SESSION 2014-2015

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, 2014 – June 30, 2015

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. Kinjalkini Biswas, Principal (Since July, 2015)
Dr. Madhumita Ghosh, TIC (March to June 2015)
Dr. Manasi Zaman, TIC (Upto Feb 2015)

Tel. No. with STD Code:

033-24644371

Mobile:

09433112142

Name of the IQAC Co-ordinator:

Smt. Sunetra Sengupta

Mobile:

09830066220

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/aqar14-15.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	**1st Cycle**	**B+**	**76**	**2004**	**5 years**
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:**

2014-15

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

   i.   AQAR *2010-11 submitted to NAAC on 17-12-2015* (DD/MM/YYYY)
  ii.   AQAR *2011-12 submitted to NAAC on 17-12-2015* (DD/MM/YYYY)
 iii.   AQAR *2012-13 submitted to NAAC on 17-12-2015* (DD/MM/YYYY)
  iv.   AQAR *2013-14 submitted 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-financing [ ]

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 Regular Study Centre (SC-28140)

1.12 Name of the Affiliating University *(for the Colleges)*   **University of Calcutta**

4

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 |

UGC-Innovative PG programmes | X | Any other (*Specify*)

UGC-COP Programmes | X | **Regular Study Centre of IGNOU (SC-28140)**

2. IQAC Composition and Activities

2.1 No. of Teachers | 08+01(Librarian) |

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 | 02 |

2. 6 No. of any other stakeholder and community representatives | 04 |

2.7 No. of Employers/ Industrialists | 02 |

2.8 No. of other External Experts | 02 |

2.9 Total No. of members | 23 |

2.10 No. of IQAC meetings held | 03 |

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

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

2.12 Has IQAC received any funding from UGC during the year?   Yes ☑   No ☐

If yes, mention the amount   ☐ 3, 00,000/-

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 5 | International | ☐ | National | 1 | State | 2 | Institution Level | 2

(ii) Themes

- 'Adventure Sports and Nature Study - Mountain for the Millions' in collaboration with Indian Mountaineering Foundation (16.09.14)
- 'Changing Patterns of Journalism in the Socio-Political Context of Democracies: India and The United States of America' (25.09.14)
- 'Consumer Awareness and Protection' in collaboration with Consumer Affairs & Fair Business Practices Department, Govt. of West Bengal (11.11.14)
- 'Prevention and Control of HIV/AIDS' in collaboration with West Bengal State Aids Prevention & Control Society; Govt. Of India ; Govt. of West Bengal (18.11.14)
- 'Impact of Partition on Women as reflected in Indian Cinema' (04.03.15)

2.14 Significant Activities and contributions made by IQAC

- The IQAC plans the on-line admission procedure. The on-line admission procedure which the college started in 2012, was further developed and full on-line admission for both Honours and General courses was initiated from June 2015. This was also in line with the directives of the State Government and university of Calcutta.
- The IQAC prepares 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 infra-structure
- The IQAC ensures academic excellence by optimum utilization of human resource viz learners and faculty.
- IQAC does inspection at various levels through effective governance and organization.

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 promotion, implementation and continuous improvement of the college activities. • To have atleast 1 smart classroom. • Installation of Biometric attendance system. • Faculty be asked to send proposals for Minor Research Projects. • Review of the Admission procedure of previous year. • Preparation for full on-line admission • Planning of the programme schedule to celebrate Platinum Jubilee of the College.	• Regular assessment of all academic activities done and efforts made to implement corrective measures. • 1 smart classroom was added for use of different departments. • Biometric attendance system was installed. • Faculty members preparing proposals for Minor Research Projects. • The admission procedure was reviewed after June 2014 and full on-line admission was done in June 2015. • Platinum Jubilee celebration of the college began on 8th July, 2014 followed by yearlong activities.

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2.16 Whether the AQAR was placed in statutory body   Yes ☑   No ☐

Management ☐   Syndicate ☐   Any other body GOVERNING BODY

Provide the details of the action taken

- The Governing Body representative and IQAC meet at intervals to monitor the implementation of quality parameters for various activities of the college.

- Support and assistance from the Governing body enabled IQAC to implement its decision for betterment of the college.

