SESSION 2016-2017

ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

Muralidhar Girls'College
P-411/14 Gariahat Road
Kolkata-700029

Website: www.muralidhargirlscollege.org

E-mail: muralidhargirls@gmail.com

The Annual Quality Assurance Report (AQAR) of the IQAC
July 1, 2016 – June 30, 2017
Part – A

1. Details of the Institution

1.1 Name of the Institution

MURALIDHAR GIRLS' COLLEGE

1.2 Address Line 1

P-411/14 GARIAHATROAD

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 2 July, 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/aqar16-17.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**	**B++**	**2.76**	**2016**	**5 years**
3	3rd Cycle	NA	NA	NA	NA
4	4th Cycle	NA	NA	NA	NA

**NAAC Peer Team visited during 26-28 September, 2016.

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

| **30-11-2004** |

1.8 AQAR for the year:

| **2016-17** |

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

    i.   AQAR *2010-11submitted 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)
   v.   AQAR *2014-15 submitted to NAAC on 17-12-2015* (DD/MM/YYYY)
  vi.   AQAR *2015-16 submitted to NAAC on 06-03-2018* (DD/MM/YYYY)
 vii.   AQAR *2016-17 submitted to NAAC on 06-04-2018* (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 (PhysEdu) [ ]

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

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)* **Regular Study Centre of IGNOU (SC-28140)**

UGC-COP Programmes `X`

2. IQAC Composition and Activities

2.1 No. of Teachers 09

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 | Nil |

2.13 Seminars and Conferences (only quality related)

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

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

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(ii) Themes

- College Level Seminar & **'Thalassemia Camp'** in collaboration with the NSS Units of Muralidhar Girls' College. Test conducted by NRS Medical College: 10-09-2016

- College Level Seminar on Legal rights of women – in collaboration with the NSS Units of Muralidhar Girls' College – Speaker: Advocate Sri Gitanath Ganguly.: 04-03-2017

- College Level Seminar on problems related to Kidney function and Kidney function test in collaboration with the NSS Units of Muralidhar Girls' College: Test conducted by Dr. B. Kumar, Calcutta Medical College & Hospital- 06-03-2017

2.14 Significant Activities and contributions made by IQAC

- The IQAC prepared the PPT and made presentation on the college for accreditation in front of the NAAC Peer Team.
- In line with the 7-point criterion of the NAAC guidelines, UGC guidelines, University of Calcutta and Government of West Bengal directives the IQAC is in the continuous process of restructuring and upgradation of the college functioning with more and more emphasis on Teaching-Learning process and Student-Support system.
- IQAC has initiated the process of use of Information and Technology in every sphere of functions of the college.
- The IQAC planed 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 year the college has initiated the process of online admission along with online payment mode through *SBI-Collect*. This was also in line with the directives of the State Government and University of Calcutta.
- The new College website which was launched and the admission portal which was changed in 2016 have been further upgraded in 2017.
- The IQAC prepared the Academic Calendar of the College taking inputs from all the Departments and assisted 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.
- The IQAC promotes sports and extra-curricular activities. In continuation with the past IQAC has initiated the appointment of new trainers for Self-Defense, Yoga & Aerobics, Table Tennis and special adventure course of Rock-Climbing.

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 introduce new subjects.	• Regular assessment of all academic activities done and efforts made to implement corrective measures. • IQAC took the initiative of preparing the proposals for introduction of new subjects and accordingly the college got the approval for introducing Zoology (general) & Physics (General) from academic year 2016-17 and Chemistry (Honours), Mathematics (honours) & Microbiology (General) from academic year 2017-18.
• Increase in faculty strength	• 17 new faculties were appointed in substantive post during 2016-17.
• Faculties were asked to send proposals for Minor Research Projects.	• Faculty members submitted proposals for Minor Research Projects to UGC and 6 MRPs were sanctioned.
• 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 2nd cycle of accreditation of the college.	• IQAC planned and executed the entire NAAC Peer Team visit during 26th-28th September 2016.
• Increase in placement drives for benefit of the students.	• IQAC organised placement drives resulting in both on-campus & off-campus selection of students.
• Encourage participation in Faculty Development programmes benefitting students.	• Faculties participated in week-long FDP organised by TCS to benefit of student placement.

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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 representatives of the IQAC meet at intervals to monitor the implementation of quality parameters for various activities of the college and provides their valuable suggestions..
- Support and assistance from the Governing body enabled IQAC to implement its decision for betterment of the college.

