living.

Jagriti- a counselling unit was formed during lock down period for

solving the psycho-social problems of our students. The counselling services are not only problem oriented and therapeutic in nature but it helps to nurture the innate potentialities of the students. Counselling services are conducted regularly and this provides great mental support for the students.

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

Presently the institution offers courses in 20 regular subject (Honours, General), Major course in TTMV with (ENVS) as compulsory subject. The Institution follows the Curriculum and Syllabus designed by the parent university based on Choice Based Credit System, implemented in the year 2018.The CBCS is based on concept such as Core Course, AECC, SEC, DSE and Generic Elective. The institution provides maximum combination for academic flexibility.

Every session, Academic Sub Committee, IQAC committee, Central Routine committee, other committees work in collaboration for effective implementation of the curriculum.

The institution practices blended methods for the teaching-learning process, focusing both on traditional and modern ICT technologies. Current year, the institution adopted new measures such as official You Tube Channel, e -content in official website.

The assessment process is strictly practised via regular evaluation.

Academic Audit is carried out for proper transparency.

The central Library offer digital materials for the students of the current year and scan copies of requested materials were provided regularly.

The institution also provides free internet browsing centre and ICT enabled classrooms. As per NAAC recommendation, regular need based survey for different stakeholders is conducted yearly.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://muralidhargirlscollege.ac.in/pdf/Know%20Your%20College%2022-23.pdf

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

Muralidhar Girls' College IQAC team members prepare the academic calendar every consecutive year, after proper consultation and discussion with all the Head of the Departments, covering all the academic and administrative events. Details such as of admission procedure, evaluation and assessment (both internal and external), Online form fill up tenure, events of National and International importance, details of seminar and workshop to be conducted, co-curricular events for students such as Annual Social, Annual Sports and other Intra-College Competitions are reflected in the academic calendar.

The academic calendar helps the student immensely in advance preparation, for their course study well before the evaluation and assessment. The faculties also plan out their future course of action well in advance such as syllabus distribution, updating reference reading list, new innovative ways of evaluation and others through regularly held departmental meetings.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=57&Itemid=0

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	**A. All of the above**

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	

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

39

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)

3

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
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

68

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

68

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

Muralidhar Girls' College believes and encourage the ideology that holistic development is an important part of student growth and development. The role of an educational institution should not be confined in providing academic excellence only but also bringing out the moral and ethical value of a responsible human being for a better society. Considering the objective, the institution, takes up active responsibility in providing such platform to the students. A strong wing of the NSS (Unit 1 and 2) and NCC has conducted relevant empowering events for the students.

1) Observation of World Youth Day

2) Webinar on Health Issues During Covid Pandemic

3) Workshop on Emotional Distress Management Caused by Covid-19

4) Observation of International Yoga Day

Apart from providing a platform to the students, the following listed initiative has been adopted by the institution also.

1) Rain water harvesting

2) Solar panel

3) Green Audit

4) Energy Audit

5) Academic and Administrative Report

The institution provides Value Added Courses to the students in a phrased manner free of cost

1) Yoga class

2) Karate and self-defence course

3) Spoken Sanskrit

File Description	Documents
Any additional information	[View File](View_File)
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	**No File Uploaded**

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

7

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	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
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

139

File Description	Documents
Any additional information	**No File Uploaded**
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)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://muralidhargirlscollege.ac.in/pdf/feedback-report/Teachers-Feedback-Survey-Report-2022-2023.pdf

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

1068

File Description	Documents
Any additional information	**No File Uploaded**
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

133

File Description	Documents
Any additional information	**No File Uploaded**
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

Advance learners

- **Looking at their previous knowledge and deep interest in the subject, teachers guide them in reference work and helps them to access e- materials from the INFLIBNET.**
- **Students are encouraged to make wall magazines on topics of their choice which allows them a ground for more research and involvement with the topics.**
- **Meritorious students are awarded prizes on scoring high marks in the College and University Examinations.**
- **Students are sent to different competitions which provides them a ground to gather knowledge and even learn to share their acquired knowledge.**

Slow Learners

- **On identifying the slow learners, the teachers provide them with special classes and helps them with their doubts.**
- **All the departments have seminar library where students have the easy access to their subject books and with the guidance of the teachers, they get to have reference books that are easy on their learning abilities.**
- **Special Lectures are arranged which benefits the students as they get an extra edge to their knowledge gathered from classroom lectures and materials provided by teachers,**
- **Departments of Literature pays special attention to language skill development and writing ability.**