<p style="text-align: center">Part – B</p>

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	-
	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	1 3 (IGNOU) PG=8, PGD=3, Dip=1, UG= 1	-		-
Total	15+13=28	-	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(Honours); 2(General); 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.

- Choice of Elective Subjects was changed for the Psychology Honours: students were offered Political Science/ English/ Statistics as Elective subject.
- 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 started in 2009 under Convergence Scheme with the college as Partner Institution and then as regular study centre (SC-28140) from 2012, offered two more Post-Graduate Diploma courses in *Journalism & Mass Communication* and *Urban Planning & Development* enrolled students under different Masters, Under Graduate and Diploma programme along with other courses.

Criterion – II

2. Teaching, Learning and Evaluation

Total	Asst. Professors	Associate Professors	Professors	Others

2.1 Total No. of permanent faculty	47	17	11	X	19 *

* Part Time Teacher = 17; Contractual Whole Time Teacher = 1; Contractual whole Time Teacher (College Appointed) = 1

2.2 No. of permanent faculty with Ph.D.
9

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
5	0	0	1	0	0	0	0	5	1

2.4 No. of Guest and Visiting faculty and Temporary faculty
47		0		0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	1	47	47
Presented papers	5	6	x
Resource Persons	x	x	x

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

- IQAC directs all departments to enhance their teaching-learning practices through innovative measures and increasing student participation.
- The faculty makes efforts to complement the theory with practical classes giving due weightage to the practical portion of the syllabi.
- Students are given assignments on case studies and small projects to give them a comprehensive understanding of the topics.
- Wall Magazine, Extempore, Debate 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 group discussions, intra- class Quiz competitions, Essay writing contests, Paper Presentation and Micro-Teaching which enriches their learning experience.
- Students 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
214 days

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

01 (BOS)	X	X

2.10 Average percentage of attendance of students

1ST YEAR: ROLL STRENGTH = 556 75% ATTENDANCE =   320 75% - 60% ATTENDANCE =   236 **2ND YEAR**: ROLL STRENGTH = 442 75% ATTENDANCE =   246 75% - 60% ATTENDANCE =   196 **3RD YEAR**: ROLL STRENGTH = 529 75% ATTENDANCE =   338 75% - 60% ATTENDANCE =   191

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	37	86.5	40	97.5	31	96.8
2.	English	32	93.7	14	71.4	21	85.7
3.	Sanskrit	26	84.6	11	90.9	17	70.6
4.	Philosophy	06	100	05	80	09	66.7
5.	Pol Science	13	84.6	13	100	06	83.3
6.	History	12	100	25	88	25	76
7.	Education	31	90.3	29	93.1	30	96.7
8.	Journalism	22	100	21	95.2	16	100
9.	Sociology	12	91.7	03	66.7	09	66.7
10.	Psychology	20	80	11	81.8	15	93.3
11.	Geography	04	25	02	100	02	100
		B.Sc. PART I (HONOURS)		**B.Sc. PART II (HONOURS)**		**B.Sc. PART III (HONOURS)**	
12.	Geography	31	70.9	29	86.2	28	92.8
13.	Economics	05	40	05	40	X	X
14.	Botany	05	80	04	100	10	100
15.	Psychology	08	75	08	87.5	08	100
16.	TTMV (Major)	15	100	01	100	X	X
17.	BA GENERAL	182	92.3	282	90	154	35.6
18.	BSc GENERAL	03	100	12	83.3	14	42.8

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

- IQAC constantly works to improve teaching learning process of the college through application of quality benchmarks/parameters for the various academic and administrative activities of the institution.
- IQAC monitors promotion, implementation and continuous improvement 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 learners' knowledge & capacity.
- IQAC takes initiative in introducing new job oriented courses as per changing trends in education based on the feedback from students, industry and other stakeholders.
- 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	01
HRD programmes	x
Orientation programmes	x
Faculty exchange programme	x
Staff training conducted by the university	x
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	x
Others	

2.14 Details of Administrative and Technical staff

Category	Number of	Number of	Number of	Number of

	Permanent Employees	Vacant Positions	permanent positions filled during the Year	positions filled temporarily
Administrative Staff	06	02	-	-
Technical Staff	-	-	-	-

