SESSION 2015-2016

ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

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

Website: www.muralidhargirlscollege.org

E-mail: muralidhargirls@gmail.com

The Annual Quality Assurance Report (AQAR) of the IQAC July 1, 2015 – June 30, 2016

Part – A

1. Details of the Institution

1.1 Name of the Institution

MURALIDHAR GIRLS' COLLEGE

1.2 Address Line 1

P-411/14 GARIAHATROAD

Address Line 2

BALLYGUNGE

City/Town

KOLKATA

State

WEST BENGAL

Pin Code

700029

Institution e-mail address

muralidhargirls@gmail.com

Contact Nos.

033-24641312

Name of the Head of the Institution:

Dr.Kinjalkini Biswas, Principal (Since 2 July, 2015)

Tel. No. with STD Code:

033-24644371

Mobile:

09433112142

Name of the IQAC Co-ordinator:

| Smt. Sunetra Sengupta |

Mobile:

| 09830066220 |

IQAC e-mail address:

| mgciqac2004@gmail.com |

1.3 **NAAC Track ID**

| WBCOGN11043 |

1.4 **NAAC Executive Committee No. & Date:**

| EC/32/033 dated 03-05-2004 |

1.5 Website address:

| www.muralidhargirlscollege.org |

Web-link of the AQAR:

| http://www.muralidhargirlscollege.org/iqac/aqar/aqar15-16.pdf |

1.6 Accreditation Details

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

NAAC Peer Team visit scheduled for 26-28 September, 2016.

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

| 30-11-2004 |

1.8 AQAR for the year:

| 2015-16 |

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

   i. AQAR*2010-11submitted to NAAC on 17-12-2015* (DD/MM/YYYY)
   ii. AQAR*2011-12 submitted to NAAC on 17-12-2015* (DD/MM/YYYY)
  iii. AQAR*2012-13 submitted to NAAC on 17-12-2015* (DD/MM/YYYY)
  iv. AQAR*2013-14 submitted to NAAC on 17-12-2015* (DD/MM/YYYY)
   v. AQAR*2014-15 submitted to NAAC on 17-12-2015* (DD/MM/YYYY)
  vi. AQAR*2015-16 submitted to NAAC on 06-03-2018* (DD/MM/YYYY)

1.10 Institutional Status

University   State [√] Central [ ] Deemed [ ] Private [ ]

Affiliated College   [√] Yes [ ] No

Constituent College   [ ] Yes [√] No

Autonomous college of UGC   Yes [ ]   No [√]

Regulatory Agency approved Institution   Yes [ ]   No [√]

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

Type of Institution: Co-education [ ]   Men [ ]   Women [√]

        Urban [√]   Rural [ ]   Tribal [ ]

Financial Status : Grant-in-aid [ ]   UGC 2(f) [√]   UGC 12B [√]

    Grant-in-aid + Self Financing [√]   Totally Self-financing [ ]

1.11 Type of Faculty/Programme

   Arts [√]   Science [√] Commerce [ ]   Law [ ]   PEI (PhysEdu) [ ]

  TEI (Edu) [ ] Engineering [ ]   Health Science [ ]   Management [ ]

Others   (Specify)

• . **Vocational : Tourism & Travel Management**
• **IGNOU Regular Study Centre (SC-28140)**

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

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

Autonomy by State/Central Govt. / University | X |

University with Potential for Excellence | X | UGC-CPE | X |

DST Star Scheme | X | UGC-CE | X |

UGC-Special Assistance Programme | X | DST-FIST | X |

UGC-Innovative PG programmes | X | Any other *(Specify)* | **Regular Study Centre of IGNOU (SC-28140)** |

UGC-COP Programmes | X |

2. IQAC Composition and Activities

2.1 No. of Teachers | 09 |

2.2 No. of Administrative/Technical staff | 02 |

2.3 No. of students | 01 |

2.4 No. of Management representatives | 01 |

2.5 No. of Alumni | 02 |

2.6 No. of any other stakeholder and Community representatives | 04 |

2.7 No. of Employers/ Industrialists | 02 |

2.8 No. of other External Experts | 02 |

2.9 Total No. of members | 23 |

2.10 No. of IQAC meetings held | 03 |

2.11 No. of meetings with various stakeholders: No [03]   . Faculty [01]

Non-Teaching Staff [01]   Students [01]   Alumni [-]   Others [-]

