



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		MURALIDHAR GIRLS' COLLEGE
Name of the head of the Institution		DR. KINJALKINI BISWAS
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03324644371
Mobile no.		9433112142
Registered Email		muralidhargirls@gmail.com
Alternate Email		mgiaqac2018@gmail.com
Address		P-411/14, GARIAHAT ROAD, BALLYGUNGE
City/Town		KOLKATA
State/UT		West Bengal
Pincode		700029
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	DR. SUVASREE DUTTA (DASGUPTA)
Phone no/Alternate Phone no.	03324641312
Mobile no.	9830322020
Registered Email	mgqiqac2018@gmail.com
Alternate Email	suv_dutt_dg2009@yahoo.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.muralidhargirlscollege.ac.in/pdf/iqac-agar/6059c28e042db_agar_report.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	http://www.muralidhargirlscollege.ac.in/pdf/ACADEMIC_CALENDAR/MGC_IOAC_ACADEMIC_CALENDAR_2019-20.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B+	76	2004	03-May-2004	02-May-2009
2	B++	2.76	2016	05-Nov-2016	04-Nov-2021

6. Date of Establishment of IQAC	30-Nov-2004
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Organised Saraswati Puja which went to be felicitated by local news channel	29-Jan-2020 1	430
Observation of National Unity Day (Ekta Divas)	31-Oct-2019 1	45
Organised an Alumni Association Meet	21-Sep-2019 1	320
Organised One day International Seminar on 'ICT Integration in Teaching Learning: Scopes and Challenges in Higher Educational Institutions'	17-Aug-2019 1	185
Observation of International Mother Language Day in collaboration with the Department of Bengali, through a seminar with invited speakers with the aim of stressing the importance of preserving local languages	22-Feb-2020 1	160
Observation of International Women's Day through inter-college Essay, Recitation and Elocution competitions as well as a seminar with invited speakers	12-Mar-2020 2	130
Organised Webinar titled 'Pandemics in Indian Society: Analysing Pre-COVID and Post-COVID situation	09-Jun-2020 1	100
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	N.C.C. Grant	West Bengal State Government	2019 365	3000
Faculty	U.G.C. Teacher's Fellowship	U.G.C.	2019 365	10500
Faculty	Minor Research Project	U.G.C.	2019 365	19948

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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	9
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
1. Increased participation with the alumni and the past staff of the college.	
2. Organising seminars, workshops and awareness camps on various issues of social importance.	
3. Resource mobilisation through conducting workshop to update teachers on latest developments in ICT enabled teaching and research.	
4. Observation of important events to motivate students through value education.	
5. Involving internal and external stakeholders in quality upkeep of the college.	
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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year	
Plan of Action	Achievements/Outcomes
Increase Alumni involvement	Organised Alumni Meet
Encouraged use of ICT enabled teaching/learning	Organised seminar to train teachers and mobilised utilisation of resources
Increase social awareness amongst students	Done through observation of important dates, birth anniversaries of motivational figures etc.
Encourage regular organisation of seminars and workshops	Seminars and workshops organised by IQAC, different departments in collaboration with IQAC and different

	departments independently
Encourage Research and Publication Facilities for the faculties.	QUEST Volume II, Journal of Muralidhar Girls' College was published.
Encourage outreach programmes	Outreach programme like Swachh Bharat Abhiyan, Cancer Awareness Programme, Blood Donation Camp, Awareness Camps on Dengue Prevention, contribution of relief materials to 'Amphan' affected areas of South 24 Parganas, West Bengal etc. are successfully carried out by the NSS and NCC units of the college.
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
GOVERNING BODY	18-Feb-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2020
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Date of Submission	14-Mar-2020
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>ACCOUNTS: The name of the software used in the accounts section is Visual Basic Dot Net which aids in generation of payroll, maintaining the cashbook, ledger and trial balance. LIBRARY: The library uses the software Synergie, which has modules for cataloguing books, circulation of books and book search (open access catalogue) for systematic maintenance of books and easy access by the students. GENERAL SECTION: The general section of the college uses Smart College software by Livesoff, which aids in admission, students' master entry and its report generation, railway concession entry and its report generation, subject wise report generation, category (general, SC, ST, OBC, etc) analysis, streamwise</p>
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break -up, category break -up, student registration, maintenance of student details, attendance entry and report, and in registration of students.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Our institution offers Honours & General courses in 20 regular subjects along with MAJOR degree course in the subject of TTMV and ENVS as compulsory subject under the affiliation of University of Calcutta. The college follows the curricula and syllabi of the Choice Based Credit System for these courses as framed by the parent University. The syllabi for different Honours & General courses have following sections: 1) Core Course; 2) AECC-Ability Enhancement Compulsory Course; 3) SEC- Skill Enhancement Course; 4) GE- Generic Elective; 5) DSE- Discipline Specific Elective. A student has to study at least one Ability Enhancement Compulsory Course and Environmental studies for one semester. The institution plays a pivotal role in the proper implementation of the syllabi formulated by CU. The college focuses on effective design and disbursement of curricula by the faculty. Our College prepares a 'Master Routine' including all the possible combinations of subjects taught in a semester and the departmental routine is derived from this master routine prepared by the Central Routine Committee in strict accordance with the credit system laid down by CU. The syllabus of each paper is divided into different modules for effective teaching -learning and departments are provided with resources for ICT- enabled teaching -learning for constant upgradation of pedagogical tools, alongside the traditional chalk and talk method. In view of COVID -19 pandemic, regular classes have been held in the online mode since March 2020, while E-content was regularly uploaded on the college website and on the college Youtube channel created specifically for this purpose. Remedial classes beyond the structured routine, revision classes, unit tests, surprise tests, mid -term tests, field work/ survey, internal assessments are some of the tools used to ensure sustained and continuous learning and evaluation. The individual Departments document student participation in seminars, outreach programmes, projects etc. Interactive sessions with students and guardians, as and when required, are held to identify problem areas. Special care is taken to address the problems of slow learners, advanced learners and first generations learners. Faculty exchange programmes (both inter and intra college) are regularly held to expand learning experience for the students. The College library has two sections - a fully automated Digitized Central library, and departmental seminar libraries to provide easy access of books to the students. Students are trained for using various online digital library and open access sources such as NDL, British Library, American Library , N- List, etc, subscribed to by the college. The college also lays emphasis on the mental and physical well-being of the students. The college provides students and staffs free weekly medical checkup by the college appointed Medical Officer Dr. Suchandra Das, and a psychological counseling cell for students is also operational as per the UGC Guidelines and Calcutta University Guidelines. The college focuses on an all-round development of students who are encouraged to participate in various intra and inter co-curricular activities at such as Youth Parliament, Cultural Competitions, debates, extempore, yoga etc. In order to sharpen the students' writing skills, they are encouraged to make submissions for departmental magazines, viz. Department of Philosophy and

