

SESSION 2010-2011

**ANNUAL QUALITY
ASSURANCE
REPORT (AQAR) OF
THE IQAC**

Muralidhar Girls' College

P-411/14 Gariahat Road

Ballygunge

Kolkata-700029

Website: www.muralidhargirlscollege.org

E-mail: muralidhargirls@gmail.com

The Annual Quality Assurance Report (AQAR) of the IQAC July 1, 2010- June 30, 2011

Part – A

1. Details of the Institution

1.1 Name of the Institution

MURALIDHAR GIRLS' COLLEGE

1.2 Address Line 1

P-411/14 GARIAHAT ROAD

Address Line 2

BALLYGUNGE

City/Town

KOLKATA

State

WEST BENGAL

Pin Code

700029

Institution e-mail address

muralidhargirls@gmail.com

Contact Nos.

033-24641312

Name of the Head of the Institution:

DR. MANJUSHA TARAFDAR

Tel. No. with STD Code:

033-24644371

Mobile:

09433561638

Name of the IQAC Co-ordinator:

DR. MALYASRI BHATTACHARYA

Mobile:

09831945565

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/aqar10-11.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	76.00	2004	5 Years
2	2 nd Cycle	NA	NA	NA	NA
3	3 rd Cycle	NA	NA	NA	NA
4	4 th Cycle	NA	NA	NA	NA

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

30-11-2004

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

2010-11

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

i. AQAR _____ NA _____ (DD/MM/YYYY)

1.10 Institutional Status

University

State Central Deemed Private

Affiliated College

Yes No

Constituent College

Yes No

Autonomous college of UGC

Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

VOCATIONAL : TOURISM & TRAVEL MANAGEMENT
IGNOU STUDY CENTRE PROMOTING HIGHER EDUCATION

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

UNIVERSITY OF CALCUTTA

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

Any other (*Specify*)

UGC-Innovative PG programmes PARTNER INSTITUTION OF IGNOU
UNDER CONVERGENCE SCHEME

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="08"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="00"/>
2.8 No. of other External Experts	<input type="text" value="00"/>
2.9 Total No. of members	<input type="text" value="14"/>

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- The IQAC prepares the Academic Calendar of the College taking inputs from all the Departments and assists the departments in the implementation process.
- The IQAC Strengthens and ensures optimum utilization of infra-structure.
- The IQAC ensures academic excellence by optimum utilization of human resource viz learners and faculty.
- Inspection at various levels through effective governance and organization.
- The IQAC promotes sports and extra-curricular activities.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<ul style="list-style-type: none"> • Monitoring promotion, implementation and continuous improvement of the college activities. • To take measures towards fulfilment of the recommendations of the Inspection Tem of University of Calcutta. • Review of the Admission Procedure of previous year. 	<ul style="list-style-type: none"> • Inspection by University of Calcutta and recommendations made towards improvement was implemented. • Measures taken and compliance report sent to CU. • Combination of Elective subjects offered were increased.

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

- The IQAC along with the Governing Body took appropriate measures towards fulfilment of the recommendations of the Inspection Report of The University of Calcutta dated 06.07.2010.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	HONOURS = 13 GENERAL = 2*	-	1 BA MAJOR TTMV	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	8 (IGNOU)	-	-	-
Total	15+8(IGNOU)	-	1	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

- 17 Elective Subjects that can be combined for B.A./B.Sc. General Degree
- See Annexure I for Honours and General combination

1.2 (i) Flexibility of the Curriculum: ~~CBCS~~/Core/Elective option / ~~Open options~~

- The flexibility of the curriculum is ensured by the option of choosing one out of 14 core subjects (*English, Bengali, Sanskrit, History, Political Science, Education, Philosophy, Sociology, Journalism and Mass Communication, Geography, Psychology, Botany, Economics and Tourism & Travel Management*).
- Moreover they have significant options in terms of their elective subjects, as they can choose 2 out of the 17 subjects offered both from Science and Humanities (*English, Bengali, Sanskrit, History, Political Science, Education, Philosophy, Sociology, Journalism and Mass Communication, Geography, Psychology, Botany, Economics, Chemistry, Mathematics, Statistics and Film Studies*).

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	X
Trimester	X
Annual	16 (Part-I; Part-II, Part-III) 13(Hons); 2(Gen); 1(Major)

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

No formal feedback system was in place although regular Parent-Teacher meeting as also verbal feedbacks from the students were taken relating to their performance, results and attendance.