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	-	-	-	-
Outlay in Rs. Lakhs	-	-		-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	6 (prior to 2010)	UC to be submitted	3	To be Submitted
Outlay in Rs. Lakhs		□ 301900⁄	□ 301900`⁄	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	28	-
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 [-]   CAS [-]   DST-FIST [-]

DPE [-]   DBT Scheme/funds [-]

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

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

3.10 Revenue generated through consultancy   [Nil]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	1	2	-	2
Sponsoring agencies	-	In collaboration with HMI	Govt. of West Bengal	-	Muralidhar Girls' College

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

3.13 No. of collaborations: International [-] National [-] Any other [Govt. Of West Bengal]

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 department]

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
-	-	-	-	2	-	-

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): **Not Applicable**

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

3.21 No. of students Participated in NSS events:

[50]   [-]

University level   State level

National level | - | International level | - |

3.22 No. of students participated in NCC events:

University level | - | State level | 116 |

National level | 18 | International level | - |

3.23 No. of Awards won in NSS:

University level | - | State level | - |

National level | - | International level | - |

3.24 No. of Awards won in NCC:

University level | - | State level | 75 |

National level | 4 | International level | - |

3.25 No. of Extension activities organized

University forum | - | College forum | - |

NCC | 7 | NSS | 26 | 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 2014-15

Date	Programme	Organized by
2015		
12.01.2015	National Youth Day celebration	NSS unit, CU
03.02.2015	Seminar by Dr. M.Bhattacharya, spoke on Awareness of NSS Programme	Murallidhar Girls' College
09.02.2015	Ambedkar Day	NSS unit, CU
15.02.2015	Awareness Programme on Diet & Nutrition	Sister Margaret Foundation&Youth Centre

23.02.2015	Dr. Ananda Chanda, SSKM spoke on 'Health Environment and NSS work	Murallidhar Girls' College

SPECIAL CAMP - programme organised during 20th March and 28th March, 2015 on Socio-economic Survey on Health and Environment at Harijan Basti, the adopted slum. Activities undertaken in the camp apart from working in the slum is detailed in the following table -

20th-28th March, 2015	Dr. Puspita Ranjan Bhattacharya, Principal, Vijaygarh Jyotish Ray College, spoke on NSS Relevance to Society and also was a judge of the poster-competition.	
	Prof. Sudip Banerjee, Retd. Professor and HOD of Environmental Science, CU spoke on 'Environment Interface with Human Activity'	
	Prof Aniruddha Mukherjee, Professor,Department of Environment Science,CU spoke on 'Environmental Degradation: Disasters and Remedies.	
	Mr. Durga Prasad Mukherjee, Chairman, Borough VIII, Kolkata, Municipal Corporation spoke on 'Adopted Slum, Mode of Working'.	
	Mr. Tapas Choudhury, Sea Explorer's Institute arranged a visit to Sea Explorer's Institute where students learnt the basics of disaster management. Given skill-training in case of water-related accidents and first-aid techniques.	
	Prof (Dr.) Barun Saha Dalal, Principal of KPC Medical College, Prof. (Dr.) Kunal Majumdar, Dr. Swagnik Roy, Dr. Sourabh Mitra,of KPC Medical College conducted a one-day workshop on 'Community Medicine; Rabies, HIV, Diarrhoea, Thalassemia.	
	Dr. Ranjini Dutta, HOD, Nutrition presented a play on Nutrition. The student volunteers actively got involved with the term and also enacted in the play carrying the message of good health and hygiene forward	
	Mr. Piyali Roy of Spark grooming Centre talked about personality grooming and made a PPT on developing the right attitude towards life and developing a social consciousness.	
	Dr. Amrita Dutta, Principal Sabitri Girls' College spoke on 'Women empowerment Role of NSS'.	
	Prof. Nabanita Chtterjee, Secretary, WB Council of Secondary Education spoke on 'Injustices against Women.	
	Mr. Kunal Chattopadhyay, NSS Co-ordinator and Youth Officer, CU summed up the special camp activities and inspired the student volunteers to move ahead and take social service into the wider horizon of life.	
06.03.2015	Dr. Subrata Sarkar, Principal, College of Nursing R.G. Kar Medical College Spoke on 'Female Adolescent Health'	Murallidhar Girls' College
07.03.2015	Women's Day celebration	Vijaygarh Jyotish Roy College
2014		
26.06.2014	International Day Against Drug Abuse and Illicit Trafficking	Narcotics Central Bureau, GOI & NSS unit,CU
08.08.2014	22 se Srabon	NSS unit, CU
15.08.2014	Independence Day	NSS unit, CU
12.09.2014	Mr. Kunal Chattopadhyay. NSS Coordinator, CU Spoke on the rules and duties of NSS service	Murallidhar Girls' College
28.09.2014	NSS and Nation Building in India	NSS unit, CU
11.11.2014	National Education Day	NSS unit, CU

28.11.2014	Prof. Bela Bose, Retired Professor of English , Biharilal College, Calcutta University spoke on 'Society and Social Work Relevance of NSS	Murallidhar Girls' College
	Dr. Indrani Mukherjee, Director, CINI YUVA, spoke on 'NSS and Youth Development'	

The major extension and outreach programmes organized by NCC in the last four years:

Date	Programme	Organised by
2015		
05.02.2015	NCC Cadets were volunteer of Sishu Mela	Nikhil Banga Committee
Feb., 2015	NCC Cadets participates as volunteer In Annual sports of a School for Handicapped Children.	NGO-Reach
2014		
19-25 Nov.,2014	Observation of the Communal Harmony Campaign Week	NCC Group HQ Kolkata
24.11.2014	Observation of Flag Day of the National Foundation for Communal Harmony	NCC Group HQ Kolkata
03.12.2014	Participation in Rally for Handicapped Person	Vikas Kendra – Research Institute for Handicapped
07.12.2014	Participation at Blood Donation Camp. 2 Cadets Donated Blood	Bijoygarh College
Dec, 2014	Participated in Kolkata Marathon	Airtel

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 ($\geq$ 1-0 lakh) during the current year.	0	0	0	0

Value of the equipment purchased during the year (Rs. in Lakhs)	☐3,372,551/- (Created during 2010-14)	☐146,405/-	UGC & State Grant	☐3,518,956 (Created during 2010-15)
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 fully computerised and most of the administrative work is done with the help of computers. The process of the on-line admissions began with on-line admission for Honours course and in June 2015 admission General course was included. Admission record is kept on the computer along with the hard copy. A soft copy of the data is sent to the university. The process of computerization of library is complete. The Accounts Section is also computerized. COSA software has been successfully installed and operating.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value added	No.	Value added	No.	Value added
Text Books	41163	6,46,792.00 since 2010	351	99,339.00	41514	746,131.00
Reference Books						
e-Books	-	-	-	-	-	-
Journals	13	13963.00 (total cost)	13	14220.00 (total cost)	13	14220.00 (total cost)
e-Journals	-	-	-	-	-	-
Digital Database	NLIST	5,000.00	NLIST	5,000.00	NLIST	5,000.00
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	51	15	1 (BSNL)	-	-	6	21	9
Added	-	-	-	-	-	-	-	-

Total	51	15	1 (BSNL)	-	-	6	21	9

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

- Internet access available for all teachers and staff.
- COSA software training given to accounts section staff.
- On-line admission training given to all faculty and staff.

4.6 Amount spent on maintenance in lakhs:

i) ICT   0.91

ii) Campus Infrastructure and facilities   4.74

iii) Equipment   0.19

iv) Others   4.38

Total: 10.22

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.
- **Magazine:** The College magazine 'SUPARNA' is published annually and it provides information on the highlights of the session regarding infrastructural additions, positions in the university, achievements of Sports, NCC, and NSS.
- Various notices about student support services are displayed on the Notice Boards and Notice Book.

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.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1566	-	-	-

(b) No. of students outside the state

0

(c) No. of international students

0

Men

No	%
x	x

Women

No	%
1566	100

Last Year (2013-14)						This Year (2014-15)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1045	367	18	11	x	1441	1175	330	18	43	x	1566

Demand ratio

3.8:1

Dropout %

9.4%

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

- 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.