Journalism and Mass Communication have their own departmental magazine 'Miles to Go' and departmental newspaper 'Scribe', respectively. The faculty of the Department of Journalism and Mass Communication guide students in creating and maintaining online blogs. The College functions in accordance with the University regulations and guidelines provided. Records of admission, student-teacher ratio, examinations etc. are maintained by the central office of the college. For the smooth functioning of the college, the official website of the college i.e. www.muralidhargirlscollege.ac.in is regularly updated and maintained, where along with the proposed new academic calendar (prepared according to the notices and circulars received from the affiliating university, "Calcutta University"), regular notices pertaining to routines, exam dates, form fill up dates, scholarships, etc. are also uploaded time to time.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	NA	Nil	0	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	UG	08/07/2019
BSc	UG	08/07/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Yoga	17/07/2019	21
Karate and Self Defense	02/08/2019	15
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	GEOGRAPHY (Honours)	29
BA	TRAVEL AND TOURISM MANAGEMENT (Major)	9

BA	HISTORY (Honours)	25
BSc	ZOOLOGY (General)	4
BSc	BOTANY (Honours and General)	26
BA	JOURNALISM AND MASS COMMUNICATION (Honours)	1
BSc	PSYCHOLOGY (Honours)	4
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>Feedback from all the different stakeholders is essential for the proper evaluation and upliftment of any organization. For this purpose, feedback forms are generated putting emphasis on the different service-oriented areas of interest for different stakeholders. For students' feedback a questionnaire has been designed covering all the segments of the college e.g. Teaching and learning, Administrative office, Library, Extracurricular activities etc. The feedback is generally collected from each and every outgoing third year (Honours) students to have their views as well as experience during the period of their study in this institution. Students' feedback forms are analyzed by the IQAC and necessary actions/amendments are taken by the authority. Head of the institution meet class representatives at a regular interval to channelize the system smoothly. Apart from students' feedback, this year feedback from alumni have been collected and analyzed. All the departments receive feedback from parents during parent teacher meetings from time to time and discuss overall issues related to the betterment of students and college. Teachers provide valuable feedback to the head of the institutions on different academic issues. Grievances, if any, and necessary suggestions can be registered to the Grievance Redressal Cell of the college through drop box. For alumni feedback, primarily three areas have been chosen with several questions from each area: present teaching learning infrastructure, how were the ex-students benefitted from this institution and how they feel now about their alma mater. Depending upon the feedback received from different stakeholders, initiatives have been taken to provide sufficient basic requirements like, facilities for safe and pure drinking water, cheap canteen and hassle free official support.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Statistics	35	30	3

	(General)			
BA	Film Studies (General)	40	150	39
BSc	Microbiology (General)	20	40	4
BSc	Zoology (General)	20	80	24
BSc	Physics (General)	20	40	6
BA	Travel and Tourism Management (Honours)	35	18	9
BSc	Geography (Honours)	41	245	32
BSc	Psychology (Honours)	40	361	35
BSc	Chemistry (Honours)	15	45	3
BSc	Botany (Honours)	26	106	13

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1686	Nil	45	Nil	45

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
45	45	108	5	7	11

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring is a true fulfilment of students' educational guidance by the faculty members of the college. Thus the IQAC takes the initiative to bring each and every student under the purview of mentoring system. At the beginning of every Academic session, departments individually organize Orientation Programme on the first day for students of first semesters (both Honours and General) and explain the mentoring system, course details, assessment procedure, assignment details, co-curricular activities etc. In the mentoring process, all necessary information related to the student such as the contact number, email of the student, family income, category,

gender, parents' contact details etc are collected by the department and two class representatives are selected.

The departmental teachers equally share the responsibility as the mentors of the students. The ongoing relationship is nurtured through individual meetings phone calls and email contacts. Thus the mentor-student relation is offering a homely guidance and encouragement. It helps to develop a mutual bond. Departments maintain the records of class tests/surprise tests, attendance records, records of student seminars etc related to the reviewing of the performance of the students. The mentors are also taking initiative to contact the parents to inform them about the academic performance of the students and ask them to attend the guardians meeting. IQAC takes initiatives for further upliftment of the students by organizing different job oriented workshops from various renowned organizations engaged in same kind of activities. Institute also provides free self defense training, yoga training, medical check-up for the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1686	45	1 : 37

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
48	45	3	3	18

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	NA	Nil	NA
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	UG (General)	SEM 3	11/01/2020	08/03/2020
BA	UG (General)	SEM 3	11/01/2020	08/03/2020
BSc	UG (Honours)	SEM 3	23/12/2019	08/03/2020
BA	UG (Honours)	SEM 3	23/12/2019	08/03/2020
BSc	UG (Honours and General)	SEM 2	12/07/2019	03/09/2019
BA	UG (Honours General)	SEM 2	12/07/2019	03/09/2019
BSc	UG (General)	SEM1	21/01/2020	23/09/2020
BA	UG (General)	SEM 1	21/01/2020	23/09/2020
BSc	UG (Hons)	SEM 1	03/01/2020	23/09/2020
BA	UG (Honours)	SEM 1	03/01/2020	23/09/2020

