



YEARLY STATUS REPORT - 2020-2021

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
• Phone no./Alternate phone no.	03324644371
• Mobile No:	9433112142
• Registered e-mail	muralidhargirls@gmail.com
• Alternate e-mail	mgqac2018@gmail.com
• Address	P-411/14, Gariahat Road, Ballygunge
• City/Town	Kolkata
• State/UT	West Bengal
• Pin Code	700029
2.Institutional status	
• 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. **09830322020**
- Alternate phone No. **03324641312**
- Mobile **9830322020**
- IQAC e-mail address **mgigac2018@gmail.com**
- Alternate e-mail address **suv_dutt_dg2009@yahoo.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

<http://www.muralidhargirlscollege.ac.in/pdf/igac-agar/Modified-AQAR-2019-20.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<http://www.muralidhargirlscollege.ac.in/pdf/ACADEMIC CALENDAR/MGC IOAC ACADEMIC CALENDAR 2020-21.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

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
Nil	Nil	Nil	Nil	Nil

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year **6**

- 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)

1. Various measures were initiated and carried out by the IQAC to tide over the pandemic situation and lack of physical classes. Apart from online classes as per usual routine, YouTube channel was set up and lectures were uploaded for ready reference of the students. E-content was uploaded on the website and study materials were shared by teachers through online modes. Online parent teacher meetings were carried out by all departments and the tradition of annual publication of magazine was continued through an online version. Induction programme an interface for freshers was carried out and online certificate courses were held for skill enhancement of students. 2. Green audit was accomplished. 3. A vaccination drive was carried out in the college campus in collaboration with a hospital, to provide access to COVID -19 vaccines to eligible students, staff and also outsiders. 4. A browsing centre was set up in the college for use of students and equipments for different departments were purchased with the RUSA grant. 5. Academic and administrative audit was performed too.

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 will take up initiative for updation of website and would adopt measures for smoother e-learning in the pandemic situation.	The website was updated. Additionally, YouTube channel was created and maintained for easy access of students during the period of online classes.
Facebook page for IQAC would be created to record events in the college.	Facebook page was created and is updated regularly.
Inter -disciplinary webinar and e -quiz would be conducted.	Webinar and e -quizzes were conducted.
IQAC would begin preparation for NAAC accreditation process and composition of the Self Study Report.	Majority work of the composition of the SSR has been completed.
IQAC would undertake initiative for publication of E-magazine in the pandemic situation.	E-Magazine was published
AQAR will be timely uploaded	AQAR is being timely uploaded
Inter-College Dance, Essay, Elocution Competitions would be conducted for International Mother Tongue Day and Women's Day in the online mode.	Inter-college competitions were carried out

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	15/02/2022

14. Whether institutional data submitted to AISHE

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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
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9.No. of IQAC meetings held during the year			6		

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<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Governing Body	15/02/2022
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-21	26/02/2022

15.Multidisciplinary / interdisciplinary
16.Academic bank of credits (ABC):
17.Skill development:
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
20.Distance education/online education:

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	1384
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	1068

File Description	Documents
Data Template	View File
2.3	381
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	49
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	50
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	38
Total number of Classrooms and Seminar halls	
4.2	11.4343
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	67
Total number of computers on campus for academic purposes	
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 committee 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 is on.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=49&Itemid=0

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.

Different assigned committees such as Central Routine Committee, Admission Committee, Student Support Committee, Cultural Committee, NSS Committee and many more also design their action work plan.

As per the NAAC recommendation, emphasis is given on Value Added Course and Skill Oriented Courses.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://www.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

B. Any 3 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)	
08	
File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	
438	
1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year	
438	
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	
<p>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.</p>	

- 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

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 English
- 4) Media Writing, Speaking and Presentation
- 5) Soft Skill Development
- 6) Nutrition and Dietetics
- 7) Embroidery, Cutting and Tailoring
- 8) Sexual harassment in work place and its legal aid

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

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

02

File Description	Documents
Any additional information	No File Uploaded
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

37

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

1.4 - Feedback System

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

C. Any 2 of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
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File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://www.muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=136&Itemid=0

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

148

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

ADVANCED LEARNERS

- Advanced learners are trained to access the various e-resources available.
- Quiz, student seminars are organized by several departments to create a healthy competitive environment.
- Faculty members encourage and accompany the advanced learners to attend seminars, lecture series, held in other institutions .
- Meritorious students are awarded with medals, books at the Annual College Prize distribution ceremony to keep up their good work.

