## **SESSION 2012-2013**

# ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

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

Website: <a href="http://www.muralidhargirlscollege.org">www.muralidhargirlscollege.org</a>

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## The Annual Quality Assurance Report (AQAR) of the IQAC July 1, 2012 – June 30, 2013

Part – A **1.** Details of the Institution **MURALIDHAR GIRLS' COLLEGE** 1.1 Name of the Institution P-411/14 GARIAHAT ROAD 1.2 Address Line 1 BALLYGUNGE Address Line 2 **KOLKATA** City/Town WEST BENGAL State 700029 Pin Code muralidhargirls@gmail.com Institution e-mail address 033-24641312 Contact Nos. **Prof. Maitreyee Bhattacharya** Name of the Head of the Institution: Tel. No. with STD Code: 033-24644371 09831319378 Mobile:

Name of the IQAC Co-ordinator:

Dr. Anita Chattopadhyay Gupta

Mobile:	098301	92556
IQAC e-mail address:	mgciqac2	004@gmail.com
1.3 NAAC Track ID (For ex. MHCO	GN 18879)	WBCOGN11043
1.4 NAAC Executive Committee No.	& Date:	EC/32/033 dated 03-05-2004
1.5 Website address:	www.mui	ralidhargirlscollege.org
Web-link of the AQAR: http://ww	vw.muralidh	argirlscollege.org/iqac/aqar/aqar12-13.pdf

1.6 Accreditation Details

Sl. No.	Cruele	Grade CGPA		Year of	Validity
51. INO.	Cycle	Grade	COPA	Accreditation	Period
1	1 <sup>st</sup> Cycle	<b>B</b> +	76	2004	5 yrs
2	2 <sup>nd</sup> Cycle	NA	NA	NA	NA
3	3 <sup>rd</sup> Cycle	NA	NA	NA	NA
4	4 <sup>th</sup> 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)

2012-13

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

- i. AQAR 2010-11submitted to NAAC on 17-12-2015 (DD/MM/YYYY)
- ii. AQAR 2011-12submitted to NAAC on 17-12-2015 (DD/MM/YYYY)
- iii. AQAR\_\_\_\_\_\_(DD/MM/YYYY)
- iv. AQAR\_\_\_\_\_\_(DD/MM/YYYY)

1.10 Institutional Status	
University	State Central Deemed Private
Affiliated College	Yes 🖌 No 🗌
Constituent College	Yes No 🗸
Autonomous college of UGC	Yes No 🗸
Regulatory Agency approved Institution	ution Yes No 🗸
(eg. AICTE, BCI, MCI, PCI, NCI)	
Type of Institution Co-education	n Men Women 🗸
Urban	✓ Rural
01000	
Financial Status Grant-in-a	id UGC 2(f) $\checkmark$ UGC 12B $\checkmark$
Grant-in-aid	+ Self Financing Totally Self-financing
1.11 Type of Faculty/Programme	
Arts $\checkmark$ Science $\checkmark$	Commerce Law PEI (Phys Edu)
TEI (Edu) Engineering	Health Science Management
Others (Specify) . VOCA	ATIONAL : TOURISM & TRAVEL MANAGEMENT
IGNC	OU STUDY CENTRE PROMOTING HIGHER EDUCATION
1.12 Name of the Affiliating Universit	y (for the Colleges)
1.13 Special status conferred by Centra	al/ State Government UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

х

University with Potential for Excellence	X	UGC-CPE	x
DST Star Scheme	X	UGC-CE	x
UGC-Special Assistance Programme	X	DST-FIST	X
UGC-Innovative PG programmes	x	Any other (Speci	fy)
		Regular Study Centre	e of IGNOU
UGC-COP Programmes	x		
2. IQAC Composition and Activi	<u>ties</u>		