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
1147	**84**

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 main method of dissemination of the knowledge among the students is the traditional method of classroom lecture.**
- **The college as well as individual departments schedule seminars and webinars where eminent speakers are invited to deliver lectures.**
- **Micro-teaching and peer interactions are some of the methods that are adopted by teachers to engage the students in participative learning. It allows a better understanding of the syllabus.**
- **The college organises special lectures and Add-On courses for students.**
- **Several departments take their students on field visits , exhibitions to give a better exposure to new developments around them.**
- **Students are encouraged to participate in several inter and intra college competitions.**
- **Departments of science try to inculcate problem- solving skills by giving assignments during practical classes to test their ability to face and solve the problems.**
- **The department of Psychology has case studies for the students for improving their problem-solving skills.**
- **Students are encouraged to take self -study in the form of writing assignments under the guidance of teachers.**

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

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

- **Teachers are using ICT tools in the teaching-learning process for better understanding of the students.**
- **Teachers are well connected with the students through WhatsApp groups where necessary information are shared.**
- **Timetable, exam related notices and general notices are displayed in the college website.**
- **Several Departments have movie screening sessions where certain films related to the topics taught from the syllabus are shown. This gives the students a better understanding of the texts.**
- **Teachers share E- materials with the students.**
- **A room has been dedicated entirely for the purpose of using and understanding of the use of the ICT tools.**
- **The college regularly updates the profiles of the teachers in the college website.**
- **The college Library has INFLIBNET which is accessed by both faculty members and students.**
- **Basic computer skill classes are arranged by the College for all the departments where students are guided by the teachers in the Browsing Centre funded by RUSA.**

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

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	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

84

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	*View File*
Any additional information	**No File Uploaded**
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

30

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

962.7

File Description	Documents
Any additional information	**No File Uploaded**
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 IQAC and Academic Sub-Committee monitors the mechanism for continuous internal evaluation throughout the year.**

- **According to the rules of the University of Calcutta Internal Assessments and Tutorials or Practical examinations are conducted by the teachers of the college.**
- **Internal assessments, tutorials and practical examinations are conducted and marks are uploaded by the college within a stipulated time provided by the University.**
- **Examinations are conducted on time and students are notified about the examinations through notice uploaded on the college website.**
- **Scripts are carefully preserved for future clarifications if needed.**
- **After the Internal Assessments the Departments arrange PTMs to discuss the progress of their wards. After analysis, future plans are set for the betterment of the students.**
- **Answer scripts are shown to students to keep a transparency in the assessment mechanism followed by the college.**

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

- **Our College has a robust mechanism to deal with internal examination related grievances which is transparent, time bound and efficient.**
- **The departments conduct internal assessments and after the examination the scripts are preserved.**
- **If any student expresses dissatisfaction regarding the marks obtained, they can approach the department for clarification. The department in such cases show the students their answer scripts and explain the reason behind the deduction of marks.**
- **As per the syllabus of Calcutta University internal and tutorials/ practical examinations are to be conducted in the college. Some Departments conduct Viva which is related to the tutorial topics given by the teachers.**
- **The tutorials are also preserved and are shown to students for clarification of doubts if needed.**

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

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 IQAC and the Principal of the College meets every year before each academic session to discuss about the programmes and the course outcomes that needs to be circulated among the departments.**
- **The Head of the Departments along with other faculty members handling a particular course disseminate the relevance and importance of the course.They also discuss the job opportunities available to the students in their respective programmes.**
- **The departments design the programme and course outcomes**

according to the syllabus of the University of Calcutta and the same is discussed with the students in the Induction Programme.

- **On the central Orientation Day, the Principal of the College addresses the new students about the different programmes and courses offered by the college and the outcomes of courses.**
- **The Programme and Course outcomes are uploaded on the college website.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=59&Itemid=0
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 Attainment of the Programme and Course Outcomes are related to the syllabus of the University of Calcutta. As a result, the college tries to measure the result of those plans structured at the beginning of the sessions.**
- **The attainment is continuously evaluated by the teachers as evaluation is done through class tests, micro teaching, and discussion sessions.**
- **All the departments maintain a register of results of students. This at the end of every academic session helps the teachers to assess their progress.**
- **As the departments maintain the record of results, it becomes easier to check the attainment of the programme and course outcomes. If needed the departments meet to discuss the steps that can be taken to further improve the grades or marks of the students.**

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

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

406

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	**No File Uploaded**
Paste link for the annual report	**Nil**

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://muralidhargirlscollege.ac.in/pdf/feedback-report/Student%20Satisfactory%20Survey%20Report%202022-2023.pdf

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)

0

File Description	Documents
Any additional information	**No File Uploaded**
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)	[View File](#)

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	**No File Uploaded**
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

9

File Description	Documents
Report of the event	[View File](#)
Any additional information	**No File Uploaded**
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

10

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

4

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

The institution conducts extension activities through NSS and NCC in the neighbourhood community for a holistic community development as well as for an all-round development of the students.