SLOW LEARNERS

- Remedial classes and special tutorials are arranged for the slow learners.
- Implementation of the policy of mandatory seminar library hours for such students who are slow at learning in comparison to their classmates.
- Faculty members provide counseling to such students and organize special doubt clearing sessions both inside and outside class through Google meet, Whatsapp group.
- Some departments of Humanities organize film shows, based on literary texts prescribed in the syllabi.
- Departments of literature focus on improving the language skill and writing ability of such students.
- PTMs are arranged to inform the guardians about their progress.

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
1384	49

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

Experiential Learning

- The college as well as individual departments schedule seminars and webinars where eminent speakers are invited to deliver lectures.
- The college encourages students to participate in inter and intra college competitions. This enriches them and helps to build confidence in them.
- The Career Development and Counseling/Placement Committee of the college assists students in securing Internships that provide them an opportunity to learn while they work.
- Micro teaching and group presentations are some of the tactics that are adopted by the teachers for better participation of the students in the teaching learning process.

Participative Learning

- The college has organized several Add on Courses.
- Feedback on teaching ensures participation of students in Teaching Learning process.

Problem Solving Methodologies

- Most Science departments try to inculcate problem solving abilities in students through experiments in practical classes where their approach to the problem is tested.
- Most departments take Remedial Classes to discuss further when the students come across doubts. Slow learners get benefitted most by these classes.

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 of all the departments are making an effective use of ICT in teaching, learning and evaluation.
- Lectures were accompanied by PowerPoint Presentations, Screening of films, live non-fiction TV programmes, etc.
- Attendance is maintained in Word / Excel Sheets.
- Some of the departments created Google Classroom where they share the study materials & important links (of films & reference materials) with the students.
- Initially students were addressed through Whatsapp groups & conference calls. Study materials along with short lectures were uploaded on the college website by every department. A few departments uploaded lectures on YouTube. Materials were & still are being shared in Whatsapp groups.
- The college makes use of Google forms, e quizzes for assessment and feedback purposes.
- Several rooms have been dedicated for the purpose of using and understanding of the ICT tools.
- The college regularly updates the profiles of the teachers and adds new information related to the college, university exams among many.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://www.muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=104&Itemid=0

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

30

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

2.4 - Teacher Profile and Quality

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

49

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

21

File Description	Documents
Any additional information	No File Uploaded
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

582

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.

- Due to the pandemic, following guidelines of the University of Calcutta the college uploads question papers on the college website, from where students can access them.
- Students send their answers to a designated mail address created by the college. Faculty evaluates and uploads marks on the University portal within the stipulated time. Detailed information regarding the examination process is communicated to students and parents at the beginning of the session.
- Semester and internal examinations are handled by the Examination Committee and CBCS Committee.
- The internal assessment pattern encourages part marking and comments.
- Students' performance is conveyed to parents.
- Each department conducts internal and tutorial examinations.
- Answer scripts are preserved for further clarification if

needed.

- The IQAC, CBCS and Examination Committee monitor the mechanism of continuous internal evaluation throughout the year.
- Separate seating is arranged for students with disabilities and the college provides extra time to such students as per guidelines.
- Any unfair activity is reported to the Principal for appropriate action.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	http://muralidhargirlscollege.ac.in/examination.php

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

- Muralidhar Girls' College has a robust mechanism to ensure that the process of continuous assessment is transparent, efficient and in the best interest of students.
- Time tables are displayed well in advance to give adequate preparation time for the students.
- The Examination Committee gives a schedule for submission of question papers.
- Answer scripts of internal examinations, assignments and project reports are shown to the students after evaluation so they can analyze their mistakes.
- Students may raise their grievances regarding the evaluation method, unmarked questions, discrepancy in totaling of marks and the marks awarded to them with the faculty concerned. Intervention by the Head of the Institution can be sought in extraordinary cases.
- In the final semester also if the students are not satisfied with their score they can apply for re-evaluation of their answer scripts within 30 days of the declaration of the final results.
- There is also provision for getting a photocopy of their final examination answer scripts through RTI.
- Students are given enough time to claim concessions in attendance on medical grounds and for participation in extracurricular activities such as NSS and NCC camps and programmes.