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

If yes, mention the amount   [Nil]

2.13 Seminars and Conferences (only quality related)

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

Total Nos. [5]   International [ ]   National [ ]   State [5]   Institution Level [2]

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(ii) Themes

- UGC sponsored State Level Seminar on Empowerment of Women In Post-Independent India organised by Department of Economics, History, Political Science & Film Studies in collaboration with Vijaygarh Jyotish Ray College on (02.02.16)

- UGC sponsored State Level Seminar on Panopticon Media from a Sociological and Psychological Perspective organised by Departments of Journalism & Mass Communication, Sociology and Psychology in collaboration with Asutosh College on (03.02.16)

- UGC sponsored State Level Seminar on Ethics in Epics organised by Department of Philosophy in collaboration with   Women's Christian College (04.02.18)

- UGC sponsored State Level Seminar on Value Education through Rabindrasangeet organised by Department of Education in collaboration with Netaji Nagar College for Women. (05.02.18)

- UGC sponsored State Level Seminar on Sundarbans- The Endangered Ecosystem organised by Departments of Geography and Botany in collaboration with Sivanath Sastri College (06.02.16)

2.14 Significant Activities and contributions made by IQAC

- The IQAC prepared the SSR and is in the process of presenting the college for accreditation by the NAAC Peer Team.
- In line with the 7-point criterion of the NAAC guidelines, UGC guidelines, University of Calcutta and Government of West Bengal directives the IQAC is in the process of restructuring and upgradation of the college with more and more emphasis on Teaching-Learning process and Student-Support system.
- IQAC has initiated the process of use of Information and technology in every sphere of functions of the college.
- The IQAC planed the on-line admission procedure. The on-line admission procedure which the college started in 2012 was further developed and full on-line admission for both Honours and General courses was initiated from June 2015. This was also in line with the directives of the State Government and university of Calcutta.
- The new College website was launched and the admission portal was changed with upgradation from 2016.
- The IQAC prepared the Academic Calendar of the College taking inputs from all the Departments and assisted the departments in the implementation process.
- The IQAC Strengthens and ensures optimum utilization of infra-structure.
- The IQAC ensures academic excellence by optimum utilization of human resource viz learners and faculty.
- IQAC does inspection at various levels through effective governance and organization.
- The IQAC promotes sports and extra-curricular activities. In continuation with the past IQAC has initiated the appointment of new trainers for Self-Defense, Yoga & Aerobics, Table Tennis and special adventure course of Rock-Climbing.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
• Monitoring promotion, implementation and continuous improvement of the college activities. • To increase the number of smart classroom. • To regulate attendance on basis of Biometric attendance system. • Faculty be asked to send proposals for Minor Research Projects. • Review of the Admission procedure of previous year and preparation for flawless on-line admission procedure from 2016. • Planning of the programme schedule to celebrate the closure of the Platinum Jubilee of the College. • Planned the preparation of SSR followed by the accreditation of the college by the NAAC Peer Team.	• Regular assessment of all academic activities done and efforts made to implement corrective measures. • 3 smart classroom was added for use of different departments. • Regular reports generated from the Biometric attendance system. • Faculty members submitted proposals for Minor Research Projects to UGC. • The admission procedure was reviewed after June 2015 new admission portal with upgradation launched from 2016. • Platinum Jubilee celebration of the college ended with a grand celebration in December, 2015 after yearlong activities. • SSR was written, printed and sent to NAAC office to initiate the process of accreditation. Preparation for NAAC Peer Team visit is going on.