A blood donation camp was organized where students, teachers and members of the neighbourhood community participated. NSS volunteers participated in the Plantation Drive organised by Mother Earth Foundation to create an awareness of the environment. NSS volunteers attended a talk on Alzheimers in Surya Sen Auditorium organised by Kolkata Ekatma. A rally on dengue awareness was conducted and abreast cancer screening

camp was organized. Also, a lecture on prevention and awareness of HIV AIDS was held. Neighborhood slum was visited and a survey on elementary education was conducted along with clothes distribution.A skill development program was conducted in the college auditorium where Srimati Shukla demonstrated the procedure of hand painting, spray painting etc. along with sharing of technical knowledge like type of brush, color to be used for best results. A campaign to ban plastic bags was held in the neighborhood.

NCC Cadets participated in Run and Pledge for Rashtriya Ekta Diwas.NCCcadetshave participated in awareness programme for girl child. Also, Puneet Sagar Aviyan was undertaken with the message to clean up the neighborhood waterbodies.

File Description	Documents
Paste link for additional information	**Nil**
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

3

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

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

16

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

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

952

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

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

2

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

14

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

Muralidhar Girls' college makes every effort to assign and apply the available funding grants for the upkeep and maintenance of various facilities by setting up frequent meetings of various subcommittees established specifically for this purpose.

Laboratories are well equipped and computers have been purchased for all departments and library. Instruments purchased at different times are recorded in a stock register, maintained by the Heads of the respective departments. Laboratories are regularly maintained by the respective teaching faculties of the lab based departments as well as by the laboratory assistants.

The following infrastructural upgrades were under process during the last year:

- Establishment of the Browsing centre for students having computers for students use.
- Dedicated staff to assist and train students in the browsing centre.
- Extension of the college building to create more class

rooms, Library space and hall under RUSA grant.
- **Transformation of a class room into smart room (Room No. 22).**
- **Teaching learning process was supported by the teachers through tutorials, class notes etc which were regularly uploaded in the college LMS portal.**
- **Establishment of Incubation Centre.**
- **Up gradation of Psychological Counselling cell.**
- **Up gradation of Research and development cell.**
- **Installation of Web OPAC (Online Public Access library Catalogue) to provide remote access of the library catalogue to the users.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=187&Itemid=0

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

The college has different committees to conduct cultural programmes and sports time to time. College organizes Indoor and Outdoor sport every year, which has huge response from the students. Indoor game events are Chess, Carrom, Table Tennis, Self Defence, and Yoga. Sufficient sports instruments are there for students' use.

Outdoor sports events are: Run, Riley Race, Long Jump, Javelin, Shot-put, and Discuss etc.

Gym was renovated and is fully functional. Equipments are used by students regularly.

The gym area of the college is - About 360 Square feet (45 feet*8 Feet)

Year of starting self defence class- 2016

Number of self defence students in 2022-2023- 16

Year of starting Yoga class- 2016

Number of Yoga students in 2022-2023- 20

Establishment of Gym- 2001 (Renovated on 2016 and 2021)

Cultural activities like Saraswati Puja, Independence Day Celebration, Rabindra jayanti, Sanskrit Day Celebration and many such other programmes were celebrated as usual.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=178&Itemid=0

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

38

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

38

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=189&Itemid=0
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)

1.471

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)

- **The library is automated with customised software from "Synergie software Company" from the year 2013. Other than book acquisition all library operations are automated. During the last year (2022-23), library served the users through both online and off line mode.**
- **Semester-wise three whatsapp groups are maintained with students of all departments. Soft copy documents are being supplied according to the students need.**
- **Ex-Students groups are also maintained to provide job related information.**
- **Students are encouraged to use the online database Nlist. Separate user IDs have been assigned to them.**
- **College subscribes 11 popular magazines 6 News papers, 2 job related news papers and 12 scholarly journals (Having online access as well as hard copy).**
- **Data entry for KOHA Library management software is going on.**
- **Our Library is a member of the British Council Library.**
- **Career Guidance books are available for students.**

- **Name of ILMS software- Customised Software + KOHA**

- **Nature of automation (fully or partially) - Partially**

- **Version- KOHA 21.5**

- **Year of Automation -2013**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	http://muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=163&Itemid=0

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	**B. Any 3 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)

0.37856

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

46.47

File Description	Documents
Any additional information	**No File Uploaded**
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 provides a good quality of IT facilities to help students and teachers for their studies.

All the departments are provided with desktops and printers for smooth functioning of daily departmental activities.

College has total 67 computers for academic use. All the computers in the college campus are connected through structured LAN.

The college has two Broadband Internet Connection of Alliance Broadband Services Private Limited with bandwidth 250Mbps and 510 Mbps each.

College has own static IP.

For regular maintenance of computers, printers and photocopy machines, local vendor has been given the AMC. Internet service to the computer provided through hardware firewall and the college has installed Antivirus mechanism to manage the threat.

The college Central library has five terminals for students internet browsing. Besides, they can search library database and also watch movies by playing CDs that the library provides.

A separate computer browsing centre of the college is under construction

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

67

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

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)

15.79

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.

Laboratory: Instruments purchased at different times are recorded in a stock register, repairing of the instruments is

done by skilled technicians, as and when required.