2.1 No. of Teachers	05
2.2 No. of Administrative/Technical staff	02
2.3 No. of students	01
2.4 No. of Management representatives	01
2.5 No. of Alumni	01
2. 6 No. of any other stakeholder and	01
community representatives	
2.7 No. of Employers/ Industrialists	00
2.8 No. of other External Experts	00
2.9 Total No. of members	11
2.10 No. of IQAC meetings held	3
2.11 No. of meetings with various stakeholders:	No. 03 Faculty 01
Non-Teaching Staff Students 01	Alumni 01 Others -
2.12 Has IQAC received any funding from UGC du	uring the year? Yes No 🗸
If yes, mention the amount	

#### 2.13 Seminars and Conferences (only quality related)

 Total Nos.
 0
 International ✓
 National
 State
 Institution Level

 (ii) Themes
 • Environmental Interface: An Interdisciplinary Approach Towards Sustainable Development

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

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  $\ast$ 

Plan of Action	Achievements
<ul> <li>Monitoring promotion, implementation and continuous improvement of the college activities.</li> </ul>	<ul> <li>Inspection by University of Calcutta and recommendations made towards improvement.</li> </ul>
<ul> <li>To take measures towards fulfilment of recommendations.</li> <li>Review of the Admission Procedure of previous year.</li> </ul>	<ul> <li>Measures taken and compliance report sent to CU.</li> <li>Combination of Elective subjects offered were increased.</li> </ul>

2.15 Whether the AQAR was placed in statutory body	Yes No 🗸
Management Syndicate	Any other body
Provide the details of the action taken: NA	

## Part – B

## Criterion – I

## **<u>1. Curricular Aspects</u>**

#### 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	23		1	
Interdisciplinary				
Innovative				

## √ √

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

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

(ii) Pattern of programmes:

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

1.3 Feedback from stakeholders* (On all aspects)	Alumni	х	Parents	√	Employers	X	Students	√	
Mode of feedback :	Online	х	Manual	√	Co-operating	scho	ols (for PEI)	) X	(

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

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

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

- The subject combination of 2011-12 continued.
- Term-wise division of syllabus reviewed and necessary changes incorporated.

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

IGNOU, Regular Study Centre was established in 2012 in the college which enrolled students under different Masters, Under Graduate and Diploma courses.

## **Criterion – II**

## 2. Teaching, Learning and Evaluation

2.1 Total No. of	Total	Asst. Professors	Associate Professors	Professors	Others
permanent faculty	54	13	15	Х	26 *

\* Part Time Teacher = 23; Contractual Whole Time Teacher = 2; Contractual whole Time Teacher (College Appointed) = 1

2.2 No. of permanent faculty with Ph.D.



Asst.		Associate Profe		Profes	sors	Others		Total	
Profes	sors	Profess	ors						
R	V	R	V	R	V	R	V	R	V

2.3 No. of Faculty Positions	0	0	0	1	0	0	0	0	0	1
Recruited (R) and Vacant			•							
(V) during the year										

2.4 No. of Guest and Visiting faculty and Temporary facult	y 36 (Guest)	0		0	
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	54	8	2
Presented papers	Х	3	1
Resource Persons	Х	Х	Х

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

208

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

9

2.10 Average percentage of attendance of students

1 <sup>ST</sup> YEAR: ROLL STRENGTH	I = 626
75% ATTENDANCE =	375
75% - 60% ATTENDANCE =	251
2 <sup>ND</sup> YEAR: ROLL STRENGTH	H = 501
75% ATTENDANCE =	301
75% - 60% ATTENDANCE =	200