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

- a) In B.A./B.Sc. (Honours and General), Environmental Studies was introduced as a Compulsory Subject in Part-III comprising of one paper of 100 marks replacing 50 marks paper in Part-I from the Academic Session 2010-11.
- b) Choice of Elective Subjects was increased for the following subjects:
- Sanskrit honours students were offered Geography and Psychology as Elective subject.
 - Philosophy Honours students were offered Film Studies.
 - Political Science students were offered Geography.

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

IGNOU, Study Centre which was introduced in 2009 under Convergence Scheme with the college as Partner Institution enrolled students under different Masters, Under Graduate and Diploma courses.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	61	12	19	X	30 *

* Part Time Teacher = 27; Contractual Whole Time Teacher = 2; Contractual whole Time Teacher (College Appointed) = 1

2.2 No. of permanent faculty with Ph.D.

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
	2	0	0	2	0	0	0	0	2	2

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	1	1	3
Presented papers	1	3	x
Resource Persons	x	x	x

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

- IQAC directs all departments to enhance their teaching-learning practices through innovative measures and increasing student participation.
- The faculty makes efforts to complement the theory with practical classes giving due weightage to the practical portion of the syllabi.
- Students are given assignments on case studies and small projects, to give them a comprehensive understanding of the topics.
- Wall Magazine, Extempore, Debate and many more competitions are organised for students to enhance their knowledge on latest issues.
- Guest lectures by subject experts are arranged for the students and also as part of faculty enrichment programmes.
- Students are involved in group discussions, intra- class Quiz competitions, Essay writing contests, Paper Presentation and Micro-Teaching which enriches their learning experience.
- Students are taken out for educational tours which are effective for knowledge up-gradation.

2.7 Total No. of actual teaching days during this academic year 207

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 03 (BOS) X X

2.10 Average percentage of attendance of students

1ST YEAR: ROLL STRENGTH = 541
 75% ATTENDANCE = 351
 75% - 60% ATTENDANCE = 190

2ND YEAR: ROLL STRENGTH = 447
 75% ATTENDANCE = 300
 75% - 60% ATTENDANCE = 147

3RD YEAR: ROLL STRENGTH = 395
 75% ATTENDANCE = 220
 75% - 60% ATTENDANCE = 175

2.11 Course/Programme wise distribution of pass per

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 st Class
1	Bengali	43	65	34	97.05	40	87.5	x
2	English	29	86.2	30	90	19	84.2	x
3	Sanskrit	31	61.3	11	90.9	22	72.7	x
4	Philosophy	12	50	14	71.42	10	80	01
5	Pol Science	31	48.4	11	45.45	08	75	01
6	History	34	61.8	08	100	14	85.7	x
7	Education	20	75	13	46.15	16	93.7	01
8	Journalism	24	95.8	24	91.66	20	100	x
9	Sociology	08	75	11	81.81	09	77.8	x
10	Psychology	19	73.7	12	91.66	13	76.9	01
11	Geography	01	100	09	88.88	05	80	x
		B.Sc. PART I (HONOURS)		B.Sc. PART II (HONOURS)		B.Sc. PART III (HONOURS)		
12	Geography	31	64.5	25	92	16	100	x
13	Economics	03	33	01	100	02	100	x
14	Botany	05	40	02	50	05	80	x
15	Psychology	08	37.5	09	88.88	06	100	02
16	TTMV (Major)	15	100	20	100	13	13	08
17	BA GENERAL	159	94.3	148	94.6	159	69.8	
18	BSc GENERAL	08	100	13	76.9	12	100	

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

- IQAC works to improve teaching learning process of the college through interaction with various academic and administrative bodies of the institution.
- IQAC monitors implementation and continuous improvement 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 organizes lectures, seminars and workshops on various cross cutting issues.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	x
UGC – Faculty Improvement Programme	x
HRD programmes	x
Orientation programmes	x
Faculty exchange programme	x
Staff training conducted by the university	x
Staff training conducted by other institutions	x
Summer / Winter schools, Workshops, etc.	1
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	8	-	-	-
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

