

SESSION 2013-2014

**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, 2013 – June 30, 2014

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. Manasi Zaman

Tel. No. with STD Code:

033-24644371

Mobile:

09831393326

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/aqar13-14.pdf>

1.6 Accreditation Details

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

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

30-11-2004

1.8 AQAR for the year (for example 2010-11)

2013-14

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 _____ (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 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

University with Potential for Excellence UGC-CPE

DST Star Scheme	<input type="checkbox" value="X"/>	UGC-CE	<input type="checkbox" value="X"/>
UGC-Special Assistance Programme	<input type="checkbox" value="X"/>	DST-FIST	<input type="checkbox" value="X"/>
UGC-Innovative PG programmes	<input type="checkbox" value="X"/>	Any other (<i>Specify</i>)	
UGC-COP Programmes	<input type="checkbox" value="X"/>	<input type="text" value="Regular Study Centre of IGNOU"/>	

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="08"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="02"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="00"/>
2.8 No. of other External Experts	<input type="text" value="00"/>
2.9 Total No. of members	<input type="text" value="14"/>
2.10 No. of IQAC meetings held	<input type="text" value="03"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="03"/> Faculty <input type="text" value="01"/>
Non-Teaching Staff	<input type="text" value="01"/> Students <input type="text" value="01"/> Alumni <input type="text" value="01"/> Others <input type="text" value="-"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="NA"/>

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- 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.
- 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
<ul style="list-style-type: none"> • Full On-line admission process for only Honours to be initiated. • Computerization of Library to be done. • Recommend in-house production of documentary film as part of University syllabus of the department of Journalism and Mass Communication. • To initiate innovative teaching practices. 	<ul style="list-style-type: none"> • On-line admission for Honours was initiated. • Computerisation of library done. • Documentary films produced by the students in the college using departmental Media Lab. • Use of ICT introduced in teaching – learning method.

2.16 Whether the AQAR was placed in statutory body

Yes No

Management Syndicate

Any other body

Provide the details of the action taken: -

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	13 (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(Hons); 2(Gen); 1(Major)
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1.3 Feedback from stakeholders* (On all aspects)

Alumni	<input type="checkbox"/>	Parents	<input checked="" type="checkbox"/>	Employers	<input type="checkbox"/>	Students	<input checked="" type="checkbox"/>
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Mode of feedback : Online Manual Co-operating schools (for PEI)

**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 subject combination of 2012-13 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 (SC-28140) which started in 2009 under Convergence Scheme with the college as Partner Institution and then as regular study centre from 2012, offered eight Post graduate, one Post-Graduate Diploma, one Diploma and one Undergraduate course. The Centre applied for two more Post-Graduate Diploma courses in *Journalism & Mass Communication* and *Urban Planning & Development*.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	48	12	12	X	24 *

* Part Time Teacher = 21; Contractual Whole Time Teacher = 2; Contractual whole Time Teacher (College Appointed) = 1

2.2 No. of permanent faculty with Ph.D. 15

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

Asst. Professors		Associate Professors		6		0		0	
R	V	R	V	R	V	R	V	R	V
2	0	0	2	0	0	0	0	2	2

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	2	14	6
Presented papers	4	8	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

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 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 = 487
75% ATTENDANCE = 325
75% - 60% ATTENDANCE = 162

2ND YEAR: ROLL STRENGTH = 550
75% ATTENDANCE = 379
75% - 60% ATTENDANCE = 171

3RD YEAR: ROLL STRENGTH = 447
75% ATTENDANCE = 267
75% - 60% ATTENDANCE = 180

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	40	100	31	100	27	96.3
2.	English	35	42.8	24	87.5	13	84.6
3.	Sanskrit	28	39.3	19	84.2	23	82.6
4.	Philosophy	13	46.2	14	71.4	08	87.5
5.	Pol Science	24	54.2	06	83.3	14	78.6
6.	History	30	80	25	96	16	87.5
7.	Education	34	85.3	32	100	30	86.7
8.	Journalism	24	87.5	18	94.4	28	96.4
9.	Sociology	05	60	08	100	09	77.8
10.	Psychology	20	55	15	86.7	02	50
11.	Geography	02	100	02	100	02	100
		B.Sc. PART I (HONOURS)		B.Sc. PART II (HONOURS)		B.Sc. PART III (HONOURS)	
12.	Geography	31	93.5	27	96.3	17	94.7
13.	Economics	02	100	06	0	05	80
14.	Botany	06	50	10	90	X	X
15.	Psychology	13	61.5	07	85.7	09	100
16.	TTMV (Major)	1	100	X	X	08	66.7
17.	BA GENERAL	257	91.8	178	77.5	167	64.67
18.	BSc GENERAL	04	100	11	81.8	17	88.23

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

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	x
UGC – Faculty Improvement Programme	2
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	-	-	-
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)	3	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	-	21	-
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 <i>(other than compulsory by the University)</i>	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