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2.16 Whether the AQAR was placed in statutory body   Yes ☑   No ☐

Management ☐   Syndicate ☐   Any other body GOVERNING BODY

Provide the details of the action taken

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

Part – B

Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	**HONOURS = 13 GENERAL = 2**	-	**1 BA MAJOR TTMV**	-
	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	**1 7 (IGNOU) PG=11, PGD=4, Dip=1, UG= 1**	-		-
Total	**15+17 = 35**	-	**1**	-

Interdisciplinary		-	-	-
Innovative	-	-	--	-

1.2   (i) Flexibility of the Curriculum: C̶B̶C̶S̶/Core√/Elective option √/ O̶p̶e̶n̶ ̶o̶p̶t̶i̶o̶n̶s̶

- 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(Honours); 2(General); 1(Major)**

1.3 Feedback from stakeholders*Alumni [X] Parents [√] Employers [X] Students [√]
   (On all aspects)

Mode of feedback   :   Online [X] Manual [√] Co-operating schools (for PEI) [X]

*Please provide an analysis of the feedback in the Annexure

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

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

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

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

No new Department / Centre introduced during the year. Process is on for introduction of Chemistry & Mathematics Honours along with Zoology, Physics & Microbiology General courses. Initial proposals have been submitted to the West Bengal Higher Education Council. The courses will be introduced on approval from the forthcoming Academic Session.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
43	16	9	X	21 *

* Part Time Teacher = 18; Contractual Whole Time Teacher = 1; Contractual whole Time Teacher (College Appointed) = 1

2.2 No. of permanent faculty with Ph.D.   [10]

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

	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	0	0	0	3	0	0	0	0	0	2

2.4 No. of Guest and Visiting faculty and Temporary faculty

59	0	0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	2	4	101
Presented papers	6	2	3
Resource Persons	x	1	4

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

- IQAC directs all departments to enhance their teaching-learning practices through innovative measures involving student participation.
- 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 days

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

NIL

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

01 (BOS)	X	X

2.10 Average percentage of attendance of students

1ST YEAR: ROLL STRENGTH =597 75% ATTENDANCE =   321 75% - 60% ATTENDANCE =   276 **2ND YEAR**: ROLL STRENGTH = 533 75% ATTENDANCE =   325 75% - 60% ATTENDANCE =   208 **3RD YEAR**: ROLL STRENGTH = 464 75% ATTENDANCE =   337 75% - 60% ATTENDANCE =   127

2.11 Course/Programme wise distribution of pass percentage:

Sl No	Title of the Program	B.A. PART I (HONOURS) Total no. of students appeared	Total Pass%	B.A. PART II (HONOURS) Total no. of students appeared	Total Pass%	B.A. PART III (HONOURS) Total no. of students appeared	Total Pass%
1.	Bengali	41	90	31	93.5	39	97
2.	English	42	50	33	84.8	9	88.88
3.	Sanskrit	15	86.66	26	92.3	9	100
4.	Philosophy	11	100	8	44.4	7	57
5.	Political Science	7	57	14	42.8	13	13
6.	History	21	95	10	100	21	100
7.	Education	37	97.29	29	93	26	92.3
8.	Journalism	28	86	23	56.52	26	92.3
9.	Sociology	9	56	10	80	3	100
10.	Psychology	14	100	18	100	11	91
11.	Geography	4	100	1	100	4	100
		B.Sc. PART I (HONOURS)		**B.Sc. PART II (HONOURS)**		**B.Sc. PART III (HONOURS)**	
12.	Geography	28	100	19	84	24	100
13.	Economics	4	75	2	100	3	67
14.	Botany	13	77	6	100	4	75
15.	Psychology	13	77	7	100	7	86
16.	TTMV (Major)	10	100	15	93	10	100
17.	BA GENERAL	198	85.6	188	64.13	260	38.07
18.	BSc GENERAL	7	57.14	8	100	14	64.29

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

- IQAC constantly works to improve teaching learning process of the college through application of quality benchmarks/parameters for the various academic and administrative activities of the institution.
- IQAC monitors continuous improvement in implementation of the curriculum of various courses.
- IQAC takes initiative to bring new and innovative co- curricular and extracurricular activities to improve the overall personality of the students.