<p style="text-align: center;">Initiatives taken by IQAC to promote research climate in Institution are:</p> <ul style="list-style-type: none"> • 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- <ul style="list-style-type: none"> ➤ Internet Facility ➤ Issue of Reference Books ➤ Reprographic Facility
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3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	x	x	x	x
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	6 (prior to 2010)	3	3	0
Outlay in Rs. Lakhs		□ 301900/-	□ 301900`/-	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	21	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	x	x	x	x
Minor Projects	2010-12	UGC	□ 114150/-	□ 114150/-
Minor Projects	2010-12	UGC	□ 91250/-	□ 91250/-
Minor Projects	2010-12	UGC	□ 96500/-	□ 96500/-
Interdisciplinary Projects	x	x	x	x
Industry sponsored	x	x	x	x
Projects sponsored by the University/ College	x	x	x	x
Students research projects <i>(other than compulsory by the University)</i>	x	x	x	x
Any other(Specify)	x	x	x	x
Total	x	x	x	x

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP x CAS x DST-FIST x
 DPE x DBT Scheme/funds x

3.9 For colleges
 Autonomy x CPE x DBT Star Scheme x
 INSPIRE x CE x Any Other (specify) x

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	1
Sponsoring agencies	-	-	-	-	College Fund

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

3.13 No. of collaborations: International X National X Any other X

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year

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

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

X
X

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

X

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF	X	SRF	X	Project Fellows	X	Any other	X
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3.21 No. of students Participated in NSS events:

University level	50	State level	-
National level	-	International level	-

3.22 No. of students participated in NCC events:

University level	-	State level	79
National level	8	International level	-

3.23 No. of Awards won in NSS:

University level	1	State level	-
National level	-	International level	-

3.24 No. of Awards won in NCC:

University level	-	State level	14
National level	2	International level	-

3.25 No. of Extension activities organized

University forum	-	College forum	-		
NCC	5	NSS	5	Any other	-

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- NCC Cadets were volunteer of “Sishu Mela “conducted by Nikhil Banga Committee which held in Netaji Indoor Stadium in February 2010.
- Cdt Tanusri Saha, Cdt Mahua Halder, Cdt Sunita Sardar ,Cdt Sujata Hazra ,Cdt Shrabonti Kar ,Cdt Tusha Tanti successfully done pulse polio Duty in the month of March 2011
- A Rally for awareness about Cancer organized by “Hitaisini” on 7th November 2011. 8 Cadets attained that Rally.
- A Rally for Reservation for Handicapped Person organized on 3rd December 2010.Our 14 NCC Cadets along with the ANO took part in the walk.
- Every year NCC Cadets sale Stamps on Army Flag Day for the help of the Ex-Army Family.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3134.5 sq mt	x	x	3134.5 sq mt
Class rooms	28	x	x	28
Laboratories	6	x	x	6
Seminar Halls	x	x	x	x
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	0	0	0	0
Value of the equipment purchased during the year (Rs. in Lakhs)	-	□ 170455/ -	UGC Grant	□ 170455/- Created in 2010-11
Others	-	-	-	-

4.2 Computerization of administration and library

Effective steps have been taken for computerization of the administration. The General Office is partially computerised and most of the administrative work is done with the help of computers. The process of the on-line admissions is not available but admission record is kept on the computer along with the hard copy. A soft copy of the data is sent to the university. Planning is being made to computerize the library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value Added	No.	Value Added
Text Books	38660	₹95645/- (value added 2009-10)	575	₹ 110280/-	39235	205925/-
Reference Books						
e-Books	x		x		x	
Journals	14		x		x	
e-Journals	x		x		x	
Digital Database	x		x		x	
CD & Video	x		x		x	
Others (specify)	x		x		x	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	15	05	1 (BSNL)	-	-	3	6	1
Added	4	02	-	-	-	0	1	1
Total	19	07	1 (BSNL)	-	-	3	7	2

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

- Computer training for willing teachers.
- Planning for Internet access.

4.6 Amount spent on maintenance in lakhs :

i) ICT 0.04

ii) Campus Infrastructure and facilities 2.34

iii) Equipment 0.06

iv) Others 2.85

Total : 5.29

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC provides updated information of College for Student Support Services through various measures

- **Prospectus**-It contains detailed list of various courses/programmes of study offered, regulations and eligibility along with pattern of course of study of these programmes and the fees structure. It also contains information about Awards & Honours given to the students and the facilities offered by the college.
- **Magazine:** The College magazine 'SUPARNA' is published annually and it provides information on the highlights of the session regarding infrastructural additions, positions in the university, achievements of Sports, NCC, and NSS.
- Various notices about student support services are displayed on the Notice Boards and Notice Book.

