

6.2.1 Documents pertaining to effective deployment and the functioning of the institutional bodies effective and efficient as is visible from policies, administrative set up, appointment, service rules, and procedures, etc. enclosed are:

1. Declaration regarding appointment, service rules, and procedures
2. Organogram of the institution
3. Action Taken Reports of the IQAC



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Muralidhar Girls' College

P-411/14, GARIAHAT ROAD, BALLYGUNGE, KOLKATA - 700 029
(NAAC ACCREDITED - B+ +)

Ref. No.....

Date...24.05.23.....

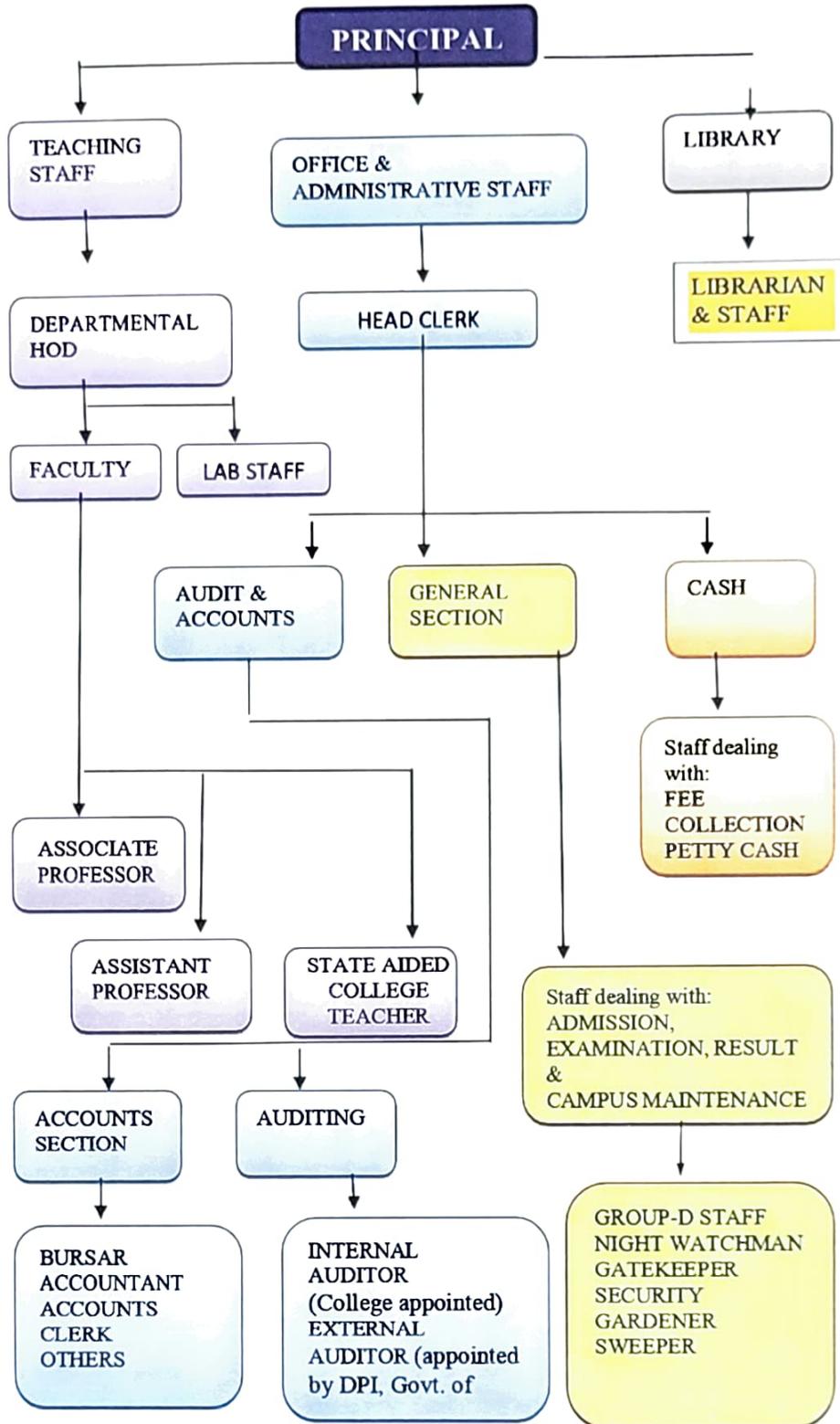
This is to state that the appointment, service rules, and procedures of Muralidhar Girls' College are done following the rules and regulations of the University Grants Commission, West Bengal Directorate of Higher Education and the statutes of the University of Calcutta. The appointments of teaching staff in substantive posts are made through recommendation of the West Bengal College Service Commission.