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.

- During the Orientation Programme at the departmental level the students are made aware of the course outcome of each course in detail. The respective teachers 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 IQAC and the Departmental Heads communicate to the faculty members regarding the outcomes of the programmes and courses offered by the college.
- The students are informed about the syllabus of the courses selected by them at the very beginning of the session through the departmental meeting and through the college website.
- Due to the pandemic the study materials are shared through online platforms like Whatsapp, Google Classroom, and Zoom. The same are uploaded on the college website for future references.
- During the Orientation Programme all the departments explain the Programme Outcome and Course Outcome to the students and their parents.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://www.muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=167&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 Course Outcome (CO) is also appropriately framed along

the lines of Programme Outcomes (PO).

- The Institution has a well-defined mechanism where online software is used to track and monitor the attainment levels for Programme and Course Outcomes.
- During the period of study, the outcome of a course is measured through assignments and is evaluated by the teacher.
- The pattern of Course Outcomes, Programme Outcomes and Programme Specific Outcomes are collected for different courses.
- The College sets targets for the Programme Outcomes, Course outcomes and Programme Specific Outcomes.

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

376

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	http://muralidhargirlscollege.ac.in/pdf/igac/ANNUAL-REPORT-20-21.pdf

2.7 - Student Satisfaction Survey

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

<http://muralidhargirlscollege.ac.in/pdf/Student-Satisfaction-Survey-Report-2020-2021.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	
12	

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

16

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

09

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 extension activities carried through NCC and NSS wing of the College helps student identify with the interests of the community and in turn pave way for their integral development.

NSS Activities

In order to address the crisis of the pandemic, NSS undertook a number of activities. A helpline was instituted by NSS and Department of Bengali. It provided vital information regarding oxygen, medicines, doctors, hospital beds, food and other essentials. Masks, face shields, sanitizers were distributed for officers of local police station for their use and distribution in community. A webinar on health issues was organized.

An online quiz competition was held on world youth day.

NCC Activities

Government programmes like Atma Nirvar Bharat, Fit India Campaign, Swachh Bharat Aviyon were observed through online mode. Cadets were part of adventure activities like rock climbing and kayaking camps. They participated in EBSB Camp while days like Independence Day, Kargil Vijay Diwas, Republic Day, International Yoga Day, International Day Against Drug Abuse were celebrated. The College initiated plantation activities after the massive onslaught of Amphan in West Bengal.

These activities instill in students a sense of duty and responsibility towards community.

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

01

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

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

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

31

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

481

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

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

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

04

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
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.

Our college tries its best to allocate and utilise the available financial grants for maintenance and upkeep of different facilities by organising regular meetings of different sub-committees constituted for this purpose.

Procurement of lab equipments and computers purchased for all departments and library was accomplished from RUSA grant.

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.

For the last one year, due to the pandemic, off line classes were suspended. Students participated in the online class and were supported by the teachers through you-tube lecture videos, tutorials, class notes etc which were regularly uploaded in the college website. During this crucial pandemic period the college initiated the process of introducing ERP to create a better user friendly teaching learning environment.

Library is shifting its database from customised software to KOHA TLMS. Data entry is going on under RUSA grant.

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=104&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. Annual Sports and other cultural activities like Annual Social, Prize Distribution Ceremony, Quiz, Dance, Drawing, Music, Essay, and Extempore competitions are organized every year. During 2020-21, due to pandemic, college could not organise these events physically. The gym was also closed to maintain covid protocol. But online activities such as online self defence classes, online yoga classes were organized regularly.