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**	-
	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	**-**	-	-	-
Certificate	**-**	-	-	-
Others	**1 7 (IGNOU) PG=11, PGD=4, Dip=1, UG= 1**	-		-
Total	**15+17 = 35**	-	**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, Zoology 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

Formal feedback system (manual) has been introduced. Feedbacks collected during regular Parent-Teacher meeting relating to the performance, results and attendance of the students.

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

- No revision / update of regulation or syllabi done by the BOS of Undergraduate Courses under University of Calcutta.
- Term-wise division of syllabus reviewed and necessary changes incorporated.

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

Zoology Department was introduced during the current academic year as a General subject. Process is on for introduction of Chemistry & Mathematics Honours along with Physics & Microbiology General courses from 2017-18. Initial proposals have been submitted to the West Bengal Higher Education Council, inspection done by the Higher Education Council and University of Calcutta.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
47	30	11	X	20 *

* Part Time Teacher = 16; Contractual Whole Time Teacher = 1; Contractual whole Time Teacher (College Appointed) = 3

2.2 No. of permanent faculty with Ph.D.

    10

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
15	0	0	0	0	0	0	0	15	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

40	0	0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	13	13	06
Presented papers	05	01	01
Resource Persons	xx	04	04

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 involving student participation and ICT measures.
- 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

| 212 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 = 503
75% ATTENDANCE =   171
75% - 60% ATTENDANCE =   332

2ND YEAR: ROLL STRENGTH = 535
75% ATTENDANCE =   233
75% - 60% ATTENDANCE =   302

3RD YEAR: ROLL STRENGTH = 505
75% ATTENDANCE =   314
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	44	97	36	97	26	84
2.	English	20	53.6	20	90	27	81.81
3.	Sanskrit	20	62.50	10	66	19	86.36
4.	Philosophy	07	100	07	63	02	40
5.	Political Science	29	91	05	100	03	50
6.	History	17	85	15	78	10	91
7.	Education	25	96	29	96	23	85.81
8.	Journalism	32	96	20	90	17	100
9.	Sociology	12	80	04	80	07	88
10.	Psychology	16	84	09	81	15	94
11.	Geography	04	100	02	100	01	100
		B.Sc. PART I (HONOURS)		B.Sc. PART II (HONOURS)		B.Sc. PART III (HONOURS)	
12.	Geography	25	92	32	100	17	100
13.	Economics	07	63	03	60	02	100
14.	Botany	04	29	10	100	05	83.33
15.	Psychology	05	85	10	83	08	100
16.	TTMV (Major)	08	66	10	93	07	50
17.	BA GENERAL	145	67.27	227	80.17	126	45.24
18.	BSc GENERAL	04	75	09	88.88	11	81.82

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 continuous improvement in implementation of the curriculum of various courses.
- 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.
- IQAC takes initiative in organising placement programmes for the benefit of the students.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	03
UGC – Faculty Improvement Programme	02
HRD programmes	x
Orientation programmes	01
Faculty exchange programme	01
Staff training conducted by the university	x
Staff training conducted by other institutions	03
Summer / Winter schools, Workshops, etc.	01
Others	01

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	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	9 (prior to 2010)	7	16	9
Outlay in Rs. Lakhs		₹10,23,174/-		

3.4   Details on research publications

	International	National	Others
Peer Review Journals	14	07	-
Non-Peer Review Journals	-	-	-
e-Journals	01	01	-
Conference proceedings	01	06	-

3.5 Details on Impact factor of publications:

Range $\boxed{0.512 - 2.447}$ Average $\boxed{1.4795}$ h-index $\boxed{-}$ Nos. in SCOPUS $\boxed{-}$

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 (7)	2016-18	UGC	₹/-	₹10,23,174/-
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. | 1 | Chapters in Edited Books | - |

ii) Without ISBN No. | 1 | | - |

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	-	-	-	-	5
Sponsoring agencies	-	-	-	-	Muralidhar Girls'College

3.12 No. of faculty served as experts, chairpersons or resource persons   -- | 08 |

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 `₹50,000/`

Total `₹50,000/-`

3.16 No. of patents received this year

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

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

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

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

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

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones): **Not Applicable**

JRF `-`   SRF `-`   Project Fellows `-`   Any other `-`

3.21 No. of students Participated in NSS events:

University level `60`   State level `33`

National level `-`   International level `-`

3.22 No. of students participated in NCC events:

University level `11`   State level `130`

National level `08`   International level `-`

3.23 No. of Awards won in NSS:

University level | 25 | State level | 9
National level | - | International level | -