5.5 No. of students qualified in these examinations

| NET | - | SET/SLET | - | GATE | ---- | CAT | - |
| IAS/IPS etc | | State PSC | - | UPSC | - | Others | - |

5.6 Details of student counselling and career guidance

Counselling services are made available to the students by the Career Counselling and Placement Cell of the college. Students are given timely and valuable counselling for their academic, personal, career related and psychosocial issues. At the time of admission the students are guided to choose the stream of their choice. They are also guided to make choice of subjects during admission. The doubts and queries of the students are attended to very carefully and patiently. They are informed about the scope and nature of various subjects. The right kind of counselling given to them helps them shape their career. Department of Psychology also gives personal counselling, to the students and helps in finding a solution to their emotional and personal problems. They are also guided for handling examination stress. Students are also offered personal and psycho social counselling. In case the students have problems related to their academics, they can share it with their teachers who give them supportive guidance in resolving their issues. The student friendly and healthy atmosphere prevalent in the college encourages them to share their problems with their mentors. Guidance is provided to students for entry to services like Banks, Railways, Income Tax, Insurance, etc. by RICE and George Telegraph.

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

Prof. Nabanita Chtterjee, Secretary, WB Council of Secondary Education spoke on 'Injustices against Women. (March, 2015)

Dr. Subrata Sarkar, Principal, College of Nursing R.G. Kar Medical College Spoke on 'Female Adolescent Health'. (March, 2015)

5.9 Students Activities

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

State/ University level | 10 | 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 | 4 | 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	99 (Tuition Fee)	☐ 71,645/-
	22 (Books)	☐ 13,295/-
Financial support from government	188 under Kanyashree scheme of Govt. of W.B.	☐ 25,000/- per head
Financial support from other sources	10	☐ 10,000/- per head
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 | - |

5.13 Major grievances of students (if any) redressed: <u>No major grievances registered</u>.

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

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.
> - Students are encouraged to consult E- journals, Magazines and Competitive Magazines for extra reading.
> - Internet and INFLIBNET connections in Library also provide opportunity for students and faculty to make use of materials and information available on different sites. It supplements the resources for their study materials.

6.3.3 Examination and Evaluation

- Class tests and Mid-Term and Selection exams are conducted. Date Sheet for Mid-Term Exam are displayed on the Notice Board. And website
- 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.
- Weak students are identified and teachers keep full track of such students. This improves their overall performance in examination. Special class tests and

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.

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 borrow with the permission from the departmental teachers. The functioning of the seminar library is determined by the departments concerned
- **Non-Resident Students' Centre:** The college has a Non-Resident Students' Centre with a special provision for lending text books to students in the morning between 9A.M. and 11.30A.M. The Centre also has Photocopy facility for the students at a subsidized rate for bulk photocopy.
- **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

- **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 and research.

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. Candidates apply within specified date. Merit list is prepared on the basis of interview conducted by the Selection Committee.

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. On-line admission is introduced for Honours courses.
- 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 form and checks the eligibility. Finally the student is admitted after having a final nod from the Principal.

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-Teaching	Welfare schemes for the non-teaching staff include maternity leave, 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.
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

☐ 29,22,008.00/-

6.5 Total corpus fund generated

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

Aug-Sep, 2014	Workshop on Radio	Student Enrichment through knowledge and experience sharing, and Hands-On Project
Dec., 2014	Handicrafts Fair & Health check-up camp	Heath check-up of current students

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.

6.13 Development programmes for support staff:

> - Training to use Smart Class Rooms is provided to the staff members to motivate them for their wide usage in teaching process.
> - Computer training is provided through to the staff. Internet access is available to all the teaching departments. The administrative office and accounts office are fully computerized.
> - Faculty and staff are provided training through workshops like on COSA software, On-line Admission etc.

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.
> - Policy decision made to install Solar Photovoltaic Power Plant.

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.

> Keeping in mind the vision and missions of the college, it tries its best to introduce innovations in all spheres and at all levels. Realizing that innovation is an ongoing process the institution has embedded innovative steps and strategies in its mechanism and resources.
> The college is 75 years old and along with time the institution has stepped forward into Digital age. The administrative and day to day work of the office is done through computers. A workstation has been created in the Principal's room to monitor the entire function of the college. The administrative office, cash office, Accounts Section, Library- every department is connected to the Principal's workstation through Computer

To promote paper-less transactions the College uses Electronic Media, as much as possible. Use of college website and social media for information exchange, online admission for honours and general courses, computerization of office and library are some of the vital steps taken in this regard.