**3<sup>RD</sup> YEAR**: ROLL STRENGTH = 395

		B.A. PA (HONO)		B.A. PA (HONO)		B.A. PA (HONC	
SI No	Title of the Program	Total no. of students appeared	Total Pass%	Total no. of students appeared	Total Pass%	Total no. of students appeared	Total Pass%
1.	Bengali	36	80.6	30	76.7	36	97.2
2.	English	33	66.7	13	92.3	26	88.5
3.	Sanskrit	25	76	22	86.4	18	94.4
4.	Philosophy	19	63.2	13	53.8	06	100
5.	Pol Science	18	38.9	16	68.7	12	83.3
6.	History	25	100	15	93.3	20	80
7.	Education	36	86.1	32	93.7	13	92.3
8.	Journalism	19	100	26	96.2	23	100
9.	Sociology	09	100	13	76.9	05	100
10.	Psychology	16	68.7	08	25	14	100
11.	Geography	03	66.7	03	66.7	01	100
		B.Sc. PA (HONO)		B.Sc. PART II (HONOURS)		B.Sc. PART III (HONOURS)	
12.	Geography	29	93.1	23	73.9	22	100
13.	Economics	06	100	05	80	02	100
14.	Botany	13	76.9	Х	Х	01	100
15.	Psychology	09	77.8	14	64.3	06	100
16.	TTMV (Major)	Х	Х	12	100	15	100
17.	BAGENERAL	178	88.8	172	87.8	194	68.5
18.	BSc GENERAL	8	100	10	90	17	88.2

2.11 Course/Programme wise distribution of pass percentage:

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

- IQAC constantly works to improve teaching learning process of the college through application of quality benchmarks/parameters for the various academic and administrative activities of the institution.
- IQAC monitors promotion, implementation and continuous improvement of the curriculum of various Classes.
- IQAC takes initiative to bring new and innovative co- curricular and extracurricular activities to improve the overall personality of the students.
- IQAC works towards enhancement of the learners' knowledge & capacity.

- IQAC takes initiative in introducing new job oriented courses as per changing trends in education based on the feedback from students, industry and other stakeholders.
- IQAC organizes lectures, seminars and workshops on various cross cutting issues.
- IQAC takes initiative in modernizing and upgrading infrastructure and equipment and organizing training for the same.
- IQAC introduces advanced teaching aids to facilitate the teaching learning process, thereby enhancing students' participation level.
- IQAC facilitates research activities and encourages teachers to participate in various Faculty Development Programmes.

#### 2.13 Initiatives undertaken towards faculty development

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

#### 2.14 Details of Administrative and Technical staff

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

## **Criterion – III**

## 3. Research, Consultancy and Extension

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

- IQAC encourages Faculty Members to apply for Minor Research Projects.
- IQAC motivates the departments to conduct national level seminars, workshops, inter-departmental seminar.
- IQAC takes initiative to add more books and Journals in the Library so as to give good exposure to the students.
- IQAC provides facilities to supports students research projects such as-
  - ➢ Internet Facility
  - Issue of Reference Books
  - Reprographic Facility

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

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

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	24	-
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	Х	Х	Х	Х
Minor Projects	2010-12	UGC	□ 114150/	□ 114150/
Minor Projects	2010-12	UGC	□ 91250/	□ 91250/
Minor Projects	2010-12	UGC	□ 96500/	□ 96500/
Interdisciplinary Projects	Х	Х	Х	Х
Industry sponsored	Х	Х	Х	Х
Projects sponsored by the University/ College	х	Х	Х	х
Students research projects (other than compulsory by the University)	х	Х	Х	х
Any other (Specify)	Х	Х	Х	Х
Total	Х	Х	Х	Х

3.7 No. of books published i) With ISBN No.

Chapters in Edited Books

4

12

#### ii) Without ISBN No.

## 3.8 No. of University Departments receiving funds from

	UGC-SAP _ DPE _	CAS _	DST-FIST - DBT Scheme/funds -
3.9 For colleges	Autonomy INSPIRE	CPE _ CE _	DBT Star Scheme
3.10 Revenue generated th	hrough consultancy	Nil	

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

3.11 No. of conferences organized by the Institution

3.12 No. of faculty served	as experts, chairpersons or	resource person	1s 2				
3.13 No. of collaborations	International	_ Nationa	ıl A	Any other	-		
3.14 No. of linkages created during this year							
3.15 Total budget for resea	arch for current year in lakh	18 :					
From Funding agency	- From Man	agement of Uni	versity/College	□2,000 departm	/ per ient		
Total	$\Box$ 2,000/ per departmen	t					