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

Year of starting self defence class- 2016

Establishment of Gym- 2001 (Renovated on 2016)

During this time, to overcome the inability to organize physical cultural programmes, online programmes were conducted. Students participated in "22-e shrabon", Independence Day Celebration, E quiz and many such other programmes and made videos. These videos were uploaded in the college you-tube channel.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.youtube.com/channel/UCNhdJuK1XweLvurzhS75T2w/videos

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	http://www.muralidhargirlscollege.ac.in/pdf/gallery/LCD-PROJECTOR.pdf
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)**

5.94276

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
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 (2020-21), due to pandemic situation, library served the students through online mode.

Semester-wise three whatsapp groups have been created with the class representatives of all departments. Soft copy documents are being supplied according to the students need. Students are also encouraged to use the online database Nlist. Separate user ids have been assigned to them. 11 Journals are subscribed by the library which is accessible online also.

Library utilised the RUSA grant by purchasing the following:

1. 1027 books for all the departments.
2. 4 new desktops.
3. 11 new journals.
4. 5 new book racks.
5. Data entry for KOHA database is going on. Till date, total 29250 books have been entered into the database.

- Name of ILMS software- Synergie + 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://www.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	
File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
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	
6.5	

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. Most of 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 Bharat Sanchar Nigam Limited with bandwidth 10 Mbps each and one Broadband connection of Alliance Broadband Services Private Limited with bandwidth 250Mbps. Out of two Broadband Internet Connection of Bharat Sanchar Nigam Limited, one was installed before 2016 and other was installed in 2017-18 session. Broadband connection of Alliance Broadband Services Private Limited has been used by the institution since 25.09.2020.

For regular maintenance of computers, printers and photocopy machines, local vendors are given the AMC. Internet service to the computer is provided through hardware firewall. 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 have.

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	No File Uploaded
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)**

11.4343

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	No File Uploaded
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.

Our college tries its best for maintenance of different facilities by organizing regular meetings of different sub-committees.

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 regular basis. Books are well stacked in accordance with Dewey Decimal Classification System. Library dusting and Spray is covered under AMC. All the 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) There is a full time sweeper and casual sweeper for cleaning of campus. Regular water supply is ensured (ii) Uninterrupted power supply from the Solar panel installed in the roof top of the college premises saves electricity consumption from the CESC.

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

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

375

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

03

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

B. 3 of the above

File Description	Documents
Link to institutional website	http://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

161

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

161

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

14

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

80

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

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

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.**

01

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 popularly known as "Chhatri Sansad" 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	http://www.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

15

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

5.4 - Alumni Engagement

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

The Alumnae 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 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 alumnae 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.
- Most of the experts who acted as resource persons for the Add-on courses are alumnae of the college.
- Many of the alumnae acted as judges in the various competitions organised by the college.

The re-registration of the Alumnae Association was delayed due to the pandemic situation and is currently under process. The Alumnae Association continues to remain an integral part of the college.

File Description	Documents
Paste link for additional information	http://www.muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=139&Itemid=0
Upload any additional information	No File Uploaded

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 the college is its Governing Body which includes the President, Principal, university & government nominees along with teaching, non-teaching and student representatives. 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	http://www.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 effective leadership is visible in various institutional practices such as decentralization and participative management. This is clearly visible in the manner in which the workload is divided amongst members of IQAC. For instance, the members of IQAC are divided according to the seven criteria of NAAC. This division is followed for preparation of AQAR, and the respective teachers carry out the preparation of their allotted criterion. For the preparation of the SSR, the same members remain in charge of those particular criteria, and are also assisted by their own teams of four to five teachers, from across departments to ensure maximum representation. The composition of the SSR is also currently being overseen by a group of experienced teachers who form the NAAC Steering Committee. This committee guides the different teams in their work and suggests necessary modifications. The Principal and the Coordinator of IQAC, along with the NAAC Steering Committee, regularly meet with the different teams to keep track of their progress and extend required administrative help. In this manner, duties are decentralised and carried out in an organised manner through maximum participation.