3.24 No. of Awards won in NCC:

University level | 08 | State level | 10
National level | 2 | International level | -

3.25 No. of Extension activities organized

University forum | - | College forum | -
NCC | 8 | NSS | 8 | 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 2016-17

NSS activities are multipurpose as well as multidimensional in nature. While the community gains from the services of the volunteers; the volunteers also learn a lot from the community. They are exposed to people from different culture and socio-economic backgrounds and develop an insight into the problems of people. Their interaction with the common people will expose them to the realities of life and bring about a change in the social perception, with a view to personality development of the students through community service. Thus, NSS holds a significant part in the process of formation of future generation of the country through various constructive programmes. The major National Level projects undertaken by NSS are AIDS awareness, afforestation, blood donation camps, cleanliness of our environment, disaster management etc.

DATE	PROGRAMME	ORGANISED BY
10th May, 2016	Anjana Ghosh Memorial Social Welfare Trust conducted a seminar on PC & PNDT Act. They informed the students about the various legal rules and regulations that are formulated to stop girl feticide and how the state government is working to implement these.	Anjana Ghosh Memorial Social Welfare Trust, a selected NGO under Directorate of Health Service, Government of West Bengal,
22nd May, 2016	A **Blood Donation Camp** is organized. Active participation of huge number of donors made it a successful camp.	NRS Medical College & Hospital
21st June 2016	International Yoga Day is observed. Student volunteers performed various yogas and asanas.	NSS UNITS, Muralidhar Girls' College

Date	Description	Organisation
25th & 26th July, 2016	Student volunteers participated in a two-day' workshop on 'Self Defence'. Through this workshop students were introduced to preliminary sessions of Judo and Karate, which they had continued later.	NSS UNITS, Muralidhar Girls' College
12th August, 2016	Student volunteers distributed flowers in the college premises to observe International Youth Day.	NSS UNITS, Muralidhar Girls' College
24th August 2016	A seminar was organized on E-Waste Management	NSS UNITS, Muralidhar Girls' College
27th August 2016	Anjana Ghosh Memorial Social Welfare Trust, a selected NGO under Directorate of Health Service, Government of West Bengal, conducted a seminar on "Save the Girl Child" and Sri Arunavo Bose gave a talk on 'Gender Sensitization'.	NSS UNITS, Muralidhar Girls' College
3rd September, 2016.	Aagamee, an NGO organized a programme on 'Gender Sensitization'.	NSS UNITS, Muralidhar Girls' College
10th September, 2016	**'Thalassemia Camp'** is held where doctors first told about the necessity of this test and how Thalassemia can be prevented. Then blood samples were taken from students. The reports were distributed after the puja vacation. Further counselling sessions were arranged for the carriers along with their guardians.	NSS UNITS, Muralidhar Girls' College
24th November, 2016.	Student volunteers collected clothes from other students and staffs of the college and distributed those among the slum dwellers.	NSS UNITS, Muralidhar Girls' College
29th March, 2017	A seminar was organized where Mr. T. K. Panda, Coordinator of TORC, Narendrapur Ramakrishna Mission and Mr. Kunal Chattopadhyay, Ex- NSS Coordinator and Youth Officer, Calcutta University spoke on NSS Awareness. Volunteers came to know about the rules and duties of NSS and the need to develop social consciousness.	NSS UNITS, Muralidhar Girls' College
26th June, 2016	Student volunteers along with the programme officer and other faculties joined **'Anti-Drug Rally'** in observance of 'International Day against Drug Abuse and Illicit Trafficking'.	Narcotics Central Bureau, Govt. of India & NSS-NCC units, Calcutta University
1st July, 2016	Student volunteers were selected and sent to volunteer 'Blood Sugar Test Camp'.	Kolkata Ekatma, an NGO & NSS units
8th July, 2016	Student volunteers were sent to volunteer a programme organized by an NGO, at Science City.	Sister Margarat Foundation