[View File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous assessment is a form of examination that evaluates a student's advancement throughout the semester. Proponents of continuous assessment exhibit that this approach allows tracking of progress of students and has a chance of offering more attention and guidance as well as supports to improve. In our college an effort has been taken to evaluate the students' academic development continuously with their learning. This particularly helps to assess the students' weakness that will be given more emphasis later by the teachers and mentors and will help the students to overcome their weakness. Within the curriculum of the University of Calcutta (to which Muralidhar Girls' College belongs) under CBCS system the college has to arrange internal assessment of 10 marks for each paper. The questions here again become suggestive to the final examination and the marks obtained in this assessment are forwarded to the University portal to be added in the final result. Moreover, in the new system other than the end-semester exam, the students of each semester have to acquire at least 60 percent attendance and appear for tutorial or practical examinations for the successful completion of their end semester examinations.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The College functions in accordance with the guidelines and regulations framed by the University of Calcutta. For this purpose an academic calendar mentioning holidays, teaching days, admission timeline, seminar/workshop slots, etc. in a semester is prepared at the beginning of the session and is uploaded in the college website. The framework of this calendar has provisions for tentative schedules for internal and end semester examinations and study leaves provided to students for the same. According to the schedule of the university we give notice of students' enrolment, class notice, internal assessment, registration, students' form fill up etc. Thus the Academic Calendar includes the tentative schedule of the following important matters: •Admission •Commencement of classes •Month-wise regular classes •Seminars/Workshops •Academic Excursion / Survey / Field-Works •Annual Sports •Cultural Activity •Internal Assessment •Study Leave •End Semester Examinations •Holidays and Vacations. The Academic Calendar thus prepared is followed strictly except for some unavoidable circumstances.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=59&Itemid=0

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Major	BA	Part II	12	11	92
General	BSc	Part II	20	19	95
Honours	BSc	Part II	61	58	95
General	BA	Part II	118	89	75
Honours	BA	Part II	210	193	92

Major	BA	Part III	9	7	78
General	BSc	Part III	18	11	61
Honours	BSc	Part III	38	37	97
General	BA	Part III	125	67	54
Honours	BA	Part III	144	138	96
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://www.muralidhargirlscollege.ac.in/pdf/MGC_STUDENT_SATISFACTION_SURVEY_2019-2020.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	730	UGC	115000	19948
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NA	NA	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	Nil	NA
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	ZOOLOGY	1	0
National	GEOGRAPHY	1	0
National	BENGALI	3	0
National	EDUCATION	2	6.6
International	POLITICAL SCIENCE	1	0
National	ENGLISH	1	0
National	SOCIOLOGY	2	0

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
ZOOLOGY	2
EDUCATION	2
BENGALI	1
POLITICAL SCIENCE	3
ENGLISH	1
SOCIOLOGY	3

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	Nil	0	NA	Nil

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	Nil	Nil	Nil	NA

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	28	22	4	13
Presented papers	3	7	Nil	Nil

Resource persons	1	Nil	Nil	Nil
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Combined Annual Training Camp at FC College	20 BENGAL BN NCC	1	4
Contribution of Relief Materials in Amphan affected Areas	NSS, Muralidhar Girls College Unit	7	10
Blood Donation Camp	NRS and NSS, Muralidhar Girls College Unit	6	15
Gender Sensitization Workshop	SWAYAM and NSS, Muralidhar Girls College Unit	5	5
National Youth Day and International AIDS Day	NSS Unit, Muralidhar Girls Unit	6	60
International Day of Persons with Disabilities	DAF and NSS, Muralidhar Girls College Unit	5	30
NSS DAY Golden Jubilee Celebration	NSS, Muralidhar Girls College Unit	6	10
GO YELLOW Kolkata	LIFELINE FOUNDATION and NSS, Muralidhar Girls College Unit	6	20
ECO_HYDROLOGY OF KOLKATA with special reference to Rabindra Sarovar	KMDA in association with West Bengal Pollution Control Board and NSS, Muralidhar Girls College Unit	5	6
SAVE GREEN, STAY CLEAN- Awareness Campaign by West Bengal Government	Government of West Bengal and NSS, Muralidhar Girls College Unit	5	30
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students
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			Benefited
AIDS Awareness	BEST RED RIBBON CLUB AWARD	National AIDS Control Organisation	200
Youth Parliament Competition	Sanjukta Chakraborty awarded BEST MARSHAL AWARD for district level Youth Parliament Competition	Department of Youth Affairs, Government of West Bengal and St. Xaviers College, Calcutta	1
Group Level Best Cadet	Reshme Akhter selected as group level Best Cadet	NCC	1
Overall Performance	DG Commendation for Reshme Akhter for overall performance in NCC	NCC	1
Bravery Award	Reshme Akhter won Governors Medal for Bravery	Governor	1
Mountaineering Expedition	Reshme Akhter received Rs. 2500/- for DG Commendation for Mountaineering expedition	NCC	1
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
CANCER AWARENESS PROGRAMME	1 BENGAL GIRLS BATTALION NCC	RALLY FOR CANCER AWARENESS	1	20
BLOOD DONATION CAMP AT NCC CLUB HOUSE	NCC DIRECTORATE WB AND SIKKIM AND STATE BLOOD TRASFUSION COUNCIL WB	AWARENESS FOR BLOOD DONATION	Nil	2
SWACHH BHARAT AVIYAN AT VICTORIA MAIDAN NCC CLUBHOUSE AND COLLEGE PREMISES	1 BENGAL GIRLS BATTALION NCC AND MURALIDHAR GIRLS COLLEGE	CLEANLINESS CAMPAIGN	Nil	50
BLOOD DONATION CAMP	NRS AND NSS, MURALIDHAR GIRLS COLLEGE UNIT	AWARENESS FOR BLOOD DONATION	6	15
GENDER SENSITIZATION	SWAYAM AND NSS, MURALIDHAR	WORKSHOP TO PROMOTE	5	5

WORKSHOP	GIRLS COLLEGE UNIT	AWARENESS FOR GENDER ISSUES		
NATIONAL YOUTH DAY AND INTERNATIONAL AIDS DAY	NSS, MURALIDHAR GIRLS COLLEGE UNIT	SEMINAR AND AWARENESS PROGRAMME	6	60
INTERNATIONAL DAY OF PERSONS WITH DISABILITIES	DAF AND NSS, MURALIDHAR GIRLS COLLEGE UNIT	RALLY	5	30
GO YELLOW KOLKATA	LIFELINE FOUNDATION AND NSS, MURALIDHAR GIRLS COLLEGE UNIT	RALLY FOR INITIATING ANTI SUICIDAL AWARENESS	6	20
ECO HYDROLOGY OF KOLKATA WITH SPECIAL REFERENCE TO RABINDRA SAROVAR	KMDA IN ASSOCIATION WITH WEST BENGAL POLLUTION CONTROL BOARD AND NSS, MURALIDHAR GIRLS COLLEGE UNIT	SEMINAR AND AWARENESS PROGRAMME	5	6
SAVE GREEN STAY CLEAN - AN AWARENESS CAMPAIGN BY WEST BENGAL GOVERNMENT	GOVERNMENT OF WB AND NSS, MURALIDHAR GIRLS COLLEGE UNIT	RALLY FOR SAVE GREEN STAY CLEAN	5	30
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NA	NA	NA	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Intellectual Property Rights	Academic Growth Development	K. K. Das College	01/01/2019	31/12/2020	7

[View File](#)

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NA	Nil	NA	Nil
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
3019577	2123663

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Synergie	Fully	Upgraded	2013

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	42512	1016458	453	152875	42965	1169333
Journals	14	40430	10	197196	24	237626
Digital Database	1	5900	Nil	Nil	1	5900
CD & Video	60	16850	Nil	Nil	60	16850
Library Automation	42512	1016458	453	152875	42965	1169333
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional

(Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	60	3	2	1	1	9	44	25	93
Added	29	0	1	0	0	0	29	0	17
Total	89	3	3	1	1	9	73	25	110

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

25 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
E-Content: English	https://www.youtube.com/channel/UCNhdJuK1XweLvurzhS75T2w/videos
E-Content: Geography	https://www.youtube.com/channel/UCNhdJuK1XweLvurzhS75T2w/videos
E-Content: History	https://www.youtube.com/channel/UCNhdJuK1XweLvurzhS75T2w/videos
E-Content: Journalism and Mass Communication	https://www.youtube.com/channel/UCNhdJuK1XweLvurzhS75T2w/videos?view=0&sort=da&flow=grid
E-Content: Philosophy	https://www.youtube.com/channel/UCNhdJuK1XweLvurzhS75T2w/videos
E-Content: Political Science	https://www.youtube.com/playlist?list=PLY3xvs4LkaPBc42m4iVvawjEN6t4lGHZv
E-Content: Sanskrit	https://www.youtube.com/channel/UCNhdJuK1XweLvurzhS75T2w/videos

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on	Expenditure incurred on	Assigned budget on	Expenditure incurred on
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academic facilities	maintenance of academic facilities	physical facilities	maintenance of physical facilities
347500	229491	1153500	952444

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Our college tries its best to allocate and utilize the available financial grants for maintenance and upkeep of different facilities by organizing regular meetings of different sub-committees constituted for this purpose. •

Laboratory: Instruments purchased at different times are recorded in a stock register, maintained by the Heads of the respective departments. To cope with the newly introduced CBCS syllabus, new instruments are purchased from time to time. Repairing of the instruments is done by skilled technicians, as and when required. Laboratories are regularly looked after for their consumables reagents and are regularly maintained by the respective teaching faculties of the lab based departments as well as by the laboratory assistants. •

Library: Library facilities are provided to all the teachers and students. Library is open access and fully computerized. Accounts of visitors (Students, Teachers and Staff) are recorded on daily basis. Suggestion book is kept inside the reading room for taking feedback. To ensure easy return, no dues certificate is issued to the students before filling the form for final exam. Library committee meetings are held at regular intervals to implement new rules and regulations. Journal/Magazine, Daily Newspapers, Employment oriented Newspapers are subscribed on a regular basis. Library books are well stacked in accordance with Dewey Decimal Classification System. Library dusting and Spray is covered under AMC. •

Sports and other cultural activities: The college organizes Annual Sports and other cultural activities like Annual Social, Prize Distribution Ceremony, Quiz, Dance, Drawing, Music Essay, Extempore competitions every year. Sports equipments are purchased and players are provided with different essential playing kits as and when required. The college has a well-maintained Multi-Gym. •

ICT: With the financial grants received from the RUSA fund and college fund, numerous desktops, laptops, projectors, handy-cam, printers etc. are bought and are distributed among different departments from time to time. Almost all the departments are provided with desktops and some departments are provided with laptops. All smart rooms are provided with projector and laptops which are availed by all the departments to project seminars and films for the students, as and when required. There are annual maintenance contract for the computers and IT infrastructure. Internet is available to all teaching and non teaching staffs during office hours. •

Classrooms: Building subcommittee of the college plays an active role to maintain the infrastructure. After getting requisition from different Departments, Principal forwards the plan of action to the building committee for execution. Major works are done by Public Works Department, W.B. Minor repair and renovation work is done with the help of college fund. •

Other Support Facilities: (i) There is a full time sweeper and casual sweeper for cleaning of campus. Toilets are cleaned twice a day by the sweepers. Regular water supply is ensured in the taps. (ii) Uninterrupted power supply from the Solar panel installed in the roof top of the college premises saves electricity consumption from the CESC. A casual electrician is engaged for maintaining and servicing different electrical connection and operating generators as

http://muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=138&Itemid=0

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Students Aid Fund	42	49455
Financial Support from Other Sources			
a) National	Post Matric Scholarship Schemes Minorities CS and Central Sector Scheme of Scholarships for College, Kanyashree, Swami Vivekananda Merit cum Means, West Bengal Chief Minister Financial Assistance, Aikyashree, Udayan Care Shalini Fellowship, Jindal	454	6911000
b) International	NA	Nil	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
KARATE and SELF DEFENSE	02/08/2019	15	2
YOGA	17/07/2019	21	0
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	NA	Nil	Nil	Nil	Nil
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
ICICI Lombardt	14	Nil	NA	Nil	Nil
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	14	UG	English	Shri Sikshyatan College, University of Calcutta, Vidyasagar University, Rabindra Bharati University, Sanskrit College and University, St. Xaviers University, IGNOU, NSOU	PG
2019	4	UG	Botany	Scottish Church College, Jogomaya Devi College, University of Calcutta	PG
2019	5	UG	Geography	University of Calcutta, JU, WBSU	PG
2019	4	UG	History	University of Calcutta, JU, RBU	PG
2019	10	UG	Journalism and Mass Communication	Visva Bharati University, RBU, JU, St. Xaviers University, IGNOU, International Institute of Film and Fine Arts,	PG