File Description	Documents
Paste link for additional information	http://www.muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=81&Itemid=0
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Perspective/ strategic plan is effectively implemented in the college in the process of centralised admission. The admission process is entirely transparent and completely online, and carried out in tandem with the online admission portal vendor. The cut offs for various subjects are arrived at following norms and conventions of the university, and input from the Heads of Department. The admission committee is tasked with the responsibility of overseeing the admission process. The committee also addresses doubts of applicants through email and phone, details of which are given in the admission portal. All applications are made online and subject wise merit lists are published consisting of names of all eligible applicants. Thereafter, depending on the availability of seats, merit lists are published gleaned from the initial provisional merit list. The applicants can cross check the fairness of the process themselves as the availability of seats is updated based on candidates who have already taken admission. The process continues till all the seats are exhausted. The category wise division of seats and admission thereof is displayed in the portal. The entirely online process continues to verify the documents of the students only when they begin attending classes.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://cu.onlineadmission.org/GHC/admission_notification ug.aspx?clgcode=MDGC
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 Governing Body is the apex body of governance in the college. The Governing Body 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, non-teaching staff representative.

The Principal functions in consultation with the Governing Body. The Principal is assisted by IQAC, the office staff, the academic sub-committee, teachers' council, finance sub-committee, routine committee and various committees formed with approval of the

Governing Body. The financial matters of the college are looked after by the Bursar, who is selected among the teachers, and approved by the Governing Body.

To assist the Principal and for the smooth functioning of the college, there is a Teachers' Council where the Principal functions as the Chairperson. The Teachers' Council selects one secretary and one assistant secretary amongst the teachers. The Head clerk assists the Principal in assigning duties to non-teaching staffs. Under the direction of the Principal, the academic council, teachers' council, extension activity cell, admission committee, and examination committee regulate the policies and operations of the College with the help of 30 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	Nil
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	View File

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 aims to benefit all equally which include teaching and non-teaching staff. The several policies include those announced by state-government and also college adopted facilities which are equally implemented by the college authority. On a regular basis, college provides a healthcare facility in the form of weekly medical consultation by Dr. Suchandra Das. The college has a well-equipped medical infirmary and ensures regular medical awareness camps conducted at the premise. 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 teaching as well as non-teaching staff on long term and short-term basis, with a credit limit of Rs. One lakh and Rs. Fifty-thousand respectively at a concessional interest rate. The college also provides a provident fund loan facility to its substantive employees where the loan amount is released strictly following the rules and regulations laid down by the Government 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, which is provided from the college fund to casual non-teaching staff. The college authority allows maternity, paternity and child-care leave on need basis. Leave encashment benefits for teaching and non-teaching staff in substantive post is also available.

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
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

03

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

19

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	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

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. For the promotion of teaching staff in substantive posts, the institution follows Career Advancement Scheme and API Scoring system, adhering strictly to norms laid down by the UGC. 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. 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. Leave 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

External financial auditor for 2020 -21 is yet to be appointed by the government. Financial audit for the year of 2020 -21 was carried out internally by B.N. Sen and Co., Chartered Accountants, Firm Registration no. 305107E, who were confirmed as auditors for the year through G.B. resolution. The audit report prepared by them was placed before the Finance Committee and their input was taken into account in the financial functioning of the college. As per their input, steps were adopted to categorise funds in small quantum packages, maintain separate Requisition Register for any type of purchase, update fixed asset register of all Departments from 2016 onwards, mobilise substantial amount lying idle in the bank account for betterment of college, keep track of stock in and stock out of chemicals by recording in register for actual position of stock in hand and insuring the college against fire and burglary.

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)

0.132

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 college obtains its financial resources mainly from the fees collected from the students. Its secondary sources of income include interests accrued from fixed deposits, rents received from IGNOU study centre for using the premises and facilities, rents received from the audio -visual room (not hired out during the pandemic period), etc. The college also applies for and receives grants from the W.B. Higher Education Department for specific developmental purposes. It has received RUSA grants since the last NAAC accreditation in 2016 which it utilises according to standard procedures. Utilisation certificates are sent to respective bodies according to rules and regulations. The college is also in the process of attempting to acquire grants under CSR schemes of different organisations. For utilisation of funds, requisitions are taken from different departments/ office. Depending on the amount, purchases are made through quotations and tenders published following existing rules and regulations. The Purchase Committee processes the tenders/ quotations, while the Governing Body and Finance Committee oversee financial transactions. The Bursar, selected from amongst teachers and confirmed by the G.B., aids the Principal in financial matters.