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

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3.16 No. of patents received this year

	Granted	-
Commercialised	Applied	-
	Granted	-

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

Total	International	National	State	University	Dist	College

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

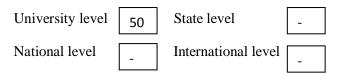
	-	
Г		1
	-	

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

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

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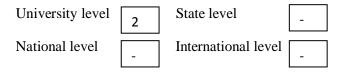
3.21 No. of students Participated in NSS events:



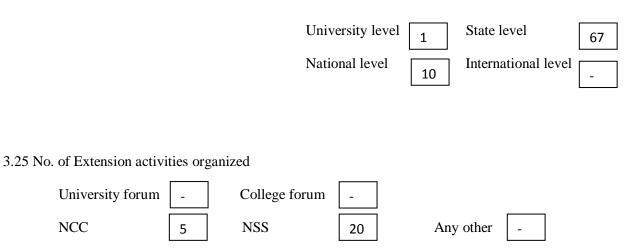
3.22 No. of students participated in NCC events:

University level	1	State level	73
National level	10	International level	-

3.23 No. of Awards won in NSS:



3.24 No. of Awards won in NCC:



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

The major extension and outreach	programmes organized b	v NSS in 2012-13
	<b>F</b> = • <b>B</b> = • • • • • • • • • • • • • • • • • •	

NCC

Date	Programme	Organized by				
16.04.2012	Fire Prevention Measures organized by West	Muralidhar Girls' College and				
	Bengal Fire & Emergency Services where Mr.	West Bengal Fire &				
	Krishnendu Kundal, Officer-in-Charge, Gariahat	Emergency Services				
	Fire Station talked about measures to be taken to					
	prevent fire spread. A mock drill was also					
	arranged to show the use of fire extinguishers.					
19.04.2012	A programme on 'Consumer Affairs' where Mr.	Muralidhar Girls'College				
	Debi Prasad Chattopadhyay, Assistant Director.					
	Govt. of West Bengal. Consumer Affairs and Fair					
	Business Practices, Kolkata (South) Regional					
	Office spoke on food adulteration, consumer					
	protection and settlement of disputes.					
	AMP - programme organised during 20th March					
	omic Survey on Health and environment' at Harija					
table -	dertaken in the camp apart from working in the sl	um is detailed in the following				
	Dr. Puspita Ranjan Bhattacharya, Principal, Vijayg	arh Jyotish Ray College, spoke				
	on NSS Relevance to Society. and also was a judge	of the poster-competition.				
	Dr. Indrani Mukherjee, Director, CINI YUVA, spok	e on 'NSS and Youth				
	Development'					
	Dr. Sayan Bhattacharya, Faculty, PG dept of Environmental Science, Asutosh					
20th-25 <sup>th</sup>	College, C.U. spoke on 'Climate Change and adaptability: Effect on health'					
March,	Prof Anusuva Chatteriee Co-ordinator PG Dept of Environmental Science					
2013	A SUITOSNI OLLEGE LI II NNOVE ON HEALTH AND ENVIRONMENT					
2015	Mr. Durga Prasad Mukherjee, Chairman Borough VIII, Kolkata Municipal					
	Corporation spoke on 'Work in Adopted Slum :Mode'					
	Dr. Malyasri Bhattacharya, Ex-Programme Officer,	Murlidhar Girls' College spoke				
	on 'NSS functioning in the College'					
	Sea Explorer's Institute gave an audio-visual present	tation on "Adventure and				
	Navigational Astronomy'					