Library: Library committee meetings are held at regular intervals to develop policies for better service. Journal/Magazine, Daily Newspapers, Employment oriented Newspapers are subscribed on a regularly. Books are stacked in accordance with Dewey Decimal Classification System. Library dusting and pesticide spray is covered under AMC. All computers are also regularly checked and maintained under AMC.

ICT: Under the RUSA fund and college fund, numerous desktops, laptops, projectors, handy-cam, printers etc. are bought and are distributed among different departments. Almost all the departments are provided with desktops and some departments are provided with laptops.

Other Support Facilities: (i) A full time sweeper and casual sweeper for cleaning of campus. (ii)Regular water supply (iii) Uninterrupted power supply from the Solar panel installed in the roof top of the college saves electricity consumption from the CESC.

(iv) A casual electrician is engaged for maintaining and servicing different electrical connection and operating generators

(v) Entire college along with the library is under the CCTV surveillance which is maintained through AMC.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=138&Itemid=0

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

645

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	**No File Uploaded**
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

264

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://muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=115&Itemid=0
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

786

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

786

File Description	Documents
Any additional information	View File
Number of students benefited 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	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

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

11

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

60

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
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

03

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.

5

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	**No File Uploaded**
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)

The Muralidhar Girls' College Students' Council is an integral part of the College and takes an active part in the everyday workings of the College and works in tandem with the faculty members and college administration to ensure the overall development of the college. However, it is no longer an elected body, as students' election was put on hold in all the Colleges and Universities in the state. Under the West Bengal Universities and Colleges (Compositions, Functions and Procedure for Election of Students' Council) Rules, 2017 which came into effect in June 2017.

Presently, a students' body, comprising of all the selected Class Representatives of the different Departments of all the Semesters forms the Students' Council.

• It is represented in the Extended IQAC and the Anti Ragging Committee.

• It organises the Teachers' Day, Freshers' Welcome celebrations, etc.

• It participates in organising celebration of special days like the Independence Day, Republic Day, Rabindra Jayanti, Saraswati Puja, etc.

• The Students' Council actively participates in organising different inter college competitions throughout the year.

By encouraging students' participation in different activities, the college facilitates developing various skills and competencies among the students and fosters a holistic development.

File Description	Documents
Paste link for additional information	https://muralidhargirlscollege.ac.in/pdf/Students-Union-5-3-2.pdf
Upload any additional information	No File Uploaded

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

25

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
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

The Alumni Association was formally established in 2002 and registered in 2004 under the Registration of Societies Act, XXVI, 1961 of the Government of West Bengal with the Registration No. 56218 of 2016-17 with 203 registered members. The Alumni Association has been re-registered in the year of 2023. Presently there are 556 registered members. The Alumnae are a strong support to the institution. The College maintains a strong link with both the Alumnae and the former faculty and retired non-teaching staff. Regular meetings are held to discuss different issues relating to the alumni meets and other events. All the members of the Association, many of whom are well placed in different professional fields, take part in various activities of the College.

- **They are represented in the Extended IQAC.**
- **Two of the experts who acted as resource persons for the Add-on courses are alumni of the college.**
- **Reunions and alumnae meet organized by the college to reconnect with the alumni and create platforms for job opportunities sees active participation from their part.**

The Alumni Association continues to remain an integral part of the college.

File Description	Documents
Paste link for additional information	https://muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=139&Itemid=0
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

`Vision: Our vision is the empowerment and enlightenment of women through value-based,`

`quality education so as to foster informed global minds. The institution plays a`

`proactive role in enabling our students towards seeking employment and sensitizing them`

`to international issues, so that they become equipped global citizens.`

`Mission: The mission of the college is succinctly expressed through our motto ATMADIPO`

`BHABO. The institution aims at a holistic development of our students. The mission of`

`the institution is in consonance with the Millennium Development Goal – 'Promote gender`

`equality and empower women' (UNDP, Human Development Report 2002) and the National`

Education Policy to extend equal opportunities to all the students.

The vision and mission of the college is reflected in the governance, perspective plan

and participation of teachers in decision making bodies. The apex body of governance of

this college is its Governing Body which includes the President, Principal, University &

Government Nominees along with teaching and non-teaching staff. The

GB helps shape strategies and inquires into the quality and progress of the activities

of the college. This in turn helps the institution maintain an effective perspective

plan through review of academic programmes and analysis based on the feedback of

stakeholders and the IQAC.

File Description	Documents
Paste link for additional information	https://muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=46&Itemid=0
Upload any additional information	No File Uploaded

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

The Governing Body is apex body of governance. The GB consists of the President, the Principal (ex officio Secretary and Drawing and Disbursing Officer), Government Nominees, University Nominees, Nominee from Higher Education Council, Teachers' Representatives and Non -Teaching Staff representative. The Principal functions in consultation with the GB. The Principal is assisted by Internal Quality Assurance Cell, office staff, Academic Sub-committee, Teachers' Council,

Finance Sub-committee, Routine Committee and various committees formed with approval of the GB. The financial matters of the college are looked after by the Bursar, who is selected from amongst the teachers, and approved by the GB. The Teachers' Council ensures smooth flow of communication between administration and teaching staff. The Principal acts as Chairperson of Teachers' Council which also selects one secretary and one assistant secretary from amongst the teachers. The Head clerk assists the Principal in assigning duties to nonteaching staffs and in monitoring their execution. Under the direction of the Principal, the academic council, Teachers' Council, extension activity cell, admission committee, and examination committee regulate policies and operations of the college with help of sub-committees whose work is to oversee upkeep and day-to-day functioning of the college. Under the direction of the Principal, academic council, teachers' council, extension activity cell, admission committee, and examination committee regulate the policies and operations of the College with the help of 38 sub-committees whose work is to oversee the upkeep and day-to-day functioning of the college.

File Description	Documents
Paste link for additional information	http://muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=49&Itemid=0
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college charts out its activities based on perspective plan drawn up in tandem with the vision and mission of the college. This perspective plan seeks to on emphasise on points that reflect the core values behind the college, such as empowerment of women through emphasis on health, hygiene, psychological issues and economic independence, ensuring value based holistic education, etc. Regular health camps, such as on breast cancer, thalessemia, etc are organised in addition to weekly availability of a doctor in campus. Sanitary napkin vending machine is installed in the campus. The psychological counselling cell, Jagriti, has been set up to ensure the emotional and psychological well being of students and staff.

Add on courses and various career counselling programmes are organised regularly to enable the students become job market ready, which would ensure their future economic independence. Similarly, setting up of an Incubation Centre was proposed by the IQAC to encourage spirit of entrepreneurship and innovation amongst the students. Yoga and self defence classes, participation in NSS and NCC, and various co -curricular activities of the college open up avenues for a more holistic education for the students.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://muralidhargirlscollege.ac.in/pdf/PERSPECTIVE%20PLAN.pdf
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 different administrative and academic arms of the college, like the committees, departments, work in tandem to achieve goals of the perspective plan and ensure a decentralized administrative process. The proposals arising from the feedback system and various arms like the IQAC, Teachers' Council, the committees are considered for execution in the Governing Body and the Finance Committee, where required. The IQAC prepares Action Taken Reports at the end of each session to take stock of the state of execution of the actions proposed by itself. The appointments of the teaching staff are done following government rules and regulations. The West Bengal College Service conducts a centralized selection process for appointing teachers to government. WBCSC sends letters of recommendation to the college against vacant posts requisitioned by the college. The Governing Body then adopts a resolution to issue an appointment letter to the candidate, who is required to join within a stipulated period. In case, the candidate declines to join the post, requisition is again sent to WBCSC for recommending a candidate according to their centralized merit panel. The appointment of the non -teaching staff, in case of vacancies, is done in accordance with the state government orders and memos, as issued from time to time. Service rules of all staff against substantive posts are in accordance with the

existing government rules, regulations and in compliance with the statutes of the University of Calcutta, to which the college is affiliated.

File Description	Documents
Paste link for additional information	http://muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=168&Itemid=0
Link to Organogram of the Institution webpage	http://muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=49&Itemid=0
Upload any additional information	**No File Uploaded**

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

The various welfare measures adopted by the institution include those announced by state-government and also college adopted facilities. The college provides for weekly medical consultations by Dr. Suchandra Das in a well equipped infirmary, which is available free of cost to students and staff. Apart from this, the West Bengal Health Scheme facility announced by the state government in 2017 is available for full-time teaching staff. College has a Co-operative Credit Society,

which offers loans to all members on long term and short-term basis, with a credit limit of Rs. 100000/- and Rs. 50000/- respectively, at a concessional interest rate. Provident fund loan facility is available for substantive employees following the rules and regulations laid down by the Govt. of West Bengal. Freshly appointed full- time teaching and non-teaching staff are given interest free ad-hoc payment against their salaries for the time period till they get their final pay fixation orders. College has the provision of festive bonus for the casual non-teaching staff and festive advance for all non-teaching staff, if opted for, from the college fund. The college authority allows maternity, paternity and child-care leave on need basis. Leave encashment benefits for teaching and non-teaching substantive post is also available. The college has been making a contribution towards Employee State Insurance for health insurance purposes of casual non teaching employees since May 2022. The staff of the also benefit from the health camps regularly organised in the college, such as breast cancer screening camp, diabetes testing camp, etc.

File Description	Documents
Paste link for additional information	http://muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=92&Itemid=0
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

15

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

11

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

14

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
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

Muralidhar Girls' College has a performance appraisal system for teaching and non-

teaching staff to evaluate their performance.