E-waste management: Purchase of Electronic Data Processing (EDP) equipment are done through exchange offer with older machines of the College to avoid dumping of e-waste. Invalid computer systems are given to those agencies that have the infrastructure of proper e-waste management. Environment friendly EDP devices are purchased.

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 Committee and 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:

- The process of renovation of the building was initiated and progressing.
- 1 smart classrooms was added for use of different departments.
- Biometric attendance system was installed.
- Members of the staff sent proposals for Minor Research Projects.
- 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.
- Full On-line admission process for both Honours and General was initiated.
- 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)**
> - **Moving forward with ICT**

***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 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**

8. Plans of institution for next year (2015-16)

- CCTV surveillance to be provided in the campus.
- Installation of Solar Photovoltaic Power Plant.
- Bulk SMS service must be initiated.
- Placement Cell and Personality Development cell organised skill development programmes, personality development programmes and placement drives.
- Introduction of more vocational courses. Proposal for Add-on courses to be sent to UGC.
- Making efforts for introduction of various other Job oriented Courses.
- Renovation of Smart Classroom.
- Infrastructural Development, up gradation and maintenance of existing laboratories for strengthening Infrastructural facilities in the college.
- Sending proposals to UGC for grants under various schemes.
- Sending proposals for Major Research Projects.
- Organising seminars on National and International level.
- Widening the horizon and scope of student support services, sports activities and extension activities.

Name: **SUNETRA SENGUPTA**

Name **DR. KINJALKINI BISWAS**

Sunetra Sengupta 17/12/15

Kinjalkini Biswas

17.12.15

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

***

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

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Annexure I

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

****

Format for Presentation of Best Practice

Title of the Practice - 1:

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

NCC **& NSS**

NCC - Educating students through Unity and Discipline
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:
Awards received by the NSS Unit of the College:

Date	Name	Award
31.03.2012	Ms. Rinku Bera	NSS Best Student Female Volunteer
31.03.2012	Dr. Anita Chattopadhyay Gupta	Best NSS Female Programme Officer
01.02.2013	Muralidhar Girls' College	Best College with NSS Unit by CU,
01.02.2013	Ms. Yasmin Ara	NSS Best Student Female Volunteer

Awards received by the

NCC Unit of the College:

After observing over all activities the First Bengal Girls Battalion NCC unit has increased the strength of Muralidhar Girls' College NCC Unit from 105 to 160 to become a Company in the year 2014.

Name of Student/ANO	Achievement	Organization	Year
ANO Kaveri Roy	Best Firer	Officer Training Academy Gowalior	2012
ANO Kaveri Roy	Only Lady ANOin Sailing Expeditiocnfrom Farakka to Kolkata	NCC	2013
ANO Kaveri Roy	National Integration Camp & Prime Minister Rally	Representative of West Bengal & Sikkim Directorate.	2015
Munmun Ghosh and Nibedita Dutta	Selected For Guard Of Honour	NCC (State Level Camp)	2014
Cadets Of College	Achieved First Position In Line Area Competition	NCC (State Level Camp)	2014
Sgt.Supriya Dey	Basic Mountaineering Course	HMI (Himalayan Mountaineering Institute) Darjeeling	2014
Sgt.Supriya Dey(Regt.No.WBSW/ 12/186004)	Advance Mountaineering Course	NIM (Nehru Institution of mountaineering) Uttarkashi.	2015

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.

Contact Details:

Name of the Principal: **Dr. Kinjalkini Biswas**
Name of the Institution: **Muralidhar Girls' College**
City: **Kolkata**
Pin Code: **700029**
Accredited Status: **B+ (2004)**
Work Phone: **(033)2464-4371 / 1312**
Fax: **(033)2419-7287**
Website: **www.muralidhargirlscollege.org**
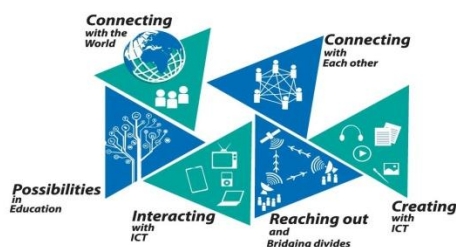E-mail : **muralidhargirls@gmail.com**
Mobile: **9433112142**

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<u>**Title of the Practice - 2:**</u>

- **Moving forward with ICT (<u>Information and Communication Technology)</u>**

ICT

ICT - **beneficial for Students, Teachers, Leadership and Governance. We create individual learning paths for them.**