5.2 Efforts made by the institution for tracking the progression

- Special Attention is given to Slow Learners and Remedial classes are organised for them.
- Scholarships and free-studentships are given to students based on merit and to students from weaker sections.
- The college provides library facility and other infrastructural facilities to promote better learning.
- Attendance relaxation is given to students to promote the students in sports and extracurricular activities
- Academic Counselling Cell trains students to perform well at interviews and group-discussion.
- Grievance Redressal Cell constantly looks into all types of grievances and accepts suggestions from students, guardians and staff for better functioning of the college.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1409	-	-	

(b) No. of students outside the state

x

(c) No. of international students

x

No	%
x	x

No	%
	100

Men

Women

Last Year (2009-10)						This Year (2010-11)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1074	315	06	03	0	1398	1065	329	08	07	0	1409

Demand ratio

2:1(average)

Dropout %

7.2%

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

Coaching for Competitive Examinations were conducted by Camellia Educare Services.

No. of students beneficiaries

26

5.5 No. of students qualified in these examinations

NET	<input type="checkbox"/>	SET/SLET	<input checked="" type="checkbox"/>	GATE	<input checked="" type="checkbox"/>	CAT	<input checked="" type="checkbox"/>
IAS/IPS etc	<input checked="" type="checkbox"/>	State PSC	<input type="checkbox"/>	UPSC	<input checked="" type="checkbox"/>	Others*	<input type="checkbox"/>

*Ordinance Factory All India Exam 2010

5.6 Details of student counselling and career guidance

- Counselling services are made available to the students by the Academic Counselling cell of the college. Students are given timely and valuable counselling for their academic, personal, career related and psycho-social issues.
- At the time of admission the students are guided to choose the stream of their choice and are also guided to make the right choice of subject combination.
- Academic Counselling Cell trains students to perform well at interviews and group-discussion.

No. of students benefitted

All enrolled students

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

A number of such activities/programmes are conducted by NSS in the college.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	32 (Books)	<input type="text" value="14998/-"/>
	65 (Tuition Fee)	<input type="text" value="60450/-"/>
Financial support from government	x	x
Financial support from other sources	01	<input type="text" value="8000/-"/>
	03	<input type="text" value="27500/-"/>
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____ Nil _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: Our vision is the empowerment and enlightenment of women through value-based and quality education so as to foster informed global minds. The Institution also has a proactive role in enabling the girl students for income generation and sensitizing them to international issues, so that they become truly equipped global citizens.

Mission: The mission of the college is succinctly expressed through our motto ATMADIPO BHABO. The institution aims at holistic development of unexplored potential of our students. The mission of the institution is consonant with the Millennium Development Goal – ‘Promote gender equality and empower women’ (UNDP, Human Development Report 2002) and the National Education Policy to extend equal socio-technological opportunities to all the

6.2 Does the Institution has a management Information System

The College has a well-developed and organised Management Information System with the Governing Body at the top management. The Principal functions in consultation with the Governing Body. She is assisted by IQAC, the Office Staff and various committees formed by the Governing Body and the Teachers’ Council in all academic and administrative matters.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Being an Under-Graduate college under University of Calcutta, not much scope for curriculum development is available. However much initiative is taken by IQAC and the Departments for proper implementation of the curriculum.

6.3.2 Teaching and Learning

- Teachers plan their term-wise syllabi for each year and emphasis is given on syllabus completion and revision.
- Class room teaching is supplemented with Guest Lectures, Seminars, Group discussions, Power Point Presentations, Quiz Competitions, and Debates
- Students are encouraged to use the library and consult the references provided to them.
- Performance of the students in their respective subjects is determined on the basis of their marks, scored in Mid-term Examinations and class tests.

6.3.3 Examination and Evaluation

- Class tests and Mid-Term exams are conducted. Date Sheet for Mid-Term Exam are displayed on the Notice Board.
- Announcement regarding examinations, methods of examinations, question pattern, syllabus and other general information are given in classes.
- Students are given checked Answer sheets of the tests and examinations which helps them to identify their weak points and they are guided to improve their performance.
- Re-exam of students absent due to valid reasons are conducted.
- Students who excel academically are awarded in the Annual Social Prize Distribution Ceremony, before final exam to motivate them to work harder.
- Parents/Guardians are given intimation about the performance of their wards. Parent-teacher meetings are organized for informing the guardians.
- For improving the performance of the students special Remedial classes are held before and after college hours.