Teaching Staff:

The Principal regularly administers the attendance of teachers. Leave record is

reflected in the service book of teachers in substantive post. Departments chart their

own academic calendar in tandem with the academic calendar of the college prepared by

academic sub-committee. The institution follows Performance Based Appraisal System for

the teaching staff as mandated by the Directorate of Higher Education, Government of

West Bengal and adheres strictly to the norms laid down by UGC under the API scheme of

promotion. Appraisal and score claims are verified by the IQAC and forwarded to the

Principal. If found satisfactory, it is placed before the

Governing Body for

recommendation for being forwarded to the Directorate of Higher Education. CAS files of

six faculties are currently in advanced stages of processing. Faculties are also

encouraged to pursue professional developmental programmes, publications and research

activities.

Non-Teaching Staff:

The Principal regularly administers the attendance of the non-teaching staff. Leaver

record is reflected in the service book for those in substantive post, under the

supervision of the head clerk. Their promotion is carried out following existing rules

and regulations.

File Description	Documents
Paste link for additional information	Nil
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

Internal Auditor for 2022 -23: R. Sarkar & Associates, Chartered Accountants, Firm Registration no. 327130E.

External Auditor for 2022 -23 (Government appointed and ongoing): B.N. Sen and Co., Chartered Accountants, Firm Registration no. 305107E.

The institution conducts both internal and external audits

regularly. The internal audit reports are placed before the Principal. The Principal along with the Bursar and Accountant take necessary steps to settle any objections, if mentioned in the report. The recommendations given are considered and implemented as far as possible.

The External Audit reports are normally placed before the Governing Body.

The External Audit for the financial year 2022 –23 by the government appointed firm B.N. Sen & Co is in progress.

The approved Audit Report is submitted to the Director of Public Instruction, Govt of West Bengal, by the auditor.

File Description	Documents
Paste link for additional information	Nil
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)

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
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

The infrastructural and knowledge resource development of the college is ensured by

mobilizing the government and non-government grants. College

submits proposals for

grants to Council for Higher Education, Govt. of W.B, the Dept. of Science & Technology

(WB), RUSA, etc. Funds generated from the accrued interests out of fixed deposit

assets, memorial prizes and endowment funds from staff members, are some other avenues

of funds that is also welcome for mobilization. Expenditure and fund utilization occurs

mainly under two categories that involve Recurring & Non-recurring components. A major

portion of income for the college includes Fees collected from the students. Larger

part of this income is spent towards the welfare of the students for providing

financial support to economically backward students, enhancement of sports facilities,

students' seminar, cultural programme etc. Non-recurrent component of expenditures

include facilities like augmentation and maintenance of library, laboratory,

instruments purchase, furniture purchase etc. Each concerned committee supervises

completion of work under each received grant. Payments are made in the form of either

cheque or DD, smaller payments take place through cash. However petty cash transaction

limits are set by the finance committee of the college. Purchases are supervised by the

finance and purchase committees, which float tender, e –tenders or quotations,

depending on expenditure amounts, ratified by the Governing Body. The college has an

ongoing contract with an e -waste disposal agency from which it generates income.

File Description	Documents
Paste link for additional information	http://muralidhargirlscollege.ac.in/tender-notice.php
Upload any additional information	**No File Uploaded**

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 adopted a proactive role in organising of seminars and workshops, namely Quality Enhancement Workshop: Methodologies of Social Research, Administrative Training Programme and Capacity Building Workshop, 7 Day Faculty Development Programme on Preparedness for the Revised Accreditation Framework, etc, in collaboration with institutions which whom Memoranda of Understanding have been signed, to ensure skill upgradation of both teaching and non -teaching staff.**
- **The IQAC completed the submission of Institutional Information for Quality Assessment and Self Study Report in the academic session of 2022 -23, to maintain the standard of quality maintenance through accreditation process of NAAC.**
- **IQAC took into account the lack of an Incubation centre in the college while composing the SSR and subsequently, placed the proposal for setting up of the same and formalising the relevant running activities of the college under its banner.**
- **The IQAC ensured the continuance of various audits, such as administrative and academic, gender and energy audits, for maintain quality standards of the college.**

File Description	Documents
Paste link for additional information	Nil
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

- **IQAC has functional Memoranda of Understanding with 35 institutions currently. IQAC takes initiatives by organising faculty exchange programmes, collaborative workshops and seminars for students. This has enabled the students to avail facilities of other colleges which might not be readily available to them in their own campus.**
- **The IQAC also adopted a proactive role in organising departmental lectures and seminars to provide a wider exposure to the students and familiarise them with research oriented academic environment.**
- **Through the initiative of the IQAC, Add on courses on Yoga (30 hours), Self Defence (36 hours) and Spoken Sanskrit (30 hours) were offered free of cost to the students in 2022 -23.**

File Description	Documents
Paste link for additional information	Nil
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)	A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=171&Itemid=0
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)	No File Uploaded