1st December, 2016	Student volunteers attended World AIDS day celebration programme at Swastha Bhawan. Minister-In-Charge, Health with other eminent Doctors and dignitaries were present in the occasion. Students came to know in detail about the causes and cures of AIDS.	Swastha Bhawan, Government of West Bengal
30th December, 2016	Student volunteers along with the programme officer attended 'Swasthya Samman 2016' programme at Netaji Indoor Stadium. There our honourable Chief Minister Smt. Mamata Bandyopadhyay introduced 'Swasthya Sathi Prakalpa' to provide health benefits to lower income govt. employees and felicitated doctors and health workers with remarkable contribution.	organized by Health and Family Welfare Department, Govt. of West Bengal
7th January, 2017	Student volunteers along with the programme officer volunteered in a Govt. of West Bengal programme of 'State level Teachers' Convention' held at Netaji Indoor Stadium.	Govt of West Bengal
2nd March, 2017	NSS volunteers participated in West Bengal State level celebration of 'National Integration Camp' at Calcutta University.	University of Calcutta
Special Camp Programme: 4th – 11th March 2017		
4th March 2017	Hon'ble Minister-in-Charge, Department of Power & Non-Conventional Energy Resources, Government of West Bengal and President of our college Governing Body, Mr. Sovandeb Chattopadhyay,and our principal Dr. Kinjalkini Biswas inaugurated NSS special camp 2017 by lighting the lamp. Advocate Gitanath Ganguly gave a valuable mine of information regarding the legal rights of women. Dr.Malyashree Bhattacharya former Programme Officer, NSS unit of Muralidhar Girls' College spoke on 'NSS Awareness'. Prof. Bela Bose, Retired Professor of English, Biharilal College, Calcutta University spoke on 'Society and Social Work: Relevance of NSS'. Mr. Malay Ghosh and Shri SK Das. Shri S.K. Das encouraged students by giving them wide information about self-employed business and how they can become a successful business woman. He also explained how his MSME institute welcomes all budding entrepreneurs who want to start their own business by giving them special training. Mr. Malay Ghosh, eminent radio journalist, anchor of Doordarshan and Akashbani, and social worker conducted this session.	NSS UNITS, Muralidhar Girls' College
5th March 2017	Volunteers participated enthusiastically in the Extempore competition in the presence of teachers Smt. Sunetra Sengupta, Dr. Indira Sur and Sri Sanjoy Mazumdar. Prof. Siddharto Mazumdar, Ex-Chairman of College Service	NSS UNITS, Muralidhar Girls' College

	Commission delivered a speech on 'Functions of NSS: Role of Student'.	
6th March 2017	Kidney function test was organized. After brief introduction and felicitation Dr. B. Kumar, Calcutta Medical College & Hospital, presented his well thought, effective and to-the-point analysis, explaining every corner of kidney related issues through a power point presentation. Mr. Malay Ghosh, eminent radio journalist, anchor of Doordarshan and Akashbani, and social worker conducted the whole program.	Narayana Super Specialty Hospital, and Anuranan, an NGO.
7th March 2017	Mr. Supriyo Biswas conducted a screening on self defence. A blood donation camp followed this. Senior Consultant and Radio Therapist of Saroj Gupta Cancer Hospital spoke about cancer, the 2nd globally killer disease and how people neglect diagnosis which leads it to reach an advanced stage when it becomes incurable.	NSS UNITS, Muralidhar Girls' College
8th March 2017	Volunteers collected cloths and distributed that among the pavement dwellers around Gariahat and in our adopted slum. Then, conducted jewellery-making workshop to encourage them for self-employment.	NSS UNITS, Muralidhar Girls' College
9th March 2017	Poster-making competition was held among the student volunteers. In the second session, doctors spoke on various lifestyle diseases obesity, cholesterol related heart problems, allergies, diabetes that have cropped up in our society and emphasized the need to do a regular health checkup. This was followed by a free health checkup camp for the mothers and children of our adopted slum.	NSS UNITS, Muralidhar Girls' College
10th March 2017	An awareness program on Thalassemia was arranged where doctors of Dept. of Hematology, NRS Medical College through a PowerPoint presentation gave the students and teachers an insight into the disease Thalassemia, it's causes and characteristics.	NSS UNITS, Muralidhar Girls' College
11th March 2017	Closing ceremony of 7-day long special camp was celebrated by distribution of prizes for Extempore competition, Poster-making competition, and Photography competition. Students organized a cultural programme to end the camp on a happy note.	NSS UNITS, Muralidhar Girls' College

The major extension and outreach programmes organized by NCC in 2016-17:

Date	Programme	Organised by
22nd May, 2016	A **Blood Donation Camp** is organized. Active participation of huge number of donors made it a successful camp.	NRS Medical College & Hospital
26th May to 4th June 2016.	Our cadets did Swatchh Bharat abhayan during the Lakshmikantapur camp.	NCC Group HQ Kolkata
26thJune, 2016	Student volunteers along with the programme officer and other faculties joined **'Anti-Drug Rally'** in observance of 'International Day against Drug Abuse and Illicit Trafficking'.	Narcotics Central Bureau, Govt. of India & NSS-NCC units, Calcutta University
2nd & 4th august 2016	On 2nd of August our cadets took an oath on Swachh Bharat and tried to make people understand the importance of this initiative. Then they went to a slum area on 2nd august 2016 and on 4th august they went to the local area near our college to make people understand about this mission.	NCC Group HQ Kolkata
Nov.2016	Observation of the Communal Harmony Campaign Week	NCC Group HQ Kolkata
Nov.2016	Observation of Flag Day of the National Foundation for Communal Harmony	NCC Group HQ Kolkata

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3134.5 sqmt	x	x	3134.5 sqmt
Class rooms	26	x	x	26
Laboratories	6	5	College Fund	11
Seminar Halls	x	x	x	x
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	0	Completion of Structured LAN	0	0
Value of the equipment purchased during the year (Rs. in Lakhs)	₹53,64,104/- (Created during 2010-16)	₹11,36,378/-	College Fund	₹65,00,482/-
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	41864	811033.00	87	16103.00	41951	8,27,136.00
Reference Books						
e-Books	-	-	-	-	-	-
Journals	13	14,323.00	17	28,979		
e-Journals	-	-	-	-	-	-
Digital Database	NLIST	5,000.00	NLIST	5,000.00	NLIST	5,000.00
CD & Video	9	1,850.00	51	15,000.00	60	16,850
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.
- HRMS 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   3.49

ii) Campus Infrastructure and facilities   10.11

iii) Equipment   3.47

iv) Others   1.91

Total: 18.98

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 & Honoursgiven to the students and the facilities offered by the college.
- **College Website and WhatsApp Groups** - The college website **www.muralidhargirlscollege.org** has all the relevant information/guidelines to provide necessary assistance to the students. All important notices are uploaded in the website. IQAC maintains various WhatsApp groups for different purposes, like, Academic, Sports, Self-Defense, NSS, NCC, Career Development & Placement, Scholarships etc.
- **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. Remedial Committee is assigned duty to look after its academic transactions.
- 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 learning with multimedia computer sets and 24x7 internet facilities.
- **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, staff, and other stakeholders for better functioning of the college.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1543	-	-	-

(b) No. of students outside the state

0

(c) No. of international students

0

Men | No | % | Women

No	%
x	x

No	%
1543	100

Last Year (2015-16)						This Year (2016-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1198	330	16	50	x	1594	1105	302	16	58	x	1543

Demand ratio | 3.5:1 | Dropout % | Above 10% |

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

- Counselling services are made available to the students by the Career Development and Placement 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 Development 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, George Telegraph, Techno India group, Emporium etc. ICICI Prudential Life Insurance, OTT Solutions, Suresoft Solutions, American Library have recruited number of students. Tata Consultancy Services agreed to conduct placement from next academic session.

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
04	20	02	04

5.8 Details of gender sensitization programmes

Anjana Ghosh Memorial Social Welfare Trust, a selected NGO under Directorate of Health Service, Government of West Bengal, conducted a seminar on PC & PNDT Act. They informed the students about the various legal rules and regulations that are formulated to stop girl feticide and how the state government is working to implement these.

5.9 Students Activities

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

State/ University level | 08 | National level | - | International level | -

No. of students participated in cultural events

State/ University level | 09 | National level | - | International level | -

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

Sports : State/ University level | 06 | National level | - | International level | -

Cultural: State/ University level | 08 | National level | - | International level | -

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	65 (Tuition Fee)	₹50,125/-
	9 (Books)	₹ 6,647/-
Financial support from government	130 under Kanyashree scheme of Govt. of W.B.	₹ 25,000/- per head
Financial support from other sources	08	₹ 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 | 02 |

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. With a major initiative taken by University of Calcutta in introducing the CBCS from next academic year, the BOS of different subjects sent proposed change of syllabus for suggestions, which all the departments have provided.