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

6.5 - Internal Quality Assurance System

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

(i) Various measures were initiated and carried out by the IQAC to

tide over the pandemic situation and lack of physical classes. Online parent teacher meetings were carried out by all departments and the tradition of annual publication of magazine was continued through an online version 'SUPARNA'. Know Your College was published in e-format. Online induction programme for freshers was carried out and online certificate courses were held for skill enhancement of students. Inter-disciplinary webinars and e-quizzes were also conducted. Inter-college dance, essay, elocution competitions were conducted for International Mother Tongue Day and Women's Day, in the online mode. The website was regularly updated. Additionally, Youtube channel was created and maintained for easy access of students during the period of online classes. Facebook page for IQAC was created and updated regularly.

(ii) Green audit was carried for 2020 -21 session in order to analyse environmental practises in the college and identify areas where greener alternatives can potentially be adopted, for the purpose of building a sustainable future for our students and instil in them environmental awareness.

File Description	Documents
Paste link for additional information	http://www.muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=170&Itemid=0
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

(i) Academic and Administrative Audit for the session of 2020 -21 was carried out to identify areas where changes might be required for the overall improvement of the institution. External experts interacted with individual departments to pin point areas where the teaching learning experience could be improved upon. The academic and administrative audit helped the teaching and non-teaching staff gain a comprehensive idea of the state of quality parameters, for them to be able to build on it in the future.

(ii) Memoranda of Understanding (MOU) for faculty exchange in various departments weresigned with a number of neighbouring colleges to provide the students with a wider academic exposure. Due to the pandemic, the exchange classes were successfully held in the online mode.

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)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://muralidhargirlscollege.ac.in/pdf/iqac/ANNUAL-REPORT-20-21.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

As a step towards Women Empowerment, the college has been conducting self-defence courses for the last 6 years. Even in the last pandemic years, the courses is being conducted in online mode.

For safety and security of the students, the college has hired security guards for 24 hours. Servicing, testing and refilling of fire extinguishers are done for effective functioning in time of emergency. CCTV cameras are installed in different places like entrance, corridors, library, laboratory to ensure the security of the students. ID Cards have been issued to each and every student

without which entry is not permissible. A Grievance Redressal Committee is there to address and monitor the grievances as reported by students or any other faculty. Under pandemic condition grievance redressal is done online through Google Meet.

Free health check-up is provided to the students and staff by a lady doctor appointed by the college, on a regular basis.

International Women's Day was celebrated in this pandemic year through online Inter-College Bengali Essay Writing/ English Essay Writing/ Photography Competition organized by IQAC of Muralidhar Girls' College, Kolkata, on 8th March, 2021.

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	<ul style="list-style-type: none"> • Conducting Self-defence courses • 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.

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

1. Solid waste management - Containers of different colours have been placed for collecting different types of wastes. The Green-coloured dustbins are used for biodegradable wastes namely vegetable and fruit skins. Blue coloured dustbins are used for non-biodegradable wastes namely paper, plastic wrapper etc. Efforts are made to restrict use of plastic in the college premises. The campus is maintained as 'No plastic zone'.
2. Liquid waste management- All liquid wastes are passed through a well-maintained drainage system, which is connected with the main drain of KMC. The drainage lines are checked and cleaned at regular intervals, to resist blocking and to maintain a healthy environment in and around the college.
3. E-waste management- 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 till they are disposed of through e-waste management system. Renewal of contract with Hulladek, an organisation which disposes E-waste, with whom the college has had a MOU since 2016, could not be effected in 2020-21 due to the outbreak of Covid 19 pandemic.
4. Bio-medical waste management- Separate arrangements are done for disposing of the bio-medical wastes accumulated after blood donation camps as well as thalassemia awareness and other testing camps. At regular intervals, the liquid chemical wastes, which are toxic in nature are collected separately in a large jerrican and disposed in a nearby sewerage canal.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
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

D. Any 1 of the above

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	No File Uploaded
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 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	C. Any 2 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	No File Uploaded