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

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	01
HRD programmes	x
Orientation programmes	01
Faculty exchange programme	x
Staff training conducted by the university	x
Staff training conducted by other institutions	x
Summer / Winter schools, Workshops, etc.	2
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	06	02	-	-
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

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

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

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

3.4   Details on research publications

	International	National	Others
Peer Review Journals	3	13	-
Non-Peer Review Journals	-	1	4
e-Journals	-	-	
Conference proceedings	-	-	1

3.5 Details on Impact factor of publications:

Range | 0.698 - 3.299 | Average | 1.8836 | 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 *(other than compulsory by the University)*	x	x	x	x
Any other(Specify)	x	x	x	x
Total	x	x	x	x

3.7 No. of books published   i) With ISBN No.   1   Chapters in Edited Books   3

ii) Without ISBN No.   1   -

3.8 No. of University Departments receiving funds from

UGC-SAP -   CAS -   DST-FIST -

DPE -   DBT Scheme/funds -

3.9 For colleges   Autonomy -   CPE -   DBT Star Scheme -

INSPIRE -   CE -   Any Other (specify) -

3.10 Revenue generated through consultancy   Nil

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	5	-	2
Sponsoring agencies	-	-	UGC	-	Muralidhar Girls' College

3.12 No. of faculty served as experts, chairpersons or resource persons   5

3.13 No. of collaborations: International   -   National   UGC   Any other   -

3.14 No. of linkages created during this year   -

3.15 Total budget for research for current year in lakhs:

From funding agency   -   From Management of University/College   ₹2,000/ per department

Total   ₹2,000/- per department

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
-	-	-	-	2	-	-

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

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

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

JRF   -   SRF   -   Project Fellows   -   Any other   -

3.21 No. of students Participated in NSS events:

University level	80	State level	-
National level	-	International level	-

3.22 No. of students participated in NCC events:

University level	-	State level	150
National level	8	International level	-

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

University level	-	State level	30
National level	4	International level	-

3.25 No. of Extension activities organized

University forum	-	College forum	-
NCC	4	NSS	9	Any other	-

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

The major extension and outreach programmes organized by NSS in 2015-16

With hard work, dedication, dynamic leadership, and best wishes from all our stakeholders of all sections, Muralidhar Girls' College is trying its best to perform in the field of education, especially women education and empowerment. In line with this thought process NSS Units (I & II) of the College, has executed a year-long (2015-2106) well organised schedule. The following chart is a glimpse of those activities.

DATE	PROGRAMME	ORGANISED BY
16th & 17th October 2015	**GANGA BACHAO** Campaign, highlighting the wrong practices exercised by several Puja-Committees during Durga Puja festival. Local Puja Committee officials, like Ballygunge Cultural, Samajsebi, Singhi-Park etc. were considered.	NSS units of Muralidhar Girls' College
1st December, 2015	**World AIDS Day -** NSS officers attended meeting at Swastha Bhawan with NSS volunteers and other students of the College. Minister-In-Charge, Health with other eminent Doctors and dignitaries were present in the occasion. Students came to know in detail, about the causes and cures of AIDS.	Swastha Bhawan, Department of Youth Affairs Government of West Bengal
12th January 2016	**VIVEKANANDA BIRTHDAY** - Students, NSS Officers and other officials were present in this rally. Different timeless thought, comments, achievements of Swamiji were discussed during the Walk.	Calcutta University & NSS UNITS, Muralidhar Girls' College
22nd January, 2016	**BREAST CANCER AWARENESS -** Doctors delivered their lectures on this topic, which helped our students to come-out of the fear from this deadly disease.	SANJEEVANI (NGO) & NSS UNITS, Muralidhar Girls' College
30th January 2016	**FREE EYE TESTING CAMP –**Along with the Principal, Teachers, Non-Teaching Staff, and Students took part in this Camp for Eye Check-Up. A card, having power and other details of eye was distributed to every participant.	CURRAE & NSS UNITS, Muralidhar Girls' College
23rd February, 2016 to 1st March, 2016	**SPECIAL CAMP** 23rd- speakers Principal Tista Das Biswas Anita Chattopadhyay Gupta Kunal Chatterjee 24th- Dr Shibani Chakraborty 25th – Bappaditya – Prantakatha – Women Trafficking 26th – Ram Das Chatterjee –HIV AIDS 27th – Asish Sana –Prog officer NSS Dr Ananda Chanda SSKM – Health Environment & NSS work 28th – campaign by students 1.3.16 – Jayanti Das closing	NSS UNITS, Muralidhar Girls' College
19th February, 2016	Social Relevance of National Service Scheme (NSS) **Speaker: Mrs. Bela Bose**, former professor of English Department, Calcutta University and also a renowned social worker of Kolkata	NSS UNITS, Muralidhar Girls' College
7th March, 2016	WOMEN DAY -Awareness programme by NSS volunteers	NSS UNITS, Muralidhar Girls' College