Kinjalkini Biswas

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**INTERNAL STAFF ORGANIZATIONAL STRUCTURE OF
MURALIDHAR GIRLS' COLLEGE:**



DR. KINJALKINI BISWAS

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2021-2022

Plan of Action	Achievements
G-Suite would be purchased for the purpose of holding large online programs/Conferences/Seminar	G-Suite purchased and used for conducting and recording large online programme/conferences/seminars
Women's Day would be held through an Intra-College Inter-departmental wall magazine Competition	A LIVE Wall Magazine Competition was held
Applications would be made to various governmental and private organizations for Corporate Social Responsibility Funds/Donations	Applications have been made to various organizations for CSR funds/ Donations
The Second phase of add-on Course would be carried out after the enthusiastic response of the Students to the first one	The Second Phase of the Add-On Course was carried out successfully in the online mode
The AQAR would be timely submitted	The AQAR is being timely uploaded
Academic and Administrative Audit initiated	Academic and Administrative Audit successfully conducted.
Green Audit was initiated	Green Audit was successfully completed
E-Waste Management initiative started	Hulladek an E- Waste Management Organization MoU signed with College
80 Years of College Anniversaries Celebration initiated	College celebrated 80 Years of establishment in Online mode. Alumnae participated in the programme by presenting various Cultural programme.

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2020-2021

Plan of Action	Achievements
IQAC will take up initiative for updation of website and would adopt measures for smoother e- learning in the pandemic situation	The Website was updated. Additionally, YouTube channel was created and maintained for easy access of students during the period of online classes.
Facebook page for IQAC would be created to record events in the college	Facebook page was created and is updated regularly.
Inter-disciplinary webinar and e-quiz would be conducted	Webinar and e-quizzes were conducted
IQAC would begin preparation for NAAC accreditation process and composition of the Self Study Report.	Majority work of the composition of the SSR is under process.
IQAC would undertake initiative for publication of E-magazine in the pandemic situation	E-magazine was published
AQAR will be timely uploaded	AQAR is being timely uploaded
Inter-College Dance, Essay, Elocution competitions would be conducted for International Mother Tongue Day and Women's Day in the Online mode	Inter-College Competitions were carried out
Academic and Administrative Audit initiated	Academic and Administrative Audit successfully conducted.
Green Audit was initiated	Green Audit was successfully completed
Five New Add-On Course initiated	Five New Add-On Course(2 nd Phase) completed

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2019-2020

Plan of Action	Achievements
Increase Alumni involvement	Organized Alumni Meet
Encouraged use of ICT enabled teaching/Learning	Organized seminar to train teachers and mobilized utilization of resources
Increase social awareness amongst students	Done through observation of important dates, birth anniversaries of motivational figures etc.
Encourage regular organizing of seminars and workshops	Seminars and workshops organized by IQAC, different departments in collaboration with IQAC and different departments independently
Encourage Research and Publication Facilities for the faculties	QUEST Volume II, Journal of Muralidhar Girls' College was published
Encourage outreach programme	Outreach programme like Swachh Bharat Abhiyan, Cancer Awareness Programme, Blood Donation Camp, Awareness camps on Dengue Prevention, Contribution of relief materials to 'Amphan' affected areas of South 24 Parganas, West Bengal etc. are successfully carried out by the NSS and NCC units of the college.
Final Progression of Approved Minor Research Projects initiated	Successful Completion of 5 MRPs with U.C Submitted to UGC Office (Kolkata)
Utilization initiation of the RUSA Grants (2 Crores) obtained on Accreditation of NAAC (B++)	Fruitful Utilization of the RUSA Grants (2 Crores) obtained on Accreditation of NAAC (B++). Purchase of costly science equipment such as Spectrophotometer, Conductivity meter, Colorimeter, Thermostat, Incubator, Bio safety laminarhood etc. Library Data entry software KOHA was purchased. Journals, Books, Book Racks and Four new Desktop was purchased. Browsing Centre was renovated.
Construction and renovation of an in house Auditorium Cum Smart Class Room in first floor initiated	Completion of in house Auditorium Cum Smart Class Room in first floor.
Plan to use the auditorium for Internal Seminar (Low Key Budget) and Revenue Generation for College.	Various revenue generation programs were staged in the Auditorium. In house Program was possible with the low key budget also.
AQAR will be timely uploaded	AQAR is being timely uploaded
Steps were taken to modify and strengthen the evaluation System.	ERP Solutions was purchased
Green Audit was initiated	Green Audit was successfully completed
Five New Add-On Course initiated	Five New Add-On Course(1 st Phase) completed