<p>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</p> <p>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>C. Any 2 of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="86 696 539 757">File Description</th> <th data-bbox="539 696 1445 757">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 757 539 862">Geo tagged photographs / videos of the facilities</td> <td data-bbox="539 757 1445 862" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 862 539 1003">Policy documents and information brochures on the support to be provided</td> <td data-bbox="539 862 1445 1003" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 1003 539 1108">Details of the Software procured for providing the assistance</td> <td data-bbox="539 1003 1445 1108" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 1108 539 1176">Any other relevant information</td> <td data-bbox="539 1108 1445 1176" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	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	
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Details of the Software procured for providing the assistance	No File Uploaded										
Any other relevant information	No File Uploaded										
<p>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).</p>											
<p>To control the spread of COVID-19, wearing masks is mandatory along with using an alcohol-based hand sanitizer that contains at least 60 percent alcohol as hand rub. Police/security personnel are in continuous exposure and close contact with public, who could be potentially infective to others. During the pandemic situation the college distributed masks, sanitizer and face shields to the officers of Gariahat police station. This is how the college is trying its best to stay beside the frontline workers and become a social sympathiser.</p>											

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	No File Uploaded

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

Suggestion box is a way to communicate individual ideas to members of grievance committee who share the information with administrators (Head of the Institution) of the college. The suggestion box is an excellent tool to maintain communication, encourage innovative proposals, evaluate the existing organising system etc. The sole purpose of the suggestion box is to improve the quality of service and inculcate the sense of community amongst students, teachers, support staff and the Principal. By this facility, students are provided a platform to place their opinions, suggestions, grievances and demands, which may be considered by the college authority to

1. Enhance efficiency and productivity.
2. Improve intra-institution relationships.
3. Include students opinion in decision making.
4. Promote congenial atmosphere in the institution.

Generally a grievance box is used for reporting or complaining against individual or system. But Suggestion Box is much more effective than a grievance box as all members of the college feel engaged with the institution and suggest for betterment of the College.

The Principal also meets the class representatives directly to understand and solve the problems of all the students of the college and consequently, students' grievances, if any, are met peacefully. Class Representatives are selected through mutual discussion between the departmental teachers and students' group.

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

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

Institution celebrates and organizes important national and international days, events and festivals throughout the year in a planned way.

International women's Day 2020-21: International Women's Day was organised by IQAC on 8th March. Following the Covid protocol, it was held in online mode. Inter-College competitions, namely short essay in Bengali and English as well as photography was organised. 71 students participated in the competition from several colleges.

World Environment Day: The Go Green Club of Muralidhar Girls' College under joint collaboration with Botany and Environmental Science celebrated World Environment Day on 5th June 2021. Drawing and photography competition was organised on different themes like waste management, water loss management, plantation, gardening, limiting plastic use to encourage environmental awareness among students. Winners were announced accordingly.

International Mother Language Day: The IQAC and Bengali Department organised International Mother Language Day on 21st February 2021. 95 participants were present. Renowned Indian historian, writer and Indologist Nrisingha Prasad Bhaduri delivered a lecture through Google Meet on the occasion.

Online Saraswati Puja: Saraswati Puja was celebrated online. Students participated in different cultural activities like singing, dance drama, recitation etc. Altogether 12 students and faculty took part in the celebration.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

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

1. Title of the Practice:

Exploring and Learning ICT for smoothening the way of Online Teaching-Learning

1. Objectives of the Practice

To equip the

1. faculties with the technological knowledge and skills to handle the challenges of online education.
2. students in learning their respective subject content with the aid of technology.

1. The Context

In this covid pandemic situation the higher education institutions have undergone technological transformation to handle the emerging challenges. To overcome this pandemic situation and provide high quality education required digital transformation innovative technologies to overcome the barriers and challenges due to covid-19 disruption.

1. The Practice

The required covid-19 adaptations are prompting colleges and universities to adopt online learning comprehensively, so that students are supported with various technologies to help them complete their courses successfully and attain credentials. A wide range of new applications and technologies are available to help students adapt to their traditional offline learning.

1. Evidence of Success

Students were provided study materials online in MS word, PDF, PPT and JPG format and within few weeks of beginning online classes attendance of students remarkably increased. They were also helped to access library facilities in a well thought and systematic way.

1. Problems Encountered and Resources Required

With the beginning of technological endeavours different issues regarding formative evaluation of large groups of students cropped up. Few sessions of counselling and meeting with the teachers made the students confident enough to attend online class. Few unavoidable problems still exist which are handled with care and sincerity.