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

The college celebrates International Women's Day on 8th March. This year a "Intra-College Rangoli Competition was organized by IQAC of the College, held on 13th March, 2023. On 16.03.23 a seminar on 'An Interactive Discourse on Women's Rights in India' was organised in collaboration with Jogesh Chandra Chaudhuri Law College. Self-defence courses are being conducted for the last 8 years, to develop the ability to protect oneself from physical harm. Students take up this course sincerely and few of them have earned recognition at the state level. Security guards have been hired for safety and security of the students. 36 CCTV cameras are installed in different places like entrance, corridors, library, laboratory to ensure the security of the students. Each and every student has been issued ID cards and is not allowed inside the campus without it. A Grievance Redressal Committee is present to address and monitor the grievances as reported by students or any other faculty. Servicing, testing and refilling of fire extinguishers are sincerely conducted for effective functioning in time of emergency. A common room with a table tennis board and gym is there on the top floor to promote and encourage fitness among the students.

File Description	Documents
Annual gender sensitization action plan	**Nil**
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	• Conducting Self-defence courses for last 8 years • Appointment of security guards for safety and security of girl students • Installation of CCTV cameras in different places of the campus • Entry is allowed only on production of ID cards issued by the college authority • A grievance redressal committee is there to address and monitor the grievances if needed • Servicing testing and refilling of fire extinguisher for effective functioning in time of emergency. • Gym has been set up near the common room to promote and encourage fitness among the students • Regular free health check-up is provided to students and staff by Dr. Suchandra Das MBBS, Calcutta, (Regn.no. 39671WBMC)

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	**B. Any 3 of the above**

File Description	Documents
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

Management of different types of waste is undertaken in the following ways -

Solid waste - Green-coloured Garbage dustbins are used for

biodegradable wastes namely - vegetable and fruit skins. Blue coloured dustbins are used for non-biodegradable wastes namely - paper and plastic wrapper. Efforts are made to restrict use of plastic in the college premises. The campus is maintained as 'No plastic zone'.

Liquid waste – Liquid wastes are passed through a well-maintained drainage system, which is connected with the main drain of KMC. To maintain a healthy environment the drainage lines are checked and cleaned at regular intervals, to resist any blockage.

E-waste - E-waste materials like, non-functioning desktops, UPS, motherboards, hard drives, calculators, cartridge, photocopy machines, old fans and lights etc. are stored in a separate place for disposal through e-waste management system. The college has MOU with Hulldek and Vital.

Biomedical waste –Separate arrangements are done for disposing bio-medical wastes accumulated after events like blood donation and thalassemia camps. In chemistry laboratory experiments, no radioactive materials are used. The wasted organic solvents are collected in a large storage (20 litre container), mixed with dilute base (NaOH) and finally disposed to the KMC vending machine at regular interval.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
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	D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

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 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants	D. Any 1 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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	B. Any 3 of the above

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

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, scribe, soft copies of reading material, screen reading	`C. Any 2 of the above`

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	`No File Uploaded`
Details of the Software procured for providing the assistance	`No File Uploaded`
Any other relevant information	`No File Uploaded`

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).

Muralidhar Girls' College celebrated 75th Years of Independence 'Azadi ka Mahotsav' on 15th August 2022 (Monday). Celebration started with Flag hoisting by Principal, Dr. Kinjalkini Biswas followed by her speech and National Anthem. Cultural programme started with Patriotic Song by NCC Cadets (In- charge Captain Kaberi Roy). A Tribute to the Freedom Fighters with Video Screening and students' narration was presented, followed by Brotochari Dance performance by NSS Volunteers under the supervision of Dr. Minati Saha and Sampriti Biswas. Self Defence and Yoga performance was also part of the days programme. Bengali department organized a lecture session on International Mother Language Day on 21st February 2023. This is observed every year to promote linguistic and cultural diversity and multilingualism. On 21 February 1952 four students were killed while campaigning for the use of Bengali

as their mother language officially in Bangladesh. The lecture was organised keeping in mind that India is home to hundreds of languages and thousands of dialects which make its linguistic and cultural diversity the most unique in the world. This lecture motivated the young generation to understand that Language is not only a means of communication but it also represents a diverse cultural and intellectual heritage.

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

Grievance cell addresses all reported grievances by students, faculty and office staff. Any member of the college may use the grievance box to drop her/his grievance in writing to be addressed in the following meeting. The suggestion box is an excellent tool to maintain communication, encourage innovative proposals, evaluate the existing system etc. This is a way to communicate individual ideas to committee members of grievance committee to share the information with administrators (Head of the Institution) of the college. Grievance box and Suggestion box both are used as effective tools to make all members of the college feel engaged to the institution and suggest for betterment of the College. Every semester and group of students has their respective class representatives, who use to convey any message from the peer group to the HOI through their respective whatsapp groups. On regular intervals principal meets the class representatives of every semester to listen and discuss all relevant issues that need to be addressed. NSS volunteers joined DENGUE AWARENESS RALLY on 11.11.2022 organised by University of Calcutta. Volunteers prepared posters on Dengue Awareness and walked from Rashbehari Avenue to Gariahat for this nobel cause.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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	B. Any 3 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	No File Uploaded