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

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

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

3.13 No. of collaborations International National Any other

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
Total

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

3.16 No. of patents received this year

	Granted	-
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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
-	-	-	-	1	-	-

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

3

 State level

95

National level

4

 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

National level International level

3.25 No. of Extension activities organized

University forum College forum
 NCC NSS 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 2013-14

Date	Programme	Organized by
2014		
07.04.2014	World Health Day	Calcutta Ekadma
26.06.2014	International Day Against Drug Abuse and Illicit Trafficking	Narcotics Central Bureau, GOI & NSS unit,CU

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

Date	Programme	Organised by
2014		
08.02.2014	NCC Cadets were volunteer of Sishu Mela	Nikhil Banga Committee
2013		
07.11.2013	Participation in Program on Cancer Awareness	Hitaisini
19-25 Nov.,2013	Observation of the Communal Harmony Campaign Week	NCC Group HQ Kolkata

24.11.2013	Observation of Flag Day of the National Foundation for Communal Harmony	NCC Group HQ Kolkata
03.12.2013	Participation in Rally on World Handicapped Day	NGO-Anwasha
07.12.2013	Donated in Uttarakhand Donation Camp	NCC Unit
07.12.2013	Sold Stamps to help families of Dead Soldiers	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 (\geq 1-0 lakh) during the current year.	0	0	0	0
Value of the equipment purchased during the year (Rs. in Lakhs)	□ 3,160,038/- Created during 2010-13	□ 212,513/-	UGC Grant	□ 3372551/- Created during 2010-14
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. 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.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value added	No.	Value added	No.	Value added
Text Books	40573	434,210.00 Since 2010	500	2,12,582.00	41163	6,46,792.00 since 2010
Reference Books			90			
e-Books	-	-	-	-	-	-
Journals	15	10685.00 (total cost)	13	13963.00 (total cost)	13	13963.00 (total cost)
e-Journals	-	-	-	-	-	-
Digital Database	-	-	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	Departments	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.)

- | |
|---|
| <ul style="list-style-type: none"> • Internet access available for all teachers and staff. • On-line admission training given to all faculty and staff. |
|---|

4.6 Amount spent on maintenance in lakhs :

i) ICT	1.39
ii) Campus Infrastructure and facilities	2.70
iii) Equipment	0.11
iv) Others	4.88
Total :	9.08

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
- 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

UG	PG	Ph. D.	Others
1441	-	-	-

students

(b) No. of students outside the state

0

(c) No. of international students

0

Men

No	%
0	0

Women

No	%
1441	100

Last Year	This Year
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General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1128	371	13	07	x	1519	1045	367	18	11	x	1441

Demand ratio

Dropout %

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

3.9:1

6.06%

- No coaching was organised for competitive examinations, however experts came to guide the students about different job opportunities.
- Academic Counselling Cell trains students to perform well at interviews and group-discussion.

No. of students beneficiaries

All Third Year students

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 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

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

5.8 Details of gender sensitization programmes

International Day Against Drug Abuse and Illicit Trafficking by Narcotics Central Bureau, GOI & NSS unit, CU (26.06.14)

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	99 (Tuition Fee)	₹ 63,215/-
	27 (Books)	₹ 18,214/-
Financial support from government	-	-
Financial support from other sources	06	₹ 8,000/- per head
	02	₹ 20,000/-
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: **No major grievances recorded.**

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.
- 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.
- Exhibitions and fairs are arranged to enable students to display their work and to explore innovative ideas.

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. 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 assignments help them improve their performance.

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 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

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

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

6.5 Total corpus fund generated

₹ 35, 51,206.63



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, 2013	Media Workshop on Audio-Visual presentation	Student Enrichment through knowledge and experience sharing and Hands-On Project
Dec., 2013	Handicrafts Fair	Fete

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. 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.

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.

NCC / NSS: Muralidhar Girls' College feels extremely proud of its NCC and NSS units. Right from fresh admission, students are informed and encouraged to take membership in NCC and NSS. Student response remain very high. The NCC and NSS students' activities to neighbourhood extension services include research work. Through these research projects, they gather information, analyze them and write reports on that. These reports are then submitted to the respected Municipal and Administrative bodies. There lies the innovative practice that the students not only do the research but they also submit the reports to the concerned authority so that they cannot use those informations and analyzes for any developmental work.

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 and construction of lift was initiated

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 to promote awareness on

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

8. Plans of institution for next year (2014-15)

- To have at least 1 smart classrooms for use of different departments.
- 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
- Plan programme schedule to celebrate Platinum Jubilee of the College.

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

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

Title of the Practice:

Institution-Neighbourhood-Community Network through

- 1) NCC (National Cadet Corps) and
- 2) NSS (National Service Scheme)



&



- 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:

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 ANO in Sailing Expedition from 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

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.

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