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 and Selection exams are conducted. Date Sheet for Mid-Term Exam is displayed on the Notice Board.
- Announcement regarding examinations, methods of examinations, question pattern, syllabus and other general information are given in classes.
- Students are given checked answer sheets of the tests and examinations which helps them to identify their weak points and they are guided to improve their performance.
- Re-exam of students absent due to valid reasons is 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.
- The Research Wing is in the process of publication of 2nd volume of MGC Quest- Research Journal of the college.

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
- **Morning Library:** The college has a Non-Resident Students' Centre/Morning Library 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 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 11 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. 17 new faculties were appointed in substantive post during 2016-17.
- 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

6.5 Total corpus fund generated   ₹ 25,884,323/-

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

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

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

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

For UG Programmes   Yes ☐ No ☐

For PG Programmes   Yes ☐ No ☐

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

NOT APPLICABLE

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

NOT APPLICABLE

6.11 Activities and support from the Alumni Association

Dec., 2016	Handicrafts Fair

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:

- Training to use Smart Class Rooms is provided to the staff members to motivate them for theirwide 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 HRMS 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.
- Solar Photovoltaic Power Plant installed on the roof-top and solar power thus generated is fed to the grid.
- Rain water harvesting initiative undertaken.

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 Network and that helps the Head of the institution to get any information at one click and whenever it is necessary. The Principal not only monitors the system but also administers it to keep the data secured.

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 which was initiated have been completed..
- 1 smart classroom was added for use of different departments.
- Biometric attendance system successfully operates..
- Minor Research Projects proposals sent for approval to UGC got sanctioned.
- 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.
> - Solar Photovoltaic Power Plant installed on the roof-top and solar power thus generated is fed to the grid.
> - Rain water harvesting initiative undertaken.

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 & staff
> - Conducive work environment
> - Student friendly academic environment
>
> **Weakness**
> - College Campus consists of one building without any playground.
> - Lack of hostel facility
> - Limited research activities
>
> **Opportunities**
> - Centrally located college with well-connected Railways, roadway and Metro service
>
> **Threats/Challenges**
> - To motive first generation learners.
> - Rising cost of education

8. Plans of Institution for next year (2017-18)

- Preparation for CBCS introduction.
- Enhancement of ICT usage in interactive Teaching-Learning method.
- Transforming the existing system of education towards more learner centric approach.
- Transforming the existing system of education towards more employment centric approach.
- Develop a continuous evaluation system in the upcoming CBCS approach.
- More use of Virtual Classroom facility.
- Sending proposals for opening Masters course in Journalism & Mass Communication and Bengali.
- Up gradation and maintenance of existing laboratories for strengthening infrastructural facilities of the college.
- Installation of Sanitary Napkin vending machine for the benefit of the students.
- Organising workshops & seminars for faculty and student enrichment.
- Organising Job-Fair to strengthen placement initiatives.
- Extension of the college building in the backyard space.
- Increase in permanent faculty strength.
- Strengthening of Online Feedback system.

NAME: **SUNETRA SENGUPTA**

Signature of Coordinator, IQAC

COORDINATOR, IQAC
MURALIDHAR GIRLS' COLLEGE
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Kolkata-700029

NAME: **DR. KINJALKINI BISWAS**

6.4.18

Signature of 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

****

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 provides 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 tracks 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:

- 7 cadets participated in Rock Climbing Camp organized by Institute of Exploration at Shushunia from 31st January'16 to 4th February 2016.
- SUO Supriya Dey was the first from our college to successfully complete the Search & Rescue Team course from Nehru Institue of Mountaineering from 22nd March to 12th April, 2016. She passed with 'A' grade.
- CPL Laboni Jana successfully completed all India Nilgiri Trek at Ooty as a representative of West Bengal & Sikkim Directorate from 27th May'16 to 9th June 2016.
- CPL Munmun Ghosh stood first in advance traning course held in shushunia. She also got scholarship to HMI.

The activities of the NSS units and NCC units of the college shows:

- 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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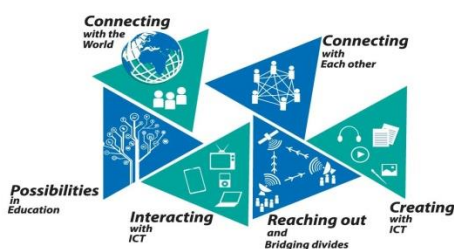**Title of the Practice - 2:**

- **Moving forward with ICT (Information and Communication Technology)**

ICT

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

- 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.