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

College observes National and international days; events and festivals are also celebrated. This year Saraswati puja, Sanskrit Day, Annual Sports, Annual prize distribution, Poster Competition and Basanta Utsav was celebrated. On International mother language day, "Intra-College Rangoli Competition was organized by IQAC, held on 13th March, 2023. On 16.03.23 a seminar on 'An Interactive Discourse on Women's Rights in India' was organised in collaboration with Jogesh Chandra Chaudhuri Law College. Birth anniversary of Sri Aurobindo,

Swamii and death anniversary of Tagore is celebrated. Shrardiya Utsav, named as Anandamela is celebrated to initiate ideas of new start-ups. 75th Years of Independence was celebrated as "Azadi ka Mahotsav on 15.08.22, after Flag hoisting Principal addressed students and faculty mentioning specially our duties and responsibilities towards our nation. NSS Volunteers, NCC cadres and other students arranged a cultural programme. Annual Sports and Student Week (02.01.23 – 07.01.23) was observed with various awareness programme, career and psychological counselling etc. The IQAC, Academic and Cultural Cell jointly organize these celebrations to enlighten the stakeholders and integrate them with the community. Through celebration of these special days and events, the college attempts to bring out the latent talents and creative potentials of the students and the staff.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
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

Title of the Practice:

Empowering students to 'Rise and Shine'.

Objectives of the Practice

Economic empowerment by Entrepreneurial training and hands on training for making handmade products.

The Context

Students require initiating their own start-ups to attain self-employment.

The Practice

- Training are conducted on Quilling, Origami, Fabric Painting, Glass painting, art jewellery designing etc.
- Purchasing G-suite and renewal of the same
- Capacity building workshop 13.05.2023
- Placement cum training programme on 07.09.2022 by SBI Life

Evidence of Success

Students are absorbed by different companies through interviews conducted in the sixth semester. Students gain confidence to begin their start-ups.

Problems

Little time is left to conduct training courses under CBCS system.

BEST PRACTICE 2

Title of the Practice:

Ensuring physical and mental fitness for achieving complete well-being

Objectives of the Practice

Informing students' community regarding physical and mental health issues

The Context

The students and community members need to know about healthy living and mental well-being.

The Practice

- Free weekly doctor consultation.
- Thalassemia awareness and testing.
  - Blood donation camp
  - Yoga and self-defence classes
  - Breast cancer scanning
  - Interactive sessions on Clinical Psychology

Evidence of Success

Students donate blood, attend yoga and self defence classes, consult doctor and counsellor as required.

Problems Encountered and Resources Required

It's difficult to make students conscious of physical and mental health issues.

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

In this Institute students are prepared for their journey of life. A series of regular activities are conducted to make students aware of their power, rights and duties.

Huge emphasis is laid on regular Self-defence course and Yoga. On different occasions students are encouraged to participate in different inter and intra competitions to promote healthy competition.

Blood donation camp, Thalasemia camp, weekly free doctor consultation are some of the endeavours of this college. Students and staff regularly consult Dr. Suchndra Das as and when required. On 18 and 25 November breast cancer awareness and screening programme was conducted with SWADHA NGO and Turning Point, Jadavpur,

Training courses in handmade products and art jewellery are arranged to encourage self-employment through start-ups. Incubation cell of the college provides platform to the alumni to turn their passion, hobby and strengths into a business and earn living.

Jagriti- a counselling unit was formed during lock down period

for solving the psycho-social problems of our students. The counselling services are not only problem oriented and therapeutic in nature but it helps to nurture the innate potentialities of the students. Counselling services are conducted regularly and this provides great mental support for the students.

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

More Career Counselling & Training Programme to be organised. More "Soft skill development course", have been planned to equip students with the technological skill, which is the need of the hour.

LMS is to be explored more for Teaching-learning, attendance, distribution of study materials etc.

To resolve the issue of dearth of specialised faculty for covering certain areas of the syllabus, there are plans to sign more MOU with reputed colleges, universities, institutions of higher learning and industries. Special attention is paid to identify such institutes which are located in areas known for some special knowledge and skill, so that significant linkages can be established with them to enhance productivity and employability of students.

The college plans to organise Faculty Development Program (FDP), Faculty Enrichment Program (FEP) and more FEP for NTS (Non-teaching staff) in near future. Lecture sessions need to be conducted on pension, service rule and service book for general awareness of all incumbents.

Women health is a very significant issue, hence the college plans to organise more awareness and testing camps for women including regular health check-up, thalassemia testing, breast cancer scanning, programmes on mental well-being etc.

More Campus Placement drives to be undertaken for final semester students. Government and private agencies can be invited from time to time to narrate the job opportunities

available in the market. The incubation cell of the college will take active steps in this regard.