<u>**Goal:**</u>

- Inculcating the practice of ICT in the College aims at realising the goals of the National Policy of ICT in Higher Education and the National Curriculum Framework.
- Given the dynamic nature of ICT, the practice **emphasising the core educational purposes**. The design of ICT framework in the College focuses on a broad exposure to technologies, together aimed at **enhancing creativity and imagination of the learners.**
- **For the teacher**, it is an initiation into exploring educational possibilities of technology, and learning to make right choices of hardware, software and ICT interactions.
- **For the student**, it is an initiation into creativity and problem solving, and an opportunity to shape career pursuits.
- **For the College Administration and Governance,** it is the practice of fast, accurate, and environment friendly sustainable approach.

<u>**The Context:**</u>
- The most challenging part while designing and implementation of ICT enabled system is to groom positive mindset among all the stakeholders of the College.
- In-depth and elaborate long term planning is required, for at-least 5 years, to sustain policies and action plans framed by the Government.
- Market and need based analysis regarding ICT oriented issues is of extreme importance.
- Academic schedules are required to be flexible to accommodate ICT practice.
- The college must be extremely careful in encouraging all stakeholders to adopt ICT oriented activities and at the same time, to adopt those. .
- The College must take responsibility to keep the Students / Teachers / Parents to be psychologically fit for adopting the practice of ICT.

- Space, Fund, Equipment, Books, and secured internet connections have to be provided by the College for the purpose of ICT enabled practices.

The Practice:

Muralidhar Girls' College is well equipped with a robust Information and Communication Technology policy which helps to adopt state of the art Technology in its teaching-learning process through e-learning as well as office and administrative practises through e-governance.

To make ICT beneficial for students we create individual learning paths for them through-

1) Creation of instructional tools for individualized student learning considering diversity of languages, university and state curriculum.
2) Production of e-content in the form of digitized textbooks, animations and videos.
3) Sharing of e-contents through high bandwidth LAN, Wi-Fi, and Internet facilities.
4) Regular uploading of syllabus based e-contents to the college website for 24X7 hour access.
5) Computerized Library with Wi-Fi Zone, computer access points for students and teachers, digital photocopier machine, online access of NLIST books, college library catalogue.
6) Computer and digital technology based certificate course.
7) Creation of Smart Classroom using Smartboard, Computer to make the teaching-learning process more interactive.
8) Existence of digital media laboratory for creation, editing of e-contents, project works, data collection and analysis, documentary film making (with sound-recording facility), and composing contents for college/departmental magazines.
9) Introduction of computer games for fun-filled and interactive learning process.

- **To make ICT beneficial for teachers we have tech-integrated programmes for competency-linked teacher training through-**
  1) Internet for remote connection with peers and training from their subject experts.
  2) Formation of Workgroup, Group e-mail, WhatsApp group, Facebook for knowledge and idea exchange amongst themselves.
  3) Introduction of **MGC Online Educational Resource Platform (MOERP)** to empower them through creation of digital contents that include instructional videos, online coaching, and peer support.
  4) Extensive training module for Staffs of the college to enable them as ICT conversant.

- **To make ICT beneficial for Leadership and Governance and to follow the objective of 'Digital India' we have-**
  1) Online Admission system for both honours and general courses.
  2) Computerized student management system which helps to record, maintain, track and analyse student level performance data. It also helps us to achieve institutional goals and teacher-classroom-specific goals.

3) Computerized Cash collection, Accounts and Payroll system for recording and analysis of financial data, and preparation of different Budgets.
4) Maintenance of information related with Governing Body, Finance, IQAC, and other Committee decisions.
5) Introduction of COSA through the Government of West Bengal.
6) Computerized Library information system.
7) Computerized Staff Attendance system through Biometric machine.
8) In process to implement fully computerised Management Information System, Service Book maintenance, Routine preparation, and allocation of examination duty.