30.04.2012	Awareness on Pulse Polio and Immunization	NSS unit, CU
08.05.2012	Rabindra Jayanti	NSS unit, CU
25.05.2012	Reverend Krishna Mohon Banerjee's 200th birth	NSS unit, CU with Bharat
	anniversary	Sevashram
05.06.2012	World Environment Day	NSS unit, CU
26.06.2012	Anti-Drug Abuse Day	NSS unit, CU
27.07.2012	C.U. NSS Health Awareness Camp and rally	Red Ribbon Express
07.08.2012	Baishe(22) Srabon	NSS unit, CU
15.08.2012	Independence Day	NSS unit, CU
07.09.2012	Poster competition organized for 'National	Calcutta Ekatma
	Nutrition Week'	
24.09.2012	NSS and Nation Building in India	NSS unit, CU
10.10.2012	Felicitation ceremony of NSS Youth Volunteers	NSS unit, CU
	from Bangladesh	

The major extension and outreach programmes organized by NCC in 2011-12

03.12.2012	Participation in Rally on International day for	NGO-Anwesha
	Person with Disability	
07.11.2012	Participation in Program on Cancer Awareness	1 <sup>st</sup> Bengal Girls
	on 'No Tobacco day'. Students Participated in	Battalion NCC
	a Rally Holding with their Self-Painted	
	Posters.	
19-25	Observation of the Communal Harmony	NCC Group HQ
Nov.,2012	Campaign Week	Kolkata
24.11.2012	Observation of Flag Day of the National	NCC Group HQ
	Foundation for Communal Harmony	Kolkata
Feb., 2013	NCC Cadets participates as volunteer In	NGO-Reach
	Annual sports of a School for Handicapped	
	Children.	

## **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	Х	Х	3134.5 sq mt
Class rooms	28	Х	X	28
Laboratories	6	Х	Х	6
Seminar Halls	X	Х	Х	Х
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	□436,778/-	□27,23,260/-	UGC Grant State Grant	□3,160,038/-
Lakhs)	Created		Development	Created
	during		Fund	during 2010-
	2010-12		General Fund	13
Others				

#### 4.2 Computerization of administration and library

Effective steps have been taken for computerization of the Accounts section and the General section. The General Office is also partially computerised and most of the administrative work is done with the help of computers. The process of the on-line admissions began with on-line admission for Honours course. Admission record is kept on the computer along with the hard copy. A soft copy of the data is sent to the university. The process of computerization of library

#### 4.3 Library services:

	Existing		Ne	wly added	Total		
	No.	Value added	No.	Value added	No.	Value added	
Text Books	40306	421,171.50	267	13038.50	40573	434,210.00	
Reference		Since 2010				Since 2010	
Books							
e-Books	-	-	-	-	-	-	
Journals	14	10,195.00 (total cost)	15	10685.00 (total cost)	15	10685.00 (total cost)	
e-Journals	-	-	-	-	-	-	
Digital Database	-	-	-	-	-	-	
CD & Video	-	-	-	-	-	-	
Others (specify)	-	-	-	-	-	-	

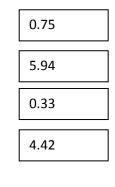
4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing	23	07	1 (BSNL)	-	-	3	9	4
Added	28	08	-	-	-	3	12	5
Total	51	15	1 (BSNL)	-	-	6	21	9

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

The College organises programmes for the staff, both teaching and non-teaching to train them in soft skills and provides need based regular guidance to them. The administrative office and accounts office are also in the process of full computerization.

- 4.6 Amount spent on maintenance in lakhs :
  - i) ICT
  - ii) Campus Infrastructure and facilities
  - iii) Equipments
  - iv) Others



**Total :** 11.44

## **Criterion – V**

## 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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

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

#### 5.2 Efforts made by the institution for tracking the progression

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

(b) No. of students outside the state

5.3 (a) Total Number of students

(c) No. of international students

x

PG

Х

Ph. D.

Others

 $Men \quad \frac{No \quad \%}{x \quad x} \quad W$ 

 No
 %

 1519
 100

UG

1519

Last Year (2011-12)					This Year (2012-13)						
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1052	358	07	10	х	1427	1128	371	13	07	х	1519

Demand ratio 3.3:1

Dropout % 1.8%

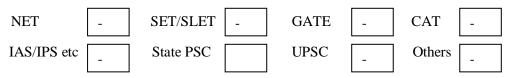
5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Coaching for Competitive Examinations conducted by Sri Aurobindo Engineering Institute

No. of students beneficiaries



5.5 No. of students qualified in these examinations



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

	Off Campus		
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

#### 5.8 Details of gender sensitization programmes

	Nil						
5.9	Stude	nts Activities					
	5.9.1	No. of students participa State/ University level	ated in Spo	orts, Games and National level	other event	ts International level	-
		No. of students participa State/ University level	ated in cult	tural events National level	-	International level	-
	5.9.2 Sports	No. of medals /awards v : State/ University level	won by stu	dents in Sports, National level		l other events International level	-
(	Cultura	l: State/ University level	-	National level	-	International level	-

#### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	84 (Tuition Fee)	□ 80,325/-
	36 (Books)	□ 16,944/-
Financial support from government	Х	Х
Financial support from other sources	03	□ 8,000/- per head

	02	□ 20,000/-
Number of students who received International/ National recognitions	Х	х

5.11 Student organised / initiatives

Fairs	: State/ University level	-	National level	-	International level	-
Exhibitio	n: State/ University level		National level		International level	-
5.12 No	o. of social initiatives under	rtaken by	the students	19		

5.13 Major grievances of students (if any) redressed: No major grievances was raised by students.

## 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.

#### 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

#### 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.
- One International Seminars was organised in the session 2012-13.

#### 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

- **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 and research.

#### 6.3.7 Faculty and Staff recruitment

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

#### 6.3.8 Industry Interaction / Collaboration

Nil

#### 6.3.9 Admission of Students

- Admissions are made strictly according to the directives and conditions laid down by the University. On-line admission is introduced for Honours courses.
- The College prospectus, containing the admission form and details of admission rules, is available at the Reception/Administrative Office and queries about admission process are met on the spot by the office and Admission Committee.
- The Admission Committee guides the students in making right choice of the

#### 6.4 Welfare schemes for

Teaching	Welfare schemes for the teaching staff include study leave, duty leave, maternity leave, faculty development programmes, library facility, internet facility and conducive environment. The payment of salary is made on the first day of every month. The payment of gratuity is made on the day of superannuation. PF loan facility is available. The MGC Cooperative Credit Society provides with credit facility in easy terms.
Non- Teaching	Welfare schemes for the non-teaching staff include maternity leave, library facility, internet facility and conducive environment. The payment of salary is made on the first day of every month. The payment of gratuity is made on the day of superannuation. PF loan facility is available. The MGC Cooperative Credit Society provides with credit facility in easy terms.
Students	The college has a students' Aid Fund as financial help for needy and meritorious students. The College has a Medical-Unit where Registered Doctors visit on regular basis. Medical Camps are organised for check-up of the students

#### 6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done



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

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

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

For UG Programmes	Yes 🗸 No
For PG Programmes	Yes No

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

NOT APPLICABLE

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

NOT APPLICABLE

6.11 Activities and support from the Alumni Association

Dec., 2012 Handicrafts Fair & Health check-up of current students

6.12 Activities and support from the Parent – Teacher Association

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

6.13 Development programmes for support staff

- Computer training is provided through to the staff. Internet access is available to all the teaching departments. The administrative office and accounts office are fully computerized.
- Faculty and staff are provided training through workshops like on On-line Admission etc.

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

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

## 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.

The college arranges many seminars and workshops which are of 'immense importance ' to subsequent departments. Our **innovative practice** to **find out different interdisciplinary areas from the proceedings of the seminars and workshops and submit those points to the respective departments**. As a matter of fact the students go through the proceedings of the seminars and workshops meticulously and point out the areas focused and helpful to other departments. This will help not only the concerned departments but the other department also can reap the benefit from the expert analysis.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

The institution monitors and evaluates the quality of its enrichment programmes through the constitution of various committees like IQAC, Academic Sub-Committee, Finance Sub-Committee, Library Committee, Building Committee and Examination Committee for the improvement in teaching learning methods, introduction of new courses, infrastructural augmentation and other fields.