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

The major extension and outreach programmes organized by NCC in 2015-16

Date	Programme	Organised by
23.09.2015	NCC Cadets participated in Rally organised by 'Anwesha' for disabled persons.	Anwesha
01.10.2015	NCC Cadets participated in Kolkata Walkthon to celebrate International Day of Older Persons	
24.11.2015	Observation of Flag Day of the National Foundation for Communal Harmony	NCC Group HQ Kolkata
03.12. 2015	Participation in Rally for Handicapped Person on World Disabled Day	Vikas Kendra – Research Institute for Handicapped
25.01.2016	NCC Cadets were volunteer in Voters Day	
22.05. 2016	NCC Cadets donated blood during blood donation camp	Muralidhar Girls' College
07.04.2016	NCC cadets were volunteer in World Health Day	
26.06.2016	NCC Cadets participated a rally was conducted for International Day against Drug Abuse.	

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3134.5 sqmt	x	x	3134.5 sqmt
Class rooms	26	x	x	26
Laboratories	7	x	x	7
Seminar Halls	0	1	College Fund	1
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	0	Structured LAN equipment & installation AC installation Solar Power Plant installation CCTV installation	College Fund	1,187,633/-
Value of the equipment purchased during the year (Rs. in Lakhs)	₹3,518,956 (Created during 2010-15)	₹1,677,813/- ₹167,337/-	College Fund UGC	₹1,845,150/-
Others				

4.2 Computerization of administration and library

> Effective steps have been taken for computerization of the Accounts section and the General section. The General Office is also fully computerised and most of the administrative work is done with the help of computers. The process of the on-line admissions began with on-line admission for Honours course and in June 2015 admission General course was included. Admission record is kept on the computer along with the hard copy. A soft copy of the data is sent to the university. The process of computerization of library is complete. The Accounts Section is also computerized. COSA software has been successfully installed and operating.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value added	No.	Value added	No.	Value added
Text Books	**41571**	**746,131.00**	**293**	**64,902.00**	**41864**	**8,11,033.00**
Reference Books						
e-Books	**-**	**-**	**-**	**-**	**-**	**-**
Journals	**13**	**14,220.00**	**13**	**14,323.33**	**13**	**14,323**
e-Journals	-	-	-	-	-	-
Digital Database	**NLIST**	**5,000.00**	**NLIST**	**5,000.00**	**NLIST**	**5,000.00**
CD & Video	9	1,850.00	9	1,850.00	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	51	15	1 (BSNL)	-	-	6	21	9
Added	8	4	Structured LAN	8	-	2	-	2
Total	67	19	(BSNL) Structured LAN	8	-	8	21	11

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

- Internet access available for all teachers, staff and students.
- COSA software training given to accounts section staff.
- On-line admission training given to all faculty and staff.

4.6 Amount spent on maintenance in lakhs:

i) ICT

6.05

ii) Campus Infrastructure and facilities

8.14

iii) Equipment

0.534

iv) Others

3.34

Total:

18.064

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.org has all the relevant information/guidelines to provide necessary assistance to the students. All important notices are uploaded in the website.
> - **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, and 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
1594	-	-	-

(b) No. of students outside the state

0

(c) No. of international students

0

No	%
x	x
Men

No	%
1594	100
Women

Last Year (2014-15)						This Year (2015-16)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1175	330	18	43	x	1566	1198	330	16	50	x	1594

Demand ratio | 3.8:1 | Dropout % | Above 10% |

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

- Counselling services are made available to the students by the 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.

5.5 No. of students qualified in these examinations

NET | - | SET/SLET | - | GATE | ---- | CAT | - |

IAS/IPS etc | | State PSC | - | UPSC | - | Others | - |

5.6 Details of student counselling and career guