SESSION 2011-2012

ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

Muralidhar Girls'College

P-411/14 Gariahat Road

Ballygunge

Kolkata-700029

Website: www.muralidhargirlscollege.org

E-mail: muralidhargirls@gmail.com

The Annual Quality Assurance Report (AQAR) of the IQAC
July 1, 2011- June 30, 2012

Part – A

1. Details of the Institution

1.1 Name of the Institution

> **MURALIDHAR GIRLS' COLLEGE**

1.2 Address Line 1

> **P-411/14 GARIAHAT ROAD**

Address Line 2

> **BALLYGUNGE**

City/Town

> **KOLKATA**

State

> **WEST BENGAL**

Pin Code

> **700029**

Institution e-mail address

> **muralidhargirls@gmail.com**

Contact Nos.

> **033-24641312**

Name of the Head of the Institution:

> **Dr. Manjusha Tarafdar**

Tel. No. with STD Code:

> **033-24644371**

Mobile:

> **09433561638**

Name of the IQAC Co-ordinator:

> **Dr. Anita Chattopadhyay Gupta**

Mobile:

> **09830192556**

IQAC e-mail address:

> **mgciqac2004@gmail.com**

1.3 **NAAC Track ID**

WBCOGN11043

1.4 **NAAC Executive Committee No. & Date:**

EC/32/033 dated 03-05-2004

1.5 Website address:

www.muralidhargirlscollege.org

Web-link of the AQAR:

http://www.muralidhargirlscollege.org/iqac/aqar/aqar11-12.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	**1st Cycle**	**B+**	**76**	**2004**	**5 yrs**
2	2nd Cycle	NA	NA	NA	NA
3	3rd Cycle	NA	NA	NA	NA
4	4th Cycle	NA	NA	NA	NA

1.7 Date of Establishment of IQAC : DD/MM/YYYY

30-11-2004

1.8 AQAR for the year

2011-12

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

(i) AQAR *2010-11submitted to NAAC on 17-12-2015* (DD/MM/YYYY)

1.10 Institutional Status

University   State ☑ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes ☑   No ☐

Constituent College   Yes ☐   No ☑

Autonomous college of UGC   Yes ☐   No ☑

Regulatory Agency approved Institution   Yes [ ]   No [√]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [ ]   Men [ ]   Women [√]

Urban [√]   Rural [ ]   Tribal [ ]

Financial Status   Grant-in-aid [ ]   UGC 2(f) [√]   UGC 12B [√]

Grant-in-aid + Self Financing [√]   Totally Self-financ [ ]

1.11 Type of Faculty/Programme

Arts [√]   Science [√]   Commerce [ ]   Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [ ]

Others   (Specify)

| ◦ VOCATIONAL : TOURISM & TRAVEL MANAGEMENT |
| IGNOU STUDY CENTRE PROMOTING HIGHER EDUCATION |

1.12 Name of the Affiliating University *(for the Colleges)*   UNIVERSITY OF CALCUTTA

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   [X]

University with Potential for Excellence   [X]   UGC-CPE   [X]

DST Star Scheme   [X]   UGC-CE   [X]

UGC-Special Assistance Programme   [X]   DST-FIST   [X]

Any other (*Specify*)

UGC-Innovative PG programmes   [X]

| PARTNER ISTITUTION OF IGNOU |
| UNDER CONVERGENCE SCHEME |

3

UGC-COP Programmes | X |

2. IQAC Composition and Activities

2.1 No. of Teachers | 07 |

2.2 No. of Administrative/Technical staff | 02 |

2.3 No. of students | 01 |

2.4 No. of Management representatives | 01 |

2.5 No. of Alumni | 01 |

2. 6 No. of any other stakeholder and
      community representatives | 01 |

2.7 No. of Employers/ Industrialists | 00 |

2.8 No. of other External Experts | 00 |

2.9 Total No. of members | 13 |

2.10 No. of IQAC meetings held | 03 |

2.11 No. of meetings with various stakeholders: | 03 | No. | 01 | Faculty

Non-Teaching Staff Students | 01 | Alumni | 01 | Others | - |

2.12 Has IQAC received any funding from UGC during the year? Yes [ ]   No [√]

If yes, mention the amount | NA |

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | 4 | International | 1 | National | 3 | State [ ] Institution Level [ ]

(ii) Themes
- The Role of the Civil Society in the Perspective of Growing Limitations of Democracy
- Rabindranather Shiksha Chintar Prasangikata
- Bharatya Jatiya Bhabnaye Rabindranath
- Health and Environment: Exploring the Linkages for Sustainable Development

2.14 Significant Activities and contributions made by IQAC

- The IQAC prepared the proposal for 11th Plan Additional Grant as per guidelines provided by UGC
- The IQAC in consultation with the Purchase Committee planned the purchase of equipment necessary for improving the teaching-learning procedure.
- The IQAC prepared the Academic Calendar of the College taking inputs from all the Departments and assists the departments in the implementation process.
- The IQAC Strengthens and ensures optimum utilization of infrastructure
- The IQAC ensures academic excellence by optimum utilization of human resource viz learners and faculty.
- Inspection at various levels through effective governance and organization.
- The IQAC promotes sports and extra-curricular activities.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
- Monitoring the departmental activities for improvement of the teaching –learning method. - Organise 3 National and 1 International Seminar. - Review of the Admission Procedure of previous year.	- Successfully organised 3 National and 1 International UGC Sponsored Seminar in collaboration with different Institutions. - On review of the admission process a revision of admission Fee was made.

2.16 Whether the AQAR was placed in statutory body   Yes   No

Management ☐   Syndicate ☐   Any other body ☐

Provide the details of the action taken: N.A.

☐   ☑

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG		-	-	-
UG	**HONOURS = 13 GENERAL = 2***	-	1 **BA MAJOR TTMV**	-
PG Diploma	-	-	-	-
Advanced Diploma		-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	**8 (IGNOU)**	-	-	-
Total	**15+8(IGNOU)**	-	1	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: ~~CBCS~~/Core √ /Elective option √ / ~~Open options~~

- The flexibility of the curriculum is ensured by the option of choosing one out of 14 core subjects (***English, Bengali, Sanskrit, History, Political Science, Education, Philosophy, Sociology, Journalism and Mass Communication, Geography, Psychology, Botany, Economics and Tourism & Travel Management).***

- Moreover they have significant options in terms of their elective subjects, as they can choose 2 out of the 17 subjects offered both from Science and Humanities *(**English, Bengali, Sanskrit, History, Political Science, Education, Philosophy, Sociology, Journalism and Mass Communication, Geography, Psychology, Botany, Economics, Chemistry, Mathematics, Statistics and Film Studies).***

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	x
Trimester	x
Annual	16 (Part-I; Part-II, Part-III) 13(Hons); 2(Gen); 1(Major)

1.3 Feedback from stakeholders* Alumni [X] Parents [√] Employers [X] Students [√]
(On all aspects)

Mode of feedback : Online [X] Manual [√] Co-operating schools (for PEI) [X]

*Please provide an analysis of the feedback in the Annexure

No formal feedback system was in place although regular Parent-Teacher meeting as also verbal feedbacks from the students were taken relating to their performance, results and attendance.

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

- The changes in subject combination in 2010-11 continued.
- Term-wise division of syllabus reviewed and necessary changes incorporated.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

IGNOU, Study Centre which was introduced in 2009 under Convergence Scheme with the college as Partner Institution enrolled students under different Masters, Under Graduate and Diploma courses.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	57	12	20	X	29 *

* Part Time Teacher = 26; Contractual Whole Time Teacher = 2; Contractual whole Time Teacher (College Appointed) = 1

2.2 No. of permanent faculty with Ph.D.

	14

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	0	0	3	0	0	0	0	0	3

2.4 No. of Guest and Visiting faculty and Temporary faculty   12   0   0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	61	60	3
Presented papers	2	8	1
Resource Persons	x	x	x

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- All departments take initiative to enhance their teaching-learning practices through innovative measures and increasing student participation.
- The faculty makes efforts to complement the theory with practical classes, group discussion and micro teaching giving due weightage to the practical portion of the syllabi.
- Students are given assignments to give them a comprehensive understanding of the topics.
- Wall Magazine, Extempore, Debate, Quiz and many more competitions are organised for students to enhance their knowledge on latest issues.
- Guest lectures by subject experts are arranged for the students and also as part of faculty enrichment programmes.
- Students are involved in Essay writing contests, Paper Presentation and Micro-Teaching which enriches their learning experience.
- Students of Botany, Geography, Tourism and Travel Management are taken out for educational tours which are effective for knowledge up-gradation.

2.7 Total No. of actual teaching days during this academic year   209

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)   NIL

2.9 No. of faculty members involved in curriculum
     restructuring/revision/syllabus development

| 03 (BOS) | X | X |

     as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

> **1ST YEAR**: ROLL STRENGTH = 550
> 75% ATTENDANCE =   259
> 75% - 60% ATTENDANCE =   291
>
> **2ND YEAR**: ROLL STRENGTH = 478
> 75% ATTENDANCE =   279
> 75% - 60% ATTENDANCE =   199
>
> **3RD YEAR**: ROLL STRENGTH = 444
> 75% ATTENDANCE =   293
> 75% - 60% ATTENDANCE =   151

2.11 Course/Programme wise distribution of pass percentage:

Sl No	Title of the Program	B.A. PART I (HONOURS)		B.A. PART II (HONOURS)		B.A. PART III (HONOURS)	
		Total no. of students appeared	Total Pass%	Total no. of students appeared	Total Pass%	Total no. of students appeared	Total Pass%
1.	Bengali	29	86.2	35	94.3	34	100
2.	English	28	46.4	27	100	33	69.7
3.	Sanskrit	30	43.3	23	78.3	13	84.6
4.	Philosophy	17	52.9	12	66.7	14	85.7
5.	Pol Science	25	44	13	92.3	05	80
6.	History	19	57.9	22	81.8	08	87.5
7.	Education	35	62.8	16	75	11	81.8
8.	Journalism	27	85.2	24	100	24	95.8
9.	Sociology	13	38.5	06	66.7	10	90
10.	Psychology	10	60	16	87.5	12	100
11.	Geography	03	100	01	100	06	83.3
		B.Sc. PART I (HONOURS)		B.Sc. PART II (HONOURS)		B.Sc. PART III (HONOURS)	
12.	Geography	26	80.8	21	95.2	23	100
13.	Economics	07	57.1	00	00	01	100
14.	Botany	15	00	02	50	01	100
15.	Psychology	16	43.8	08	62.5	09	100
16.	TTMV (Major)	13	100	15	100	20	100
17.	**BA GENERAL**	176	89.2	186	93	149	80.5
18.	**BSc GENERAL**	05	100	17	88.2	13	84.6

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- IQAC constantly works to improve teaching learning process of the college through effectively monitored academic and administrative activities of the college.
- IQAC monitors proper implementation of the curriculum of various Classes.
- IQAC takes initiative to bring new and innovative co- curricular and extracurricular activities to improve the overall personality of the students.
- IQAC works towards enhancement of the students' knowledge & capacity.
- IQAC takes initiative in introducing new job oriented guidance workshop based on the feedback from students and parents.
- IQAC organizes lectures, seminars and workshops on various cross cutting issues.
- IQAC takes initiative in modernizing and upgrading infrastructure and equipment and organizing training for the same.
- IQAC introduces advanced teaching aids to facilitate the teaching learning process, thereby enhancing students' participation level.
- IQAC facilitates research activities and encourages teachers to participate in various Faculty Development Programmes.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	01
UGC – Faculty Improvement Programme	x
HRD programmes	x
Orientation programmes	x
Faculty exchange programme	x
Staff training conducted by the university	x
Staff training conducted by other institutions	x
Summer / Winter schools, Workshops, etc.	x
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	8	x	x	x
Technical Staff	x	x	x	x

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- IQAC encourages Faculty Members to apply for Minor Research Projects.
- IQAC motivates the departments to conduct national level seminars, workshops, inter-departmental seminar.
- IQAC takes initiative to add more books and Journals in the Library so as to give good exposure to the students.
- IQAC provides facilities to supports students research projects such as-
  - Internet Facility
  - Issue of Reference Books
  - Reprographic Facility

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	x	x	x	x
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	6 (prior to 2010)	3	3	0
Outlay in Rs. Lakhs		☐ 301900/	☐ 301900`/	0

3.4   Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	20	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range [-]   Average [-]   h-index [-]   Nos. in SCOPUS [-]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	x	x	x	x
Minor Projects	2010-12	UGC	☐ 114150/-	☐ 114150/-
Minor Projects	2010-12	UGC	☐ 91250/-	☐ 91250/-
Minor Projects	2010-12	UGC	☐ 96500/-	☐ 96500/-
Interdisciplinary Projects	x	x	x	x
Industry sponsored	x	x	x	x
Projects sponsored by the University/ College	x	x	x	x
Students research projects *(other than compulsory by the University)*	x	x	x	x
Any other(Specify)	x	x	x	x
Total	x	x	x	x

3.7 No. of books published i) With ISBN No. [-]   Chapters in Edited Books [4]

ii) Without ISBN No. [-]   [-]

3.8 No. of University Departments receiving funds from

UGC-SAP [x]   CAS [x]   DST-FIST [x]

DPE [x]   DBT Scheme/funds [x]

3.9 For colleges   Autonomy [x]   CPE [x]   DBT Star Scheme [x]

INSPIRE [x]   CE [x]   Any Other (specify) [x]

3.10 Revenue generated through consultancy [Nil]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University		College
Number	1	3	-	-	-	-
Sponsoring agencies	UGC	UGC	-	-		-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations: International | - | National | - | Any other | West Bengal Tourism Development Corporation,. |

3.14 No. of linkages created during this year | - |

3.15 Total budget for research for current year in lakhs :

From Funding agency | - | From Management of University/College | ☐2,000/ per |

Total | ☐2,000/ per department |

3.16 No. of patents received this   year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions   received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution | - |
  who are Ph. D. Guides
  and students registered under them | - |

3.19 No. of Ph.D. awarded by faculty from the Institution | - |

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

| - | | - |

JRF   SRF   Project Fellows [-] Any other [-]

3.21 No. of students Participated in NSS events:

University level [50] State level [-]

National level [-] International level [-]

3.22 No. of students participated in NCC events:

University level [ ] State level [65]

National level [5] International level [ ]

3.23 No. of Awards won in NSS:

University level [2] State level [-]

National level [-] International level [-]

3.24 No. of Awards won in NCC:

University level [-] State level [27]

National level [-] International level [-]

3.25 No. of Extension activities organized

University forum [-] College forum [-]

NCC [4] NSS [16] Any other [-]

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

The major extension and outreach programmes organized by NSS in 2011-12

Date	Programme	Organized by
07.04.2011	World Health Day	Calcutta Ekatma
20.04.2011	Voters' Awareness Campaign for Election 2011 under the purview of Election Commission on Aapka Vote Aapka Taqat	Calcutta University in collaboration with Zee New
11.11.2011	National Education Day	NSS unit, CU

16.04.2012	Fire Prevention Measures organized by West Bengal Fire & Emergency Services where Mr. Krishnendu Kundal, Officer-in-Charge, Gariahat Fire Station talked about measures to be taken to prevent fire spread. A mock drill was also arranged to show the use of fire extinguishers.	Muralidhar Girls' College and West Bengal Fire & Emergency Services
19.04.2012	A programme on 'Consumer Affairs' where Mr. Debi Prasad Chattopadhyay, Assistant Director. Govt. of West Bengal. Consumer Affairs and Fair Business Practices, Kolkata (South) Regional Office spoke on food adulteration, consumer protection and settlement of disputes.	Muralidhar Girls'College

SPECIAL CAMP - programme organised during 24th March and 30th March.2012, on 'Socio-economic Survey on Health and environment' at Harijan Basti, our adopted slum. Activities undertaken in the camp apart from working in the slum is detailed in the following table -

24th-30th March, 2012	Dr. Puspita Ranjan Bhattacharya, Principal, Vijaygarh Jyotish Ray College, spoke on NSS Relevance to Society and also was a judge of the poster-competition.
	Mr. Durga Prasad Mukherjee, Chairman Borough VIII, Kolkata Municipal Corporation spoke on 'Work in Adopted Slum :Mode'
	Dr. Malyasri Bhattacharya, Ex-Programme Officer, Murlidhar Girls' College spoke on 'NSS functioning in the College'
	Prof. Sumana Mondal, nutritionist, Pailan College of management spoke on 'NSS and Nutrition'.
	Mr. Subrata Ghosh, Member Secretary, West Bengal Council of Higher Education spoke on Necessity of NSS in Education.
	Prof. Bela Bose, Retired Professor of English, Biharilal College , Dept of Calcutta University spoke on "Functions of NSS: Role of Student" and ;NSS Continuing Social Service'.
	Swami Vedaswarupananda, Ramkrishna Mission Institute of Culture, Golpark spoke on 'Youth and NSS'.
	Mr. Bappaditya Mukherjee, Director, Prantakatha, spoke and showed a film on 'Women Trafficking'.
	Prof. Siddhartha Majumder, Chairman, College Service Commission spoke on 'Social Service and Employment'
	Dr. Biswanath Chakraborty, Department of Political Science, Rabindra Bharati University spoke on 'Relevance of NSS in Context of Society Development'
	Dr. Ananda Chanda, SSKM spoke on 'Health, Environment and NSS'.

The major extension and outreach programmes organized by NCC in 2011-12

07.11.2011	Rally for awareness about Cancer	NGO- Hitaisini
03.12.2011	Rally for Reservation for Handicapped Person	NGO-Anwesha

19-25 Nov.,2011	Observation of the Communal Harmony Campaign Week	NCC Group HQ Kolkata	
24.11.2011	Observation of Flag Day of the National Foundation for Communal Harmony	NCC Group HQ Kolkata	

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3134.5 sq mt	x	x	3134.5 sq mt
Class rooms	28	x	x	28
Laboratories	6	x	x	6
Seminar Halls	x	x	x	x
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	0	0	0	0
Value of the equipment purchased during the year (Rs. in Lakhs)	▢ 170455/ Created in 2010-11	▢266,323/-	UGC Grant State Grant General Fund	▢436,778/- Created during 2010-12
Others				

4.2 Computerization of administration and library

> Effective steps have been taken for computerization of the Accounts section and the General section. The General Office is also partially computerised and most of the administrative work is done with the help of computers. The process of the on-line admissions is yet to begin but admission record is kept on the computer along with the hard copy. A soft copy of the data is sent to the university. The library is also in the process of computerization.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value added	No.	Value added	No.	Value added
Text Books	**39235**	**205925/-**	**800**	**2,15,246.50**	**40306**	**421,171.50**
Reference Books			**271**			**Since 2010**

e-Books	-	-	-	-	-	-
Journals/ Periodicals	**14**	**10,195.00**	**-**	**-**	**14**	**10,195.00**
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	19	07	1BSNL	-	-	3	7	2
Added	4	-	-	-	-	-	2	2
Total	23	07	1BSNL	-	-	3	9	4

4.4 Technology up gradation (overall)

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

> The College organises programmes for the staff, both teaching and non-teaching to train them in soft skills and provides need based regular guidance to them. The administrative office and accounts office are also in the process of full computerization.

4.6 Amount spent on maintenance in lakhs:

i) ICT

0.25

ii) Campus Infrastructure and facilities

2.80

iii) Equipment

0.02

iv) Others

3.83

Total:

6.9

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> The IQAC provides updated information of College for Student Support Services through various measures
> - **Prospectus**-It contains detailed list of various courses/programmes of study offered, regulations and eligibility along with pattern of course of study of these programmes and the fees structure. It also contains information about Awards & Honours given to the students and the facilities offered by the college.
> - **College Website**- The college website www.muralidhargirlscollege.com has all the relevant information/guidelines to provide necessary assistance to the students.

5.2 Efforts made by the institution for tracking the progression

- Special Attention is given to Slow Learners and Remedial classes are organised for them.
- Scholarships and free-studentships are given to students based on merit and to students from weaker sections.
- The college provides library facility and other infrastructural facilities to promote better learning.
- Attendance relaxation is given to students to promote the students in sports and extracurricular activities
- Academic Counselling Cell trains students to perform well at interviews and group-discussion.
- Grievance Redressal Cell constantly looks into all types of grievances and accepts suggestions from students, guardians and staff for better functioning of the college.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1427	-	-	-

(b) No. of students outside the state

-

(c) No. of international students

-

No	%
x	x

Men

No	%
1427	100

Women

Last Year (2010-11)						This Year (2011-12)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1065	329	8	7	0	1409	1052	358	07	10	0	1427

Demand ratio

| 2.5 (approx) |

Dropout %

| 8.5% |

18

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

> No coaching was organised for competitive examinations , however experts came to guide the students about different job opportunities.

No. of students beneficiaries

> 3rd year Students

5.5 No. of students qualified in these examinations

NET [x]   SET/SLET [x]   GATE [x]   CAT [x]

IAS/IPS etc [x]   State PSC [x]   UPSC [x]   Others [ ]

5.6 Details of student counselling and career guidance

- Counselling services are made available to the students by the Academic Counselling cell of the college. Students are given timely and valuable counselling for their academic, personal, career related and psycho-social issues.
- At the time of admission the students are guided to choose the stream of their choice and are also guided to make the right choice of subject combination.
- Academic Counselling Cell trains students to perform well at interviews and group-discussion.

No. of students benefitted

> All enrolled Students

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

5.8 Details of gender sensitization programmes

- Mr. Bappaditya Mukherjee, Director, Prantakatha, spoke and showed a film on 'Women Trafficking'.(March, 2012)
- Dr. Biswanath Chakraborty, Department of Political Science, Rabindra Bharati University spoke on 'Relevance of NSS in Context of Society Development'. (March, 2012)

5.9 Students Activities

    5.9.1   No. of students participated in Sports, Games and other events

    State/ University level [-] National level [-] International level [-]

    No. of students participated in cultural events

    State/ University level [-] National level [-] International level [-]

    5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level [-] National level [-] International level [-]

Cultural: State/ University level [-] National level [-] International level [-]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	69 (Tuition Fee)	☐ 66,970/-
	35 (Books)	☐ 17174/-
Financial support from government	-	-
Financial support from other sources	01	☐ 8,000/-

	06	□ 51,250/-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level [-] National level [-] International level [-]

Exhibition:State/ University level [-] National level [-] International level [-]

5.12 No. of social initiatives undertaken by the students [20]

5.13 Major grievances of students (if any) redressed: No major grievances of students.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> **Vision:** Our vision is the empowerment and enlightenment of women through value-based and quality education so as to foster informed global minds. The Institution also has a proactive role in enabling the girl students for income generation and sensitizing them to international issues, so that they become truly equipped global citizens.
>
> **Mission:** The mission of the college is succinctly expressed through our motto ATMADIPO BHABO. The institution aims at holistic development of unexplored potential of our students. The mission of the institution is consonant with the Millennium Development Goal – 'Promote gender equality and empower women' (UNDP, Human Development Report 2002) and the National Education Policy to extend equal socio-technological opportunities to all the students.

6.2 Does the Institution has a management Information System

> The College has a well-developed and organised Management Information System with the Governing Body at the top management. The Principal functions in consultation with the Governing Body. She is assisted by IQAC, the Office Staff and various committees formed by the Governing Body and the Teachers' Council in all academic and administrative matters.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

> Being an Under-Graduate college under University of Calcutta, not much scope for curriculum development is available. However much initiative is taken by IQAC and the Departments for proper implementation of the curriculum.

6.3.2 Teaching and Learning

- Teachers plan their term-wise syllabi for each year and emphasis is given on syllabus completion and revision.
- Class room teaching is supplemented with Guest Lectures, Seminars, Group discussions, Power Point Presentations, Quiz Competitions, and Debates
- Students are encouraged to use the library and consult the references provided to them.
- Performance of the students in their respective subjects is determined on the basis of their marks, scored in Mid-term Examinations and class tests.

6.3.3 Examination and Evaluation

- Class tests and Mid-Term exams are conducted. Date Sheet for Mid-Term Exam are displayed on the Notice Board.
- Announcement regarding examinations, methods of examinations, question pattern, syllabus and other general information are given in classes.
- Students are given checked Answer sheets of the tests and examinations which helps them to identify their weak points and they are guided to improve their performance.
- Re-exam of students absent due to valid reasons are conducted.
- Students who excel academically are awarded in the Annual Social Prize Distribution Ceremony, before final exam to motivate them to work harder.
- Parents/Guardians are given intimation about the performance of their wards. Parent-teacher meetings are organized for informing the guardians.
- For improving the performance of the students special Remedial classes are held before and after college hours.

6.3.4 Research and Development

- To promote Research and Development, the Principal holds regular meetings with members of IQAC and various heads of the departments.
- Faculty are encouraged to undertake Minor Research Projects.
- Three National Seminars and one International UGC sponsored seminars were organised in the session 2011-12.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- **Library**: The Library is housed in a spacious hall in the ground floor with sitting accommodation for 100 students at a time. There is a Book Bank in the college from where the books may be taken on loan for two weeks at a stretch.
- The stock of books has undergone considerable expansion and an exhaustive collection of about 40,000 books adequately meets the varied requirement of all students and teachers. There is a regular annual addition of books to the stock. Newspapers, Periodicals, Journals and Reference books are regularly provided. For the benefit of students with limited means there is abundant supply of text books to be used in the reading room of the library, which is accessible to all students during college hours. Great care is taken to create an atmosphere of calm and quiet inside the room.

- **Seminar Libraries**: In addition to the general library, every department has a Seminar Library. The Seminar Library contains text and reference books and aims at providing easy access to books. It contains books that the students can

- **Students Co-operative Store:** This is a facility unique to Muralidhar Girls' College. On payment of the required fees during admission, the students are entitled to a discount on books and stationary. Students can place orders and acquire the necessary books.
- **ICT:** The students can avail the facility of the college computer centre. The college uses a set of Audio-Visual equipment as teaching aids for the students. Students have access to UGC produced educational programmes through the TV and VCR provided at this centre. Other educational cassettes are also available for viewing. Equipment are available for documenting different aspects of curricular and administrative work of the college.
- **Photocopy Centre:** The Photocopy centre facilitating administrative and academic work of the college is also open for use to students at a nominal charge.
- **Medical-Unit:** The College has a Medical-Unit where Registered Doctors visit on regular basis. Medical Camps are organised for check-up of the students. The College is equipped with a proper Sick-Room.
- **Canteen:** The College has a Canteen which provides students with hygienic and healthy food.
- **Multi-Gym:** The College has a multi-gym in the college premises with a skilled trainer. Students are allowed to utilise this facility with a nominal charge.
- **Laboratory:** The College has 7 laboratories**.** All the laboratories including Media Lab are upgraded and maintained on regular basis.

6.3.6 Human Resource Management

The Governing Body, the Principal and the Administrative office have developed the best environment to take care of human resources and to make them comfortable. The college makes it certain that human resources are encouraged and their potential is properly utilized in the overall growth of the institution. The college takes care of its human resources by regularly encouraging them to go in for faculty development programmes

6.3.7 Faculty and Staff recruitment

- Regular teachers are appointed by the West Bengal College Service Commission as per UGC guidelines.
- For appointment of Part-Time teachers, the vacancy is advertised in the leading newspapers. Candidates apply within specified date. Merit list is prepared on the basis of interview conducted by the Selection Committee.
- For Staff recruitment also the vacancy is advertised in the leading newspapers.

6.3.8 Industry Interaction / Collaboration

NIL

6.3.9 Admission of Students

- Admissions are made strictly according to the directives and conditions laid down by the University.
- The College prospectus, containing the admission form and details of admission rules, is available at the Reception/Administrative Office and queries about admission process are met on the spot by the office and Admission Committee.
- The Admission Committee guides the students in making right choice of the courses available as per their interests and eligibility according to the conditions laid down in prospectus.
- Students seeking admission in various courses on the basis of their achievements in academics are offered scholarships, free-studentship and financial aid.
- Personal interaction with Admission Committee and finally with the Principal is a part of the admission process. Admission committee along with college office checks the admission form thoroughly scrutinizes the

6.4 Welfare schemes for

Teaching	Welfare schemes for the teaching staff include study leave, duty leave, maternity leave, faculty development programmes, library facility, internet facility and conducive environment. The payment of salary is made on the first day of every month. The payment of gratuity is made on the day of superannuation. PF loan facility is available. The MGC Cooperative Credit Society provides with credit facility in easy terms.
Non-	Welfare schemes for the non-teaching staff include maternity leave, library facility, internet facility and conducive environment. The payment

Teaching	of salary is made on the first day of every month. The payment of gratuity is made on the day of superannuation. PF loan facility is available. The MGC Cooperative Credit Society provides with credit facility in easy terms.
Students	The college has a students' Aid Fund as financial help for needy and meritorious students. The College has a Medical-Unit where Registered Doctors visit on regular basis. Medical Camps are organised for check-up of the students

6.5 Total corpus fund generated   ☐20, 52,280.50

6.6 Whether annual financial audit has been done   √ Yes   ☐ No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	IQAC
Administrative	No	-	Yes	GB

6.8 Does the University/ Autonomous College declares results within 30 days?
NOT APPLICABLE

For UG Programmes   Yes ☐   No ☐

For PG Programmes   Yes ☐   No ☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NOT APPLICABLE

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

> NOT APPLICABLE

6.11 Activities and support from the Alumni Association

Dec., 2011	Handicrafts Fair & Eye Camp	Eye Testing for current students and staff

6.12 Activities and support from the Parent – Teacher Association

- Parents are well informed about the performance and attendance of their ward.
- Parent teacher meeting is organized in whatever cases it is necessary.
- Parents are cordially invited to the college functions. They are encouraged to associate themselves with the development and social activities of the college.
- Suggestions from parents for improvement are welcomed.
- Parents are allowed to meet teachers and Principal on any working day during the college time.

6.13 Development programmes for support staff

- Computer training is provided through to the staff.
- Faculty and staff are provided training through workshops like on basic computer software.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Restrict use of plastic on college premises.
- Seminars and lectures organised to promote awareness on environmental issues.
- Students and Staff take the responsibility of switching off lights and fans in the class rooms.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> The college arranges many seminars and workshops which are of 'immense importance ' to subsequent departments. Our **innovative practice** to **find out different inter-disciplinary areas from the proceedings of the seminars and workshops and submit those points to the respective departments**. As a matter of fact the students go through the proceedings of the seminars and workshops meticulously and point out the areas focused and helpful to other departments. This will help not only the concerned departments but the other department also can reap the benefit from the expert analysis.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

> The institution monitors and evaluates the quality of its enrichment programmes through the constitution of various committees like IQAC, Academic Sub-Committee, Finance Sub-Committee, Library Committee, Building Committeeand Examination Committee for the improvement in teaching learning methods, introduction of new courses, infrastructural augmentation and other fields.
>
> During the year the efforts were made to implement the plan of action chalked out in the beginning of the session and action taken report is as follows:
> * Various departments organised quiz competitions, workshops, guest lectures and other skill development activities on departmental level.
> * Extension activities were conducted by NSS Units and NCC. Community orientation programmes were also undertaken.
> * New books and Journals were purchased for the library.
> * The college website was updated and upgraded.
> * Steps were taken to modify and strengthen the evaluation system.
> * Efforts were also made to augment the IT infrastructure by adding more computers and improving the networking and internet connectivity.
> * Annual Social function, Fresher's Welcome, College Fete, Saraswati Puja, Annual Sports, Re-Union and Cultural activities were successfully organised.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

> **Institution-Neighbourhood-Community Network through**
> * **NCC (National Cadet Corps) and**
> * **NSS (National Service Scheme)**

***Provide the details in annexure (annexure need to be numbered as i, ii,iii)**

7.4 Contribution to environmental awareness / protection

> * It is the need of hour to spread environmental awareness in the context of successfully addressing environmental problems. Muralidhar Girls' College has sincerely taken up these issues on the college campus. It is making dedicated efforts for reducing pollution by creating awareness among neighbourhood people through campaign.
> * Efforts are made to restrict use of plastic on college premises.
> * Seminars and lectures are organised by Botany department and NSS to promote awareness on environmental issues.
> * Students and Staff take the responsibility of switching off lights and fans in the class rooms.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strengths
- Dynamic Principal, committed Governing Body, experienced and dedicated faculty
- Supportive Staff
- Student friendly academic environment

Weakness
- College Campus consists of one building without any playground.
- Lack of hostel facility
- Limited research activities

Opportunities
- Centrally located college with well-connected Railways, roadway and Metro service

Threats/Challenges
- To motive first generation learners.
- Rising cost of education

8. Plans of institution for next year (2012-13)

- On-line admission process for only Honours course to be initiated along with off-line admission process.
- Send proposals to State Government for renovation of college building.
- Send proposals to State Government and MPLAD for installation of lift in the college building.

Name: **SUNETRA SENGUPTA**

Sunetra Sengupta. 17/12/15

Signature of the Coordinator, IQAC

Name: **DR. KINJALKINI BISWAS**

Kinjalkini Biswas 17.12.15

Signature of the Chairperson, IQAC

DR. KINJALKINI BISWAS
Principal
Muralidhar Girls' College
Kolkata - 700029

***

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

****

Title of the Practice:

Institution-Neighbourhood-Community Network through

1) **(National Cadet Corps) and**

2) **NSS (National Service Scheme)**

NCC   NSS

1) **NCC - Educating students through Unity and Discipline**

2) **NSS - Combined participation of students and teachers through Community Service.**

Goal:

- Develop sense of unity and discipline within the students from different culture and socio-economic background and motivate them to join the Indian armed forces.
- Create a team of trained youth with leadership qualities in all aspects of life so that they can render selfless service to India irrespective of which career they decide.
- Encourage them to build Comradeship, Secular Outlook, Adventure and Sportsmanship.
- Grow the feeling towards the Community and to understand themselves in relation to the Community.
- Identify the needs & problems of the Community and involve them in problem solving process.
- Gain skill in mobilizing community participation and also to develop capacity to meet emergencies and natural disaster.

The Context:

- The most challenging part while designing and implementation of NCC an NSS programmes is to groom positive and fearless mindset among the students, teachers, and parents.
- Detail planning is required for at-least 10 years to sustain rigorous action plans formulated and instructed by the Indian Army.
- Academic schedules are accordingly be adjusted for those who will join the NCC and NSS.
- The college must be extremely careful to the required number of enrolment in NCC / NSS, to retain these services.
- The College must take responsibility to keep the Students / Cadets medically fit as per

NCC / NSS rules and regulations. Arrangements for medical examination of students / cadets must be done.

- Accommodation and Playground have to be provided by the College for NCC / NSS office, storeroom, strong room, and NCC parades.
- Building connections to the Government / Municipal Bodies / NGOs are very essential.

The Practice:

NCC and NSS is now regarded as the **third dimension of education** which gives ample scope to incorporate extension activities apart from the standard two dimensions, teaching and research. This scheme aims at personality development of the student through community services and to arouse the social conscience of the students, providing them an opportunity to work with the people. It is truly a concrete attempt to make **education relevant to the needs of the society**. The importance of participation in **extension services is projected through the mission of the College**. At the time of admission, students are motivated to join various extension activities like NCC and NSS. Before enrollment, motivational lectures are arranged so as to motivate maximum number of students to join these activities. The information regarding all extension activities is disseminated through prospectus so as to facilitate students in their choice of activity. Various information about future prospects of NSS and NCC are given so as to create interest among them. For every academic year the schedule of extension and outreach programmes is planned and executed by the in-charges of the different cells. The college offers its students the opportunity to join NCC. Proper enrollment is done in NCC units. NSS membership forms are distributed after admission. Senior student volunteers describe their experiences and usefulness of NSS to inspire the new members. Regular seminars are organized to make the students aware about the rules and duties of NSS service. The expenditure for the extension activities is borne by the Units own fund but the expenditure over and above is reimbursed by college. In the current financial year the college has thought of creating a fund and making a budgetary provision for promoting these activities. The NSS and the NCC unit of the College work towards promoting citizenship roles in students. The in-charge of the respective units track the involvement of the students. The students, who actively participate in these extension activities throughout the year, are awarded certificates and medals at the Annual Prize Distribution Function so as to encourage other students to come forward and participate in community network movements. The College thus inculcates the ideal of good citizenship in the minds of the students ensuring their active involvement in different aspects of the society. The college fully supports the cadets who go for camps. The in-charge of the NSS and NCC units are encouraged to attend Seminars /Refresher /Orientation /Training Courses /Conferences and Workshops. College administration grants duty leave to the participants in these activities. This encourages them to participate enthusiastically in extension activities.

Evidence of Success:
Achievement by NCC:

Name of Student	Name of the Award	Organization	YEAR
Rupa Biswas	first in firing	NCC (State level Camp)	2012
Trishita Bose	won prize in dance	NCC (State level Camp)	2012
Nabanita Roy	won the Best Cadet prize	NCC (State level Camp)	2012
Nabanita Roy stood	first in solo singing competition	NCC (State level Camp)	2012
Moushumi Saha , Trishita Bose, Sushmita Rajak , Rupa Biswas and Mithu Dey	stood first in group dance	NCC (State level Camp)	2012
Nibedita Dutta	first in drawing competition	NCC (State level Camp)	2012
Nabanita Roy and ParamitaMondal	Jointly stood 3rd in drawing competition.	NCC (State level Camp)	2012
Nabanita Roy	first in quiz competition	NCC (State level Camp)	2012
Mukulika Sen Roy	2nd in quiz competition	NCC (State level Camp)	2012
Trishita Bose, Puja Roy Chowdhury, Ayesha Khatun, Falguni Mondal Mithu Mondal, Sonali Mondal and Mithu Dey	won prizes for "Guard of Honour".	NCC (State level Camp)	2012
Mukulika Sen Roy, Srabanti Kar, Rupa Biswas and Sangita Sardar	Won prizes for Piloting.	NCC (State level Camp)	2012
Mukulika Sen Roy	special prize for MC	NCC (State level Camp)	2012
Srabanti Kar, Mukulika Sen Roy, Krishna Sasmal, and Jharna Baidya	special prizes for good senior	NCC (State level Camp)	2012
Trishita Bose	the best cadet prize	NCC (State level Camp)	2012
Mukulika Sen Roy	Pulin Bihari Smriti prize in Calcutta University, as 'best marks man NCC Cadet'	NCC	2012

Achievement by NSS:

- NSS camps are organized by NSS unit of the college in nearby adopted slum to develop awareness on communicable disease and its prevention, some environmental issues, mother & child health etc. among slum dwellers. To fulfill these objectives some resource persons even doctors attend the camps to create the awareness. NSS volunteers make posters on general health and diseases followed by a poster competition. Prizes are distributed among first, second & third places in the competition. Rally are organized . All volunteers carry the posters they had made. The students, non-student volunteers, Principal, Principal of other Colleges and teachers of different disciplines of the college participate in the rally.

The above mentioned evidence of success indicates that:

- The college has steadily and consciously built a culture of community enrichment, adventure sports through disciplined approach.
- Women Empowerment, Employment Generation other than traditional path, and Nation Building issues are wisely blended.

Problems Encountered and Resources Required:

- **Short period notices from the Army to attend NCC camps** create organizational problems for the ANO and the students to arrange everything properly. If the college authority derives some strategic plan to release the ANO and the Cadets within a short period of information, that will be beneficial for the NCC unit.
- Students find it difficult to join NCC / NSS camps as **regular study and examination assignments** are there in the college as per the Calcutta University guidelines.
- **NCC and NSS are not a regular curricular activity as per Calcutta University** schedule. If so, that could have been easy for both the ANO (Associate NCC Officers), NSS Program Officers of the College as well as for the student / cadets to participate all NCC / NSS oriented activities.
- **Fund crisis is there for the NCC Cadets**, as stipend received from the Army is not sufficient for them to bear all the costs of attending camps.
- More funding is required to promote NSS activities.