BEST PRACTICE 2

1. Title of the Practice:

Health related activities for well-being in Covid pandemic

1. Objectives of the Practice

1. To conduct online awareness programme regarding health issues in covid pandemic.
2. To conduct Covid 19 vaccination programme.

1. The Context

To reduce the number of people infected with COVID-19 movement of people was restricted which caused huge changes to our daily routines. The fear of contracting the virus and worrying about people close to us were challenging for all of us.

1. The Practice

The college takes initiative to invite Doctors to deliver online lecture on Covid-19 pandemic issues. All students and faculty joined through Gmeet and Youtube streaming. The lecture was followed by various questions raised by students and faculty.

In collaboration with Techno India DAMA Health Care and Medical Centre, Muralidhar Girls' College have organised a Covishield Vaccination Camp on 31st May, 2021, Monday in the college premises between 11am - 4pm. Both 1st & 2nd dose (whichever applicable) was given. TECHNO INDIA DAMA HOSPITAL- is a licensed authorized vaccine centre. Their registered nurses and RMO were present in college along with emergency medicine on the day. Cost per head was Rs 1150/-. All interested person associated with the college were requested to fill the attached Google Form by 28th May, 2021 Friday, (<https://forms.gle/A7gyGZ8N6KGH2fPL6>) where persons to be vaccinated must be registered under Cowin.

Evidence of Success

The Covid-19 Vaccination drive helped 212 people to get vaccinated, which is quite large number considered the then present condition of scarcity of vaccines.

1. Problems Encountered and Resources Required

Many students are first generation learners from lower economic strata, therefore they do not have any idea about importance of healthy living from their family. Students are made aware and conscious regarding 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 Covid pandemic situation students are made to understand the importance of social contact. Since movements were restricted, it was planned to organise different programmes online to keep in regular contact with our students and staff. Saraswati puja, Teachers' day, webinars, meeting (all staff and departmental) all these programmes are conducted online with huge success.

In this Institute the students are not just prepared to perform well in examinations but they are prepared for their journey of life. A series of regular activities are conducted to make our students aware of their power, rights and duties. One important distinctive feature of the college is to focus on women education and empowerment so that they develop as a person of strong character, who can independently participate in the decision-making process. Strong emphasis is laid on regular Self-defence course and Yoga.

The students do participate in co-curricular activities like NCC and NSS, which directly contribute to their personality development.

All the stakeholders of the college are committed to stand with the society at the hour of need and as an example, the college contributed Rs. 100000/- to the West Bengal State Disaster Management Authority for the cyclone Amphan. Moreover, the NSS units of Muralidhar Girls' College contributed relief materials like rice, soaps, biscuits and old clothes to the Amphan affected

areas of South 24 Parganas of our state.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- For smooth conduction of online teaching-learning and evaluation LMS has to be introduced to provide the students overall academic support in pandemic period. Teaching-learning, attendance, distribution of study materials etc. are to be explored under LMS in due course.
- More add-on courses, skill enhancement courses, counselling and training programmes will be held to increase employability of the students and make them market ready.
- A contract with Hulladek, an agency which has the infrastructure of proper e-waste management, could not be renewed due to the outbreak of Covid-19 pandemic. College feels the need to renew MOU with Hulladek for disposal of E-waste.
- There are plans to celebrate 80 years of the institution, especially with the teachers who served for long and retired from the college, along with alumni who are expected to put up cultural performances.
- The college has also planned for more "Soft skill development course", to help the students to be equipped with the technological skills which is the need of the hour. Different in-house training programs are to be conducted in the institute to make the students ready for the job market. Very successful existing programmes on yoga, self-defence and skill development courses will be continued.
- In these days of Covid Pandemic all students, and faculty suffer from immense stress, anxiety and tension. The college has planned to organise webinars on awareness programme with Turning Point, a NGO dealing with different issues of mental well being.
- Applications for Grants under Corporate Social Responsibility (CSR) scheme of different organisations is in the process of being made.

- All NAAC accreditation related activities for 3rd Cycle is to be accomplished.