6.3.4 Research and Development

- To promote Research and Development, the Principal holds regular meetings with members of IQAC and various heads of the departments.
- Faculty are encouraged to undertake Minor Research Projects.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- **Library:** The Library is housed in a spacious hall in the ground floor with sitting accommodation for 100 students at a time. There is a Book Bank in the college from where the books may be taken on loan for two weeks at a stretch.
- The stock of books has undergone considerable expansion and an exhaustive collection of about 40,000 books adequately meets the varied requirement of all students and teachers. There is a regular annual addition of books to the stock. Newspapers, Periodicals, Journals and Reference books are regularly provided. For the benefit of students with limited means there is abundant supply of text books to be used in the reading room of the library, which is accessible to all students during college hours. Great care is taken to create an atmosphere of calm and quiet inside the room.
- **Seminar Libraries:** In addition to the general library, every department has a Seminar Library. The Seminar Library contains text and reference books and aims at providing easy access to books. It contains books that the students can borrow with the permission from the departmental teachers. The functioning of the seminar library is determined by the departments concerned.
- **Non-Resident Students' Centre:** The college has a Non-Resident Students' Centre with a special provision for lending text books to students in the morning between 9A.M. and 11.30A.M. The Centre also has Photocopy facility for the students at a subsidized rate for bulk photocopy.

- **Students Co-operative Store:** This is a facility unique to Muralidhar Girls' College. On payment of the required fees during admission, the students are entitled to a discount on books and stationary. Students can place orders and acquire the necessary books.
- **ICT:** The students can avail the facility of the college computer centre. The college uses a set of Audio-Visual equipment as teaching aids for the students. Students have access to UGC produced educational programmes through the TV and VCR provided at this centre. Other educational cassettes are also available for viewing. Equipment are available for documenting different aspects of curricular and administrative work of the college.
- **Photocopy Centre:** The Photocopy centre facilitating administrative and academic work of the college is also open for use to students at a nominal charge.
- **Medical-Unit:** The College has a Medical-Unit where Registered Doctors visit on regular basis. Medical Camps are organised for check-up of the students. The College is equipped with a proper Sick-Room.
- **Canteen:** The College has a Canteen which provides students with hygienic and healthy food.
- **Multi-Gym:** The College has a multi-gym in the college premises with a skilled trainer. Students are allowed to utilise this facility with a nominal charge.
- **Laboratory:** The College has 7 laboratories. All the laboratories including Media Lab are upgraded and maintained on regular basis.

6.3.6 Human Resource Management

The Governing Body, the Principal and the Administrative office have developed the best environment to take care of human resources and to make them comfortable. The college makes it certain that human resources are encouraged and their potential is properly utilized in the overall growth of the institution. The college takes care of its human resources by regularly encouraging them to go in for faculty development programmes

6.3.7 Faculty and Staff recruitment

- Regular teachers are appointed by the West Bengal College Service Commission as per UGC guidelines.
- For appointment of Part-Time teachers, the vacancy is advertised in the leading newspapers. Candidates apply within specified date. Merit list is prepared on the basis of interview conducted by the Selection Committee.
- For Staff recruitment also the vacancy is advertised in the leading newspapers. Candidates apply within specified date. Merit list is prepared on the basis of interview conducted by the Selection Committee.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

- Admissions are made strictly according to the directives and conditions laid down by the University.
- 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 of Teaching Staff	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 Staff	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

□ 11, 74,651.25

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	YES	CU	NO	X
Administrative	YES	CU	NO	X

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., 2010	Handicrafts (Anandamela)	Fair	Exposure of students to opportunities of self-employment
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6.12 Activities and support from the Parent – Teacher Association

- Parents are well informed about the performance and attendance of their ward.
- Parent teacher meeting is organized in whatever cases it is necessary.
- Parents are cordially invited to the college functions. They are encouraged to associate themselves with the development and social activities of the college.
- Suggestions from parents for improvement are welcomed.
- Parents are allowed to meet teachers and Principal on any working day during the college time.

6.13 Development programmes for support staff

Computer training was organised for willing faculty.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Restrict use of plastic on college premises.
- Seminars and lectures organised to promote awareness on environmental issues.
- Students and Staff take the responsibility of switching off lights and fans in the class rooms.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Keeping in mind the vision and missions of the college, it tries its best to introduce innovations in all spheres and at all levels. Realizing that innovation is an ongoing process the institution has embedded innovative steps and strategies in its mechanism and resources. The college is 70 years old and along with time the institution has stepped forward into Digital age with use of software for accounts department.