Evidence of Success:
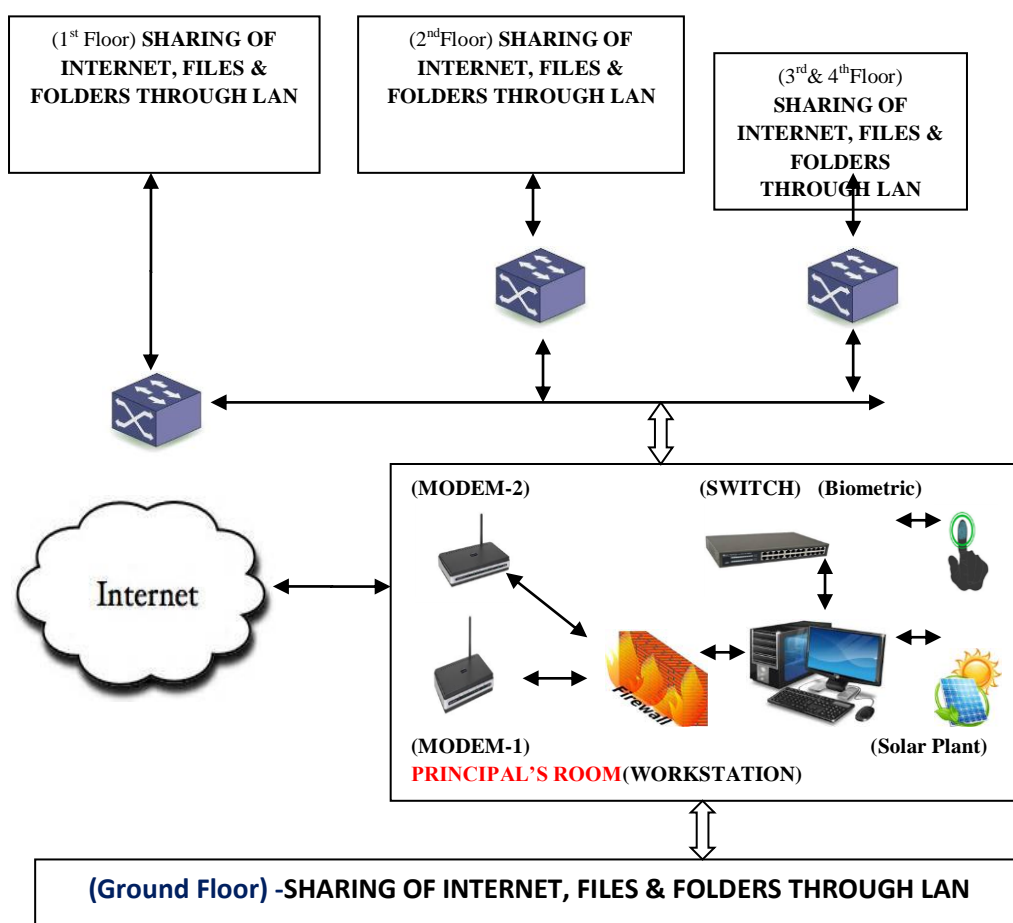
- The college has a well-structured, modular, and secured ICT enabled system.
- Immense potentiality to expand in future course of actions in the field of Academic, Research, and Administrative arena.

Problems Encountered and Resources Required:

- **Lack of proper mindset to use ICT enabled systems by the teaching / non-teaching staffs.**
- **Shortage of ICT training facilities are there for the students teaching / non-**

teaching staffs.

- **Time constraint is a major problem to explore ICT training paths. Teachers and students are mostly busy to attend their regular academic activities in and outside the college.** If the college authority derives some strategic plan to release the teachers for practice of ICT, then only this practice will be effective for the institution.

- Students find it difficult to join ICT training modules as **regular study and examination assignments** are there in the college as per the Calcutta University guidelines.

- **Majority of the subjects taught in the college do not have computer practical in main curriculum. As a result, these students are not in a position to have computer practical classes.**

- **Very difficult for a fund starved institution to expand ICT enabled activities in-spite of enormous scope to expand. The College mainly depends on UGC and State Government for major funding initiatives.**

Contact Details:

Name of the Principal: **Dr. Kinjalkini Biswas**
Name of the Institution: **Muralidhar Girls' College**
City: **Kolkata**
Pin Code: **700029**
Accredited Status: **B+ (2004)**
Work Phone: **(033)2464-4371 / 1312**
Fax: **(033)2419-7287**
Website: **www.muralidhargirlscollege.org**
E-mail : **muralidhargirls@gmail.com**
Mobile: **9433112142**

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