				Calcutta Media Institute	
2019	12	UG	Psychology	University of Calcutta, Bagbazar Women's college, Kazi Nazrul University, IGNOU, Amity University, Kolkata, Amity University, Lucknow, The Neotia University, Seacom Skills University	PG
2019	4	UG	Sanskrit	Jadavpur University	PG
2019	4	UG	Political Science	Rabindra Bharati University	PG
2019	9	UG	Bengali	University of Calcutta, Sanskrit College and University, St. Xaviers University, NSOU	PG

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	Nil
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Baishe Shrabon- Rabindra Tarpon	Department of Bengali	105
Baishe Shrabon- A collage of Rabindranath Tagores Play- Bisharjan, Raja and Raktakarabi by the Noto Theatre Group	Department of History	80
Alumni Association Meet	College	320

Intra-college Music, drama, recitation and extempore competition	College	45
Saraswati Puja	College	430
Freshers Welcome	College	450
Annual Social and Prize Distribution	College	500
Annual Sports	College	200
International Mother Language Day	College	160
International Womens Day	College	130
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	1st in National Yoga Championship	National	3	Nil	044-1211-0092-18	Sneha Sinha
2020	2nd in World Yoga Championship	International	1	Nil	044-1211-0092-18	Sneha Sinha
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student Council of the college popularly known as "Chhatri Sansad" is an elected body and always takes an active part with the faculty members and college administration to ensure overall development of the college. They play important role to organize different cultural programmes to observe important days such as "Saraswati Puja", "Republic Day", "Rabindra Jayanti", "Social", "Independence Day" etc. in the college campus. Participation of students in different social and cultural activities helps in the development of their organizational skills. They play active role in "Mock Parliament", college organized different competition. GS of the Students' Union puts forward her suggestions and different issues related to the academic and administrative affairs of the college to the Head of the institution and to the IQAC. Problems faced by students are sometimes communicated to the college authority through GS of the students' council.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Muralidhar Girls' College has a registered Alumni Association under the Registration of Societies Act, XXVI, 1961 of the Government of West Bengal with

the Registration No. 56218 of 2016-17. The main objective of the Association is to work in close association with the college authorities for the overall development of the college. Presently there are 203 enrolled members in this Association. All the members of the Association, many of whom are well placed in different professional fields, take part in various activities of the College and are engaged in promoting the cause of their alma mater and the society in general. Since its registration the alumni meet is conducted every year in order to reconnect with the Alumni to share their journey and also to plan for the overall development of the college. All the valid members of the Association are intimated about the meeting well in advance. The body comprises of the following members: 1. President - Dr. Kinjalkini Biswas, 2. Vice President- Smt. Dheera Guha Roy, 3. Secretary - Smt. Sujata Chatterjee, 4. Assistant Secretary - Smt. Aparna Ojha Smt. Chayanika Hati, 5. Joint Treasurer- Smt. Rita Nag Smt. Aruna Halder, Official Spokesperson - Smt. Subarna Chatterjee Adhikary.

5.4.2 – No. of enrolled Alumni:

203

5.4.3 – Alumni contribution during the year (in Rupees) :

2680

5.4.4 – Meetings/activities organized by Alumni Association :

1 Meeting

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Decentralization • The Principal of the college functions in coordination with committees and sub-committees, departments, administrative units, Teachers' Council, Governing Body, students' body/representatives and IQAC to ensure coherent and functional delegation of decision making and implementation processes. The different committees of the college look after the academic, administrative and co-curricular aspects of the college and report to the Principal about their activities, expenditures and results, ensuring efficiency at specific levels, and coherence and functionality at the institutional level. Teachers' Council ensures a smooth communication channel between the Principal and the teaching staff, while the non-teaching staff are delegated the administrative duties. The Secretary of the Teachers' Council and the representative member of the non-teaching staff represent the teaching and non-teaching staff respectively to the administration. The Governing Body of the college maintains an overarching overview of the college while serving as the major decision-making body of the college. Online communication channels, through emails and group chats, are maintained so as to ensure speedy dispersal of information between different arms of the college. The IQAC serves the function of a quality control monitoring body overseeing the different functions and their processes while serving as the conscience of the college. The Principal regularly meets with the class representatives to address their concerns and obtain feedback for implementation of better academic practices.

The Students' Council organizes various programmes like Annual Sports, Saraswati Puja, Annual Social, observation of important dates, etc, within the scope of a pre-approved budget. This ensures participatory involvement of the students which turns them into fruitful stakeholders. The different departments have been given the freedom to assign classes to individual teachers of the department within the framework of the credit-based Master Routine provided by

the Routine Committee, and distribute syllabus as per their convenience. The Head of the Department acts as a facilitator between the administrative branch of the college and the teachers of the department, representing the teachers' to the administration while conveying the administrative decisions to the teachers. The different departments are encouraged to chalk out plans for seminars, workshops and special lectures, which are then presented to the Principal for final approval.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Industry Interaction / Collaboration	<ul style="list-style-type: none"> • Various reputed organizations conduct workshops from time to time in the college to sensitize students about careers in their respective industries and placement interviews for the final year students, e.g. ICICI Lombardt.
Research and Development	<ul style="list-style-type: none"> • Assistance is provided to teachers for pursuing research as per existing schemes and regulation of UGC. • In this academic session 2019-2020 one teacher was engaged in the UGC-funded minor research project and has successfully submitted her report on 3rd October, 2019. • Subscription to journals/ online databases is maintained for knowledge upgradation of the staff and to encourage an atmosphere of learning and research. • Quest, a research journal, is published every two years by the college.
Teaching and Learning	<p>Along with chalk and board method of teaching, use of ICT enabled teaching resources, made available to the departments, are encouraged. Power point presentations and screening of film/ documentaries for educational purposes are regularly carried out.</p> <ul style="list-style-type: none"> • The college follows mentorship system to provide personalized attention to different categories of learners and follow up on their learning progress. • Teachers are trained by experts on ICT-enabled teaching through workshops and seminars. • Continuous internal evaluation is carried out as per rules of the University of Calcutta with regard to the CBCS course. The college also carries out preparatory tests for the students ahead of their final examinations on its own prerogative. • Parent-teacher meetings are held regularly on a need -to basis to update

parents on the development of students, obtain their feedback and offer suggestions.

Curriculum Development

- The college follows the curriculum set out by the university. Some of the faculty members are involved in curriculum development with the Board of Studies of their respective subjects at the university level. The procedural intricacies of the internal assessment aspect of the curriculum are chalked out by individual departments, to the extent of flexibility that the university provides for such formulation at the college level.
- Various student centric teaching methods are followed for the development of an effective curriculum. Seminars and workshops are held in the college on curriculum development, various seminar, webinar (during lockdown), quiz were conducted on online platform.
- Faculties also involve themselves and attend various workshops seminars and Webinar of CBCS system.

Examination and Evaluation

- Evaluation and examination system follow the rules laid down by the University of Calcutta from time to time. The college conducts preparatory examinations through its own prerogative before the final university examinations to ensure sound examination preparation for the students. The college maintains a schedule of sustained and continuous internal assessment as per CBCS guidelines of the university.
- Students are directed to submit assignment regularly. They are evaluated on a regular basis through class test, mid-term evaluation, quiz and presentation.
- Several faculty members are involved in university examination process as paper setters, moderators, examiners, head examiners, scrutineers and coordinators.
- Faculties of lab based subjects are also act as external and internal examiners during university practical examination.
- College also involve as zonal center for different subjects of the university examinations.

Human Resource Management

- Teaching staff of the college are encouraged to attend various human resource development programmes and workshops to update their pedagogical

skills. • The college has a functional Grievance Redressal Cell, an Anti-Ragging Committee and an Internal Complaints Committee. • Communication channels between the Principal and the teaching staff are kept functional and fruitful through regular meetings of the Teachers' Council and via the Secretary of Teachers' Council. • The students' are represented through the Students' Council. The Principal meets the Class Representatives at regular intervals to address their concerns. and convey administrative and academic decisions to them. • Incoming students are welcomed into the college through Orientation Programmes.

Library, ICT and Physical Infrastructure / Instrumentation

• College library has a number of computers equipped with internet for use of staff, along with a collection of CD/DVDs for educational purposes. Online and physical journals/ knowledge databases are subscribed to by the college for knowledge upgradation of staff and students. The college is enrolled into the NLIST programme conducted by INFLIBNET. The library is fully automated since 2013 (Integrated Library Management System) and utilizes the Synergie software for smoother functioning. • A central wifi system is made available for use of staff. • Fully equipped virtual classrooms/ halls are made available to the departments, as and when required by them, to facilitate ICT enabled teaching. • The college is under CCTV surveillance. • Attendance for staff is through biometric system. • Individual departments are provided with computers/ projectors/ printers. • Ramp, wheel chair and lift facilities have been made available in our efforts to move towards a disabled friendly campus. • Laboratories are regularly upgraded as per needs of the departments.

Admission of Students

• The college has an online admission system formulated in accordance with the state government admission guidelines which updates information in real time to ensure maximum transparency of the admission process. Admission is completely merit -based, as notified by the state government, UGC and the university from time to time, and follows all reservation

-related rules and laws to ensure social equitability. The college website notifies clearly the admission process. The college also organises an orientation programme for incoming batches to ease them into the sphere of post-school education.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Student Admission and Support	<ul style="list-style-type: none"> • As per guidelines of the Government, admission of the students is conducted totally online. All information related to admission of students in different departments is provided through College Website. Registration, submission of application for admission by students, preparation of merit list and submission of requisite fees for admission by the enlisted students are totally arranged through Software and Online. • Students are provided scholarships and financial assistance sanctioned by central and state government. • Applications of various schemes and verification of scholarships are done by online system.
Administration	<ul style="list-style-type: none"> • All activities relating to student admission are being done totally through online. • Every notice related to students is uploaded in the Website of the College to make them informed. • Notices and circulars are uploaded in the college website and communicated to different departments through social network from the Principal • For execution of any project, necessary information is supplied for tenders and quotations through Website. • The central library is WIFI enabled and computers are connected via LAN.
Finance and Accounts	<ul style="list-style-type: none"> • Receipt of admission fees is completely online. • For all financial transactions, softcopies as well as hardcopies are available and preserved through software. Claims for grants from the Government are placed by online HRMS. Online PF through IFMS, E-Pension module have been introduced. • The salary payments to the staff and to the Government offices are made by online banking and HRMS. • Payment for the work orders is done through Cheque facilities or online transactions.
Examination	<ul style="list-style-type: none"> • As and when a student is admitted in College through Online Process, the

database of such student is automatically prepared. For the enrolment of the students to the university, such database is used. At the time of filling up forms for examination, all required information is supplied to the university as per their requisition. All examination related documents such as admit cards, registration certificate etc. are prepared and used from the database of the students. • University sends examination related instructions and guidelines to the college through portal. • Evaluation of answer scripts and marks uploading and submitting are done by the faculties.