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:

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

Institution-Neighbourhood-Community Network through

- **NCC (National Cadet Corps) and**
- **NSS (National Service Scheme)**

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- It is the need of hour to spread environmental awareness in the context of successfully addressing environmental problems. Muralidhar Girls' College has sincerely taken up these issues on the college campus. It is making dedicated efforts for reducing pollution by creating awareness among neighbourhood people through campaign.
- Efforts are made to restrict use of plastic on college premises.
- Seminars and lectures are organised by Botany department and NSS to promote awareness on environmental issues.
- Students and Staff take the responsibility of switching off lights and fans in the class rooms.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strengths

- Dynamic Principal, committed Governing Body, experienced and dedicated faculty
- Supportive Staff
- Student friendly academic environment

Weakness

- College Campus consists of one building without any playground.
- Lack of hostel facility
- Limited research activities

Opportunities

- Centrally located college with well-connected Railways, roadway and Metro service

Threats/Challenges

- To motive first generation learners.
- Rising cost of education

8. Plans of institution for next year (2011-12)

- Infrastructural Development, upgradation and maintenance of existing laboratories strengthening infrastructural facilities in the college.
- Sending proposals to UGC for grants under various schemes.
- The Departments will invite resource persons from various Universities/institutions to provide know how to the students and teachers.
- The departments will be encouraged to organise State or National level seminars.

Name: SUNETRA SENGUPTA

Sunetra Sengupta 17/12/15
Signature of the Coordinator, IQAC



Name: DR. KINJALKINI BISWAS

Kinjalkini Biswas 17.12.15
Signature of the Chairperson, IQAC

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

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Title of the Practice:

Institution-Neighbourhood-Community Network through

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



&



- 1) NCC - Educating students through Unity and Discipline
- 2) NSS - Combined participation of students and teachers through Community Service.

Goal:

- Develop sense of unity and discipline within the students from different culture and socio-economic background and motivate them to join the Indian armed forces.
- Create a team of trained youth with leadership qualities in all aspects of life so that they can render selfless service to India irrespective of which career they decide.
- Encourage them to build Comradeship, Secular Outlook, Adventure and Sportsmanship.
- Grow the feeling towards the Community and to understand themselves in relation to the Community.
- Identify the needs & problems of the Community and involve them in problem solving process.
- Gain skill in mobilizing community participation and also to develop capacity to meet emergencies and natural disaster.

The Context:

- The most challenging part while designing and implementation of NCC an NSS programmes is to groom positive and fearless mindset among the students, teachers, and parents.
- Detail planning is required for at-least 10 years to sustain rigorous action plans formulated and instructed by the Indian Army.
- Academic schedules are accordingly be adjusted for those who will join the NCC and NSS.
- The college must be extremely careful to the required number of enrolment in NCC / NSS,

- to retain these services.
- The College must take responsibility to keep the Students / Cadets medically fit as per NCC / NSS rules and regulations. Arrangements for medical examination of students / cadets must be done.
- Accommodation and Playground have to be provided by the College for NCC / NSS office, storeroom, strong room, and NCC parades.
- Building connections to the Government / Municipal Bodies / NGOs are very essential.

The Practice:

NCC and NSS is now regarded as the **third dimension of education** which gives ample scope to incorporate extension activities apart from the standard two dimensions, teaching and research. This scheme aims at personality development of the student through community services and to arouse the social conscience of the students, providing them an opportunity to work with the people. It is truly a concrete attempt to make **education relevant to the needs of the society**. The importance of participation in **extension services is projected through the mission of the College**. At the time of admission, students are motivated to join various extension activities like NCC and NSS. Before enrollment, motivational lectures are arranged so as to motivate maximum number of students to join these activities. The information regarding all extension activities is disseminated through prospectus so as to facilitate students in their choice of activity. Various information about future prospects of NSS and NCC are given so as to create interest among them. For every academic year the schedule of extension and outreach programmes is planned and executed by the in-charges of the different cells. The college offers its students the opportunity to join NCC. Proper enrollment is done in NCC units. NSS membership forms are distributed after admission. Senior student volunteers describe their experiences and usefulness of NSS to inspire the new members. Regular seminars are organized to make the students aware about the rules and duties of NSS service. The expenditure for the extension activities is borne by the Units own fund but the expenditure over and above is reimbursed by college. In the current financial year the college has thought of creating a fund and making a budgetary provision for promoting these activities. The NSS and the NCC unit of the College work towards promoting citizenship roles in students. The in-charge of the respective units track the involvement of the students. The students, who actively participate in these extension activities throughout the year, are awarded certificates and medals at the Annual Prize Distribution Function so as to encourage other students to come forward and participate in community network movements. The College thus inculcates the ideal of good citizenship in the minds of the students ensuring their active involvement in different aspects of the society. The college fully supports the cadets who go for camps. The in-charge of the NSS and NCC units are encouraged to attend Seminars /Refresher /Orientation /Training Courses /Conferences and Workshops. College administration grants duty leave to the participants in these activities. This encourages them to participate enthusiastically in extension activities.