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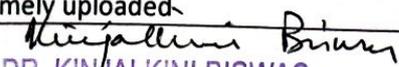
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2018-2019

Plan of Action	Achievements
Academic and Administrative achievements by the Head of the Institution	Panel members of SSC (Staff Selection Committee), Panel member of Non- Teaching Staff Selection Board, Member of Governing Bod of other Colleges.
Celebrations and Observation of Special Days	Organized Lectures, Cultural Programme on respective day for Student's nourishment
Encourage Faculty Enhancement	Two faculties received Doctoral degree, one faculty was invited as resources person to deliver lecture on "Stress and Drug Addiction" and "Peace and Tagore"
To Organize Career Fair	Organized career fair and taken initiatives on-campus and off-campus selection of students as placement drives
Increase in Faculty Strength	Three new faculties were appointed in substantive post.
Monitoring, promotion, implementation and continuous improvement of the college activities	Regular assessment of all academic activities done and efforts made to implement corrective measures
Renovation of the College building's budget and finance process started	The process of renovation of the building which was initiated have been completed
Smart Class Room Up gradation process started	One smart class room was added for use of different departments
Digital Attendance system to be installed	Biometric Attendance system successfully operates
Approved Minor Research Projects Progression started.	Approved Minor Research Projects Progression Annual Report Submitted.
Department were oriented to initiate various co-curricular activities for student's holistic development	Various departments organized quiz competitions, workshops, guest lectures and other skill development activities on departmental level.
Extension activities by NSS Units and NCC scheduling initiated.	Extension activities were conducted by NSS Units and NCC. Community orientation programme were also undertaken
Requisition from various department for new books and Journals were requested according to the budget	New books and Journals were purchased for the library.
Outsourcing for College website Up gradation initiated	The College Website was updated and upgraded
AQAR will be timely uploaded	AQAR is being timely uploaded.


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2017-2018

Plan of Action	Achievements
Monitoring, promotion, implementation and continuous improvement of the college activities	Regular assessment activities done and efforts made to implement corrective measures
To introduce new subjects	IQAC got the approval for introducing Physics (General) and Microbiology (General) and Chemistry (Honours), Mathematics (Honours) from academic year 2017-2018
Increase in faculty Strength	1 new faculty was appointed in substantive post during 2017-18 in the Department of History
Faculty of different Departments submitted proposals for UGC-Minor Research Projects	UGC –Minor Research Project proposals of 6 faculty members from the Departments of Sociology, Bengali, Sanskrit and Journalism and Mass Communication were approved.
Progression of CAS of Aparna Sen Gupta and Dr. Indira Sur	Screening Committee approved the Associate ship of two Faculties.
Review of the Admission procedure of previous year and preparation for flawless on-line admission procedure from 2017.	The new admission portal which was launched from 2016 was upgraded with online payment portal through SBI Collect.
Installation of Virtual Classroom facility.	Virtual Classroom facility was installed in 2 rooms and all departments are encouraged to use the facility.
Planning of the NAAC Peer Team visit for the 3 rd cycle of Accreditation of the College	IQAC planned and executed the entire NAAC Peer Team visit during 26 th -28 th September 2016 and chalked out detail plan for the 3 rd Cycle of Accreditation of NAAC.
Increase in placement drives for benefit of the Students	IQAC organized placement drives resulting in both on-Campus and OFF-Campus selection of Students.
Encourage participation in Faculty Development Programme benefitting	Faculty from the Department of Journalism and Mass Communication has been released for pursuing PhD from March 2018 for a period of 1 year.
CAS of Two faculty members (Ms.Channda Mondal and Mr. Nazmul Islam) to be initiated	Official procedure of obtaining the names of the DPI Nominee and University Nominee was completed. Screening Committee was set for an interview.
AQAR will be timely uploaded	AQAR is being timely uploaded

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