Planning and Development

- The IQAC meets and formulates the plan of action to be taken for the enhancement of quality of the institution for an academic session. Departmental profiles and information sheets are collected through official emails and analysed. • The plan of action is submitted to the Governing Body of the College as a form of proposal for its necessary approval. Governing Body approves the proposal of IQAC on those factors after considering the possibility of its execution.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NA	NA	NA	Nill
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	NA	NA	Nill	Nill	Nill	Nill
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Programme, HRDC, Osmania University Hyderabad	3	03/03/2020	24/03/2020	21
Annual Refresher Programme, Gujarat University, SWAYAM, ARPIT	1	01/09/2019	31/12/2019	112
Refresher Course, HRDC, Ranchi University	1	06/01/2020	19/01/2020	14
Orientation Programme	1	03/01/2020	23/01/2020	21
CIMPA School on Finsler Geometry and Application	1	05/12/2019	15/12/2020	11
UGC Sponsored Short Term Course on Disability Studies	1	20/11/2019	26/11/2019	7
UGC Sponsored Orientation Programme	1	30/08/2019	20/09/2019	21
Online Faculty Development Programme, IARA	1	22/04/2020	28/04/2020	7
Online Faculty Development Programme, GRABS	1	05/05/2020	11/05/2020	7
Interdisciplinary Faculty Development Programme, Chaudhury Bansi Lal University, Bhiwani	1	21/05/2020	30/05/2020	10

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching	Non-teaching
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Permanent	Full Time	Permanent	Full Time
3	3	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>1. Free Staff Health Check up facilities is available. 2. Facility of Loans at concessional rate of interest from MGC Co-operative Credit Society Fund for fulltime permanent teachers. 3. Maternity Leave, Study Leave, Duty Leave. 4. PF loan facility is available. 5. Ad-hoc payment of salary till the pay fixation of the newly appointed teachers is done.</p>	<p>1. Free Staff Health Check up is available. 2. Facility of Loans at concessional rate of interest from MGC Co-operative Credit Society Fund for fulltime permanent non-teaching staff. 3. An Exgratia/Bonus is given to casual non-teaching staff individually from the College Fund during festival like Durga Puja.</p>	<p>1. Free Medical Check-up facilities for students are available. 2. Different scholarships like Student Aid Fund, Kanyashree Prakalpa, Swami Vivekananda Merit-cum-means Scholarship, West Bengal Chief Minister Financial Assistance, Post Matric Minorities Students scholarship, Aikyashree-Government of West Bengal, Udayan Care Shalini Fellowship, Jindal Scholarship along with College Free studentship financial assistance are available to the students. 3. Muralidhar Girls' College Student Co-operative Stores Limited sells books to the students at 10-30 percent discount. Practical based instruments are also available here. Students can also place orders and acquire the necessary books.</p>

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

College Governing Body has appointed an internal auditor since 2016 till date who submits initial audit report every year. Government of West Bengal assigns statutory auditor from time to time and the audited report are placed and recommended by the Governing Body and submitted to the Higher Education Dept, West Bengal every year. The accounts and finances is also placed to the Finance and Purchase committee of college which is totally looked after by the Head of the Institution, the Accountant and the Governing Body of the College

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
IGNOU STUDY CENTRE, EKAK MATRA, BRAND OF PEOPLE INTEGRATED	107140	ROOM RENT, ELECTRICITY AND FURNITURE, HIRING CHARGE OF ROOM NO. 26,FOR

SOLUTION, RICE, INSTITUTE FOR TECHNOLOGY AND MANAGEMENT TRUST, LEAD FOUNDATION, HINDUSTAN LEVER LTD, IGNOU STUDY CENTRE

PROMOTIONAL ACTIVITY

[View File](#)

6.4.3 – Total corpus fund generated

32630551.47

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	Nil
Administrative	No	Nil	No	Nil

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

NOT APPLICABLE

6.5.3 – Development programmes for support staff (at least three)

NOT APPLICABLE

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Filling up of vacant positions in various Departments e.g. in the academic session 2019-2020, three full time faculties have joined in the Department of English, Department of Psychology and Department of Economics. 2. Introduction of a get-together Programme for the ex-students and ex-teaching and non-teaching staff of the college to strengthen the bond of the Alumni Association with the College. 3. Procurement of the laboratory equipments for the lab-based departments and laptops, desktops and other equipments for all the departments from the RUSA fund. 4. Implementation of the online teaching and uploading of the E-content study materials and you tube videos to the College Website for the sake of the Students during the pandemic situation.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	IQAC, Muralidhar Girls' College, organized One- Day International	17/08/2019	17/08/2019	17/08/2019	185

	Seminar on "ICT Integration in Teaching and Learning: Scopes and Challenges in Higher Educational Institutions "				
2019	The IQAC of Muralidhar Girls' College Organized an Alumni Association Meet.	21/09/2019	21/09/2019	21/09/2019	320
2019	Observation of National Unity Day (Ekta Divas)	31/10/2019	31/10/2019	31/10/2019	45
2020	Saraswati Puja, BANIBANDANA - 2020	29/01/2020	29/01/2020	29/01/2020	430
2020	Internatio nal Mother Language Day Organized by Bengali Department with collabo ration with IQAC	22/02/2020	22/02/2020	22/02/2020	160
2020	Internatio nal Women's Day Celebration through Inter college Essay, Recitation and Elocution Competition as well as a seminar with invited speakers organized by	12/03/2020	12/03/2020	13/03/2020	130

	IQAC of Muralidhar Girls' College				
2020	A WEBINAR ON "Pandemics in Indian Society : Analysing Pre- COVID and Post- COVID Situation organized by IQAC of Muralidhar Girls' College.	09/06/2020	09/06/2020	09/06/2020	100
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
NA	Nil	Nil	Nil	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<p>1. Solar power panel has been installed at the rooftop of the college. It generates 25KV per unit from each solar panel. In the session 2019-20, near about 27 to 43 percent of the power requirement of the college is met by the utilisation of the renewable energy sources and almost 30 to 47 percent of money is being saved by the college because of the installation of the solar power panel. 2. Since 2016 Roof Top Rain water harvesting project is undertaken by the college. Rain water harvesting is still used to supplement the main water supply. It provides a substantial benefit for both water supply management of waste water. 3. Sustainable waste management strategy has been taken up by the college. Different containers have been placed for collecting different types of wastes.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	1
Ramp/Rails	Yes	1
Any other similar facility	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of	Number of	Date	Duration	Name of	Issues	Number of
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	initiatives to address locational advantages and disadvantages	initiatives taken to engage with and contribute to local community			initiative	addressed	participating students and staff
2020	Nil	1	20/03/2020	1	Conducted an awareness campaign to enhance Awareness Generation on Dengue Prevention	Importance of public health and hygiene of the surrounding environment among the common mass	15
2020	Nil	1	15/04/2020	1	Short Film Competition	Spreading awareness regarding Dos and Dots during Covid-19 lock down period	2
2020	Nil	1	30/03/2020	1	Contributed Rs. 2 Lakhs only to the Government of West Bengal Emergency Relief Fund	Contribution towards C.M.s Relief Fund for Pandemic Covid-19	103

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NA	Nil	NA

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Observation of National Unity Day	31/10/2019	31/10/2019	45
Observation of International Mother Language Day	22/02/2020	22/02/2020	160

Observation of International Womens Day	12/03/2020	13/03/2020	130
Course on Yoga	10/07/2019	02/12/2019	21
Course on Karate and Self Defense	02/08/2019	13/03/2020	15

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. The Campus is maintained as "No Smoking Zone" and "No Plastic Zone". 2. Saplings have been planted in the personal garden space in front of the college, which is regularly maintained by the college. Distribution of saplings to students and teachers to spread environmental awareness and to promote "Safer, Greener and Better Kolkata". 3. Eco friendly solar panel has been installed since 2016. 4. Rain water harvesting since 2016. 5. Provision of Waste management (3 different containers for different categories of waste). 6. Regular Campus Cleaning.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Free Medical Check-up: The college arranges for weekly medical consultations for the students and staff, through engagement of services of Dr Suchandra Das, M.B.B.S. (Cal), Regn No. 39671 WBMC, against remuneration of Rs. 1500/- per visit. Her kind medical advice is also available beyond the scope of weekly services, especially during any emergency situations. The college is also pro-active on issues of female health and hygiene. The college has a well-equipped infirmary, provides health cards to students and organises medical camps for health check up of the students. 2. Annual Prize Sponsored by Teachers' Council: An Annual Prize for 'The Best Student of the Year', sponsored by the Teachers' Council of the college and instituted in the memory of Sri Muralidhar Bandhopadhyay (the father founder of our college), after whom the college has been named, is given in the Annual Social to a student who shows exceptional excellence in the spheres of academics, extra-curricular activities and regularity of attendance in class. The prize includes a memento, a certificate and a cheque for an amount of Rs 4000/-.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://www.muralidhargirlscollege.ac.in/index.php?option=com_content&view=article&id=86&Itemid=0

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The mission of the college is to extend educational facilities to all deserving students of the institution, and since this institution is meant for the female learners, the ultimate goal of the college is the empowerment of the women. In doing so, the institution has endeavoured to expose its students to the emerging areas of knowledge, culture, strength, faith in oneself and all the other characteristic traits needed for a woman. Most of the students of this college hail from the adjoining sub-urban region of Greater Kolkata. The students belong primarily to the middle class families with average economic base. Moreover, a considerable number of them are first generation learners. As against this background of the students, the college is strongly equipped with a good number of highly qualified, responsible and cooperative teaching and

office staff. Teachers are keen to give their best to explore the quality and capabilities of the students for the sake of generating a continuous stream of efficient human resources which can combat the socio economic backwardness and ensure sustainable development for the region. The administrative staff offers their full cooperation in this respect. The integrated plan of action for addressing the socio economic and socio-cultural backwardness includes the following steps. I. Considering the poor economic base of the majority of the students the fee structure has been kept at a very moderate level and total exemption of tuition fee is made for poorer students through 'FREE STUDENTSHIP SCHEME'. II. Students are made aware of different types of merit scholarships provided by the central and state governments by the office staff and cooperation from all fronts is ensured to avail them of these opportunities. III. Since, this college is meant to cater education mainly to the female students, the 'KANYASHREE SCHEME' of the State Government is executed with high priority attention and effort. Besides, different other scholarships, namely, Student Aid Fund, Swami Vivekananda Merit-cum-means Scholarship, West Bengal Chief Minister Financial Assistance, Post Matric Minorities Students scholarship, Aikyashree-Government of West Bengal, Udayan Care Shalini Fellowship, Jindal Scholarship along with College Free studentship financial assistance are available to the students. IV. Teachers of all departments give special attention and effort to sort out problems of slow learners in the class. Individual coaching during free periods, spending time beyond college hours, providing model answers and personal books to them, individual counselling and provision of financial support if required are some of the strategies in this respect. V. All the stakeholders of the college are committed to stand with the society at the hour of need and thus the college contributed Rs. 200000/- to the Emergency Relief Fund of the Government of West Bengal for Pandemic Covid-19. Moreover, the NSS units of Muralidhar Girls College contributed relief materials like rice, soaps, biscuits and used clothes to the Amphan affected areas of south 24 Parganas of our state.

Provide the weblink of the institution

<http://muralidhargirlscollege.ac.in>

8.Future Plans of Actions for Next Academic Year

Our administration has approved the following plans for next year for the betterment of the college: 1. Purchase of some equipments for lab based departments to cope up with new CBCS system. 2. To organize more National and International seminars and workshops webinar /group discussion to create awareness among the students and staff regarding - sexual harassment, anti ragging, gender equity, substance abuse, consumer rights, intellectual property, healthy lifestyle, rights of women etc. 3. To establish several Memorandums of Understanding and linkages with other colleges to facilitate the academic progress of our students. 4. To conduct career fair for placement opportunity. 5. Wi-fi, Hotspot Zones in some places will be set up to provide more learning resources to the students. 6. Renovation work of the college building will be undertaken. 7. To begin the process of acquiring a second campus in close vicinity of the primary campus to accommodate students and staff comfortably, facilitating introduction of new subjects, as well as other short term courses for the students, in order to fully prepare them for the job market. 8. Plan to publish college magazine through online mode. 9. To renovate and restructure the seating arrangements of the existing staff rooms and provision of a new staff room for all the teaching staff. 10. Setting up of an in-house browsing centre for the students which may also generate revenue in the future if made available to all public for specified hours. 11. To attain a greener campus by growing new medicinal plants and setting up of bio-degradation compost pit of generated waste.