During the year the efforts were made to implement the plan of action chalked out in the beginning of the session and action taken report is as follows:

- The process of construction of lift was initiated.
- Various departments organised quiz competitions, workshops, guest lectures and other skill development activities on departmental level.
- Extension activities were conducted by NSS Units and NCC. Community orientation programmes were also undertaken.
- New books and Journals were purchased for the library.
- The college website was updated and upgraded.
- Steps were taken to modify and strengthen the evaluation system.
- Efforts were also made to augment the IT infrastructure by adding more computers and improving the networking and internet connectivity.
- On-line admission process for only Honours was initiated along with off-line admission process.
- Annual Social function, Fresher's Welcome, College Fete, Saraswati Puja, Annual

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

#### Institution-Neighbourhood-Community Network through

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

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

7.4 Contribution to environmental awareness / protection

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

Yes

- Students and Staff take the responsibility of switching off lights and fans in the class rooms.
- 7.5 Whether environmental audit was conducted?

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

#### 8. Plans of institution for next year (2013-14)

- Full On-line admission process for only Honours to be initiated.
- Computerization of Library to be done.
- Recommend in-house production of documentary film as part of University syllabus of the department of Journalism and Mass Communication.

\*\*\*

• To initiate innovative teaching practices.

Name: SUNETRA SENGUPTA

Suretra Sengapte. 17/12/15

Signature of the Coordinator, IQAC



Name: DR. KINJALKINI BISWAS

lin bruns 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.

#### <u>Goal:</u>

- Develop sense of unity and discipline within the students from different culture and socioeconomic 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
-----------------------------------	--------------	------

Sonali Pal	First in extempore	NCC (State level	2013
	competition.	Camp)	
Sagufa Ali stood	second in quiz competition	NCC (State level	2013
		Camp)	
Moushumi Saha,	first in group dance	NCC (State level	2013
Deblina Saha,	competition	Camp)	
Nibenita Mondal,			
Sandha			
Naskar,Pranati			
Das, and Sagufa Ali			
Madhumita	Won prizes in "Guard of	NCC (State level	2013
Mondal, Pranati	Honour".	Camp)	
Das			
Asha Baidya,	won prizes for Piloting	NCC (State level	2013
Mousumi Saha,		Camp)	
Deblina Saha		1,	
Sagufa Ali	special prize for MC	NCC (State level	2013
Suguru / III	special prize for the	Camp)	2015
Sonali Pal	special prize for mimic	NCC (State level	2013
		Camp)	
Srabonti Kar	special prize for good senior	NCC (State level	2013
		Camp)	
Puja Bera &	won prizes for dance	NCC (State level	2013
Priyanka Pal		Camp)	
Manabi Purkait	first in Debate competition	NCC (State level	2013
		Camp)	
Ritu Haldar,	played for the football	NCC (State level	2013
Priyanka Dutta	runners up team	Camp)	
Mukulika Sen Roy	3rd in 100 & 200 mts	NCC (West Bengal	2013
		Inter District Athletic	
<u> </u>	2.1: 400	Meet)	2012
Sangira Sardar	3rd in 400mts	NCC (West Bengal	2013
		Inter District Athletic Meet)	
Purnima Naskar	first in firing	NCC (Army	2013
a orinina i tuokui		Attachment Camp )	2013
Sagufa Ali	2nd in Written Test	NCC (Army	2013
6		Attachment Camp )	_
Cadets of	In Line Area competition	NCC (State level	2013
Muralidhar Girls'	cadets stood first	Camp)	
College			

#### Achievement by NSS:

Date	Name	Award
31.03.2012	Ms. Rinku Bera	NSS Best Student Female Volunteer
31.03.2012	Dr. Anita Chattopadhyay Gupta	Best NSS Female Programme Officer
01.02.2013	Muralidhar Girls' College	Best College with NSS Unit by CU,
01.02.2013	Ms. Yasmin Ara	NSS Best Student Female Volunteer

• 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.