Evidence of Success:**Achievement by NCC:**

Name of Student	Name of the Award	Organization	YEAR
Moumita Chakraborty	1 st in solo Dance Competition	NCC (State Level Camp)	2010
Moumita Chakraborty, Mukulika Sen Roy, Priyanka Mondal	1 st in Group Dance competition.	NCC (State Level Camp)	2010
Mukulika Sen Roy	first in drawing competition	NCC (State Level Camp)	2010
Jharna Baidya	2 nd Prize in drawing Competition	NCC (State Level Camp)	2010
Rumpa Hazarika	1 st Prize for firing Competition	NCC (State Level Camp)	2010
Mongala Halder, Priyanka Mondal	got prize for Debate Competition	NCC (State Level Camp)	2010
Mahua Halder	selected for Guard Of Honour	NCC (State Level Camp)	2010
Mahua Halder	Gard of Honour	NCC (State Level Camp)	2011
Mukulika Sen Roy	first in solo song Competition	NCC (State Level Camp)	2011
Mukulika Sen Roy	1 st in solo dance competition	NCC (State Level Camp)	2011
Mukulika Sen Roy	got prize as Best Cadet	NCC (State Level Camp)	2011
Kaberi Halder, Payel Barui and Sipra Gayen	stood 1 st in Group Dance competition	NCC (TSC Competition Camp)	2011
Sipra Gayen	got prize for Poetry competition	NCC (TSC Competition Camp)	2011
Payel Barui	first in drawing competition	NCC (TSC Competition Camp)	2011
Parama Naskar	champion in Badminton Competition	NCC (TSC Competition Camp)	2011
Parama Naskar	1 st in group song competition	NCC (TSC Competition Camp)	2011
Ananya Majumder	selected 1 st Best Cadet of Kol-C	NCC	2011
Pragoti Mondal	selected 2 nd Best Cadet	NCC	2011

	of Kol-C		
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Achievement by NSS:

- NSS camps are organized by NSS unit of the college in nearby adopted slum to develop awareness on communicable disease and its prevention, some environmental issues, mother & child health etc. among slum dwellers. To fulfill these objectives some resource persons even doctors attend the camps to create the awareness. NSS volunteers make posters on general health and diseases followed by a poster competition. Prizes are distributed among first, second & third places in the competition. Rally are organized . All volunteers carry the posters they had made. The students, non-student volunteers, Principal, Principal of other Colleges and teachers of different disciplines of the college participate in the rally.

The above mentioned evidence of success indicates that:

- The college has steadily and consciously built a culture of community enrichment, adventure sports through disciplined approach.
- Women Empowerment, Employment Generation other than traditional path, and Nation Building issues are wisely blended.

Problems Encountered and Resources Required:

- **Short period notices from the Army to attend NCC camps** create organizational problems for the ANO and the students to arrange everything properly. If the college authority derives some strategic plan to release the ANO and the Cadets within a short period of information, that will be beneficial for the NCC unit.
- Students find it difficult to join NCC / NSS camps as **regular study and examination assignments** are there in the college as per the Calcutta University guidelines.
- **NCC and NSS are not a regular curricular activity as per Calcutta University** schedule. If so, that could have been easy for both the ANO (Associate NCC Officers), NSS Program Officers of the College as well as for the student / cadets to participate all NCC / NSS oriented activities.
- **Fund crisis is there for the NCC Cadets**, as stipend received from the Army is not sufficient for them to bear all the costs of attending camps.
- More funding is required to promote NSS activities.