The Context:
- 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 are 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.
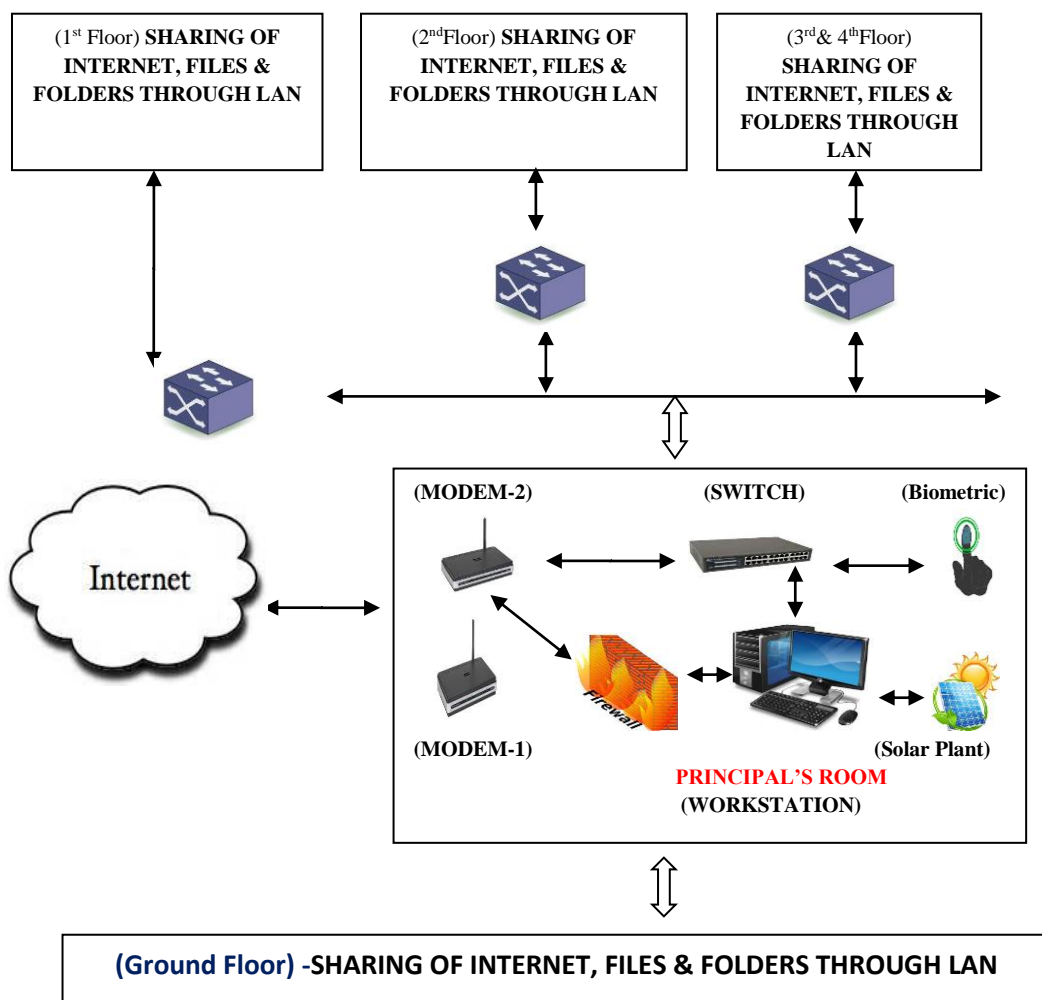
<u>**The Practice:**</u>

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 Smart board, 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 virtual classroom for 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 account 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:

| (1st Floor) **SHARING OF INTERNET, FILES & FOLDERS THROUGH LAN** | (2nd Floor) **SHARING OF INTERNET, FILES & FOLDERS THROUGH LAN** | (3rd & 4th Floor) **SHARING OF INTERNET, FILES & FOLDERS THROUGH LAN** |

Internet

(MODEM-2) (SWITCH) (Biometric)

(MODEM-1) (Solar Plant)

PRINCIPAL'S ROOM
(WORKSTATION)

(Ground Floor) -SHARING OF INTERNET, FILES & FOLDERS THROUGH LAN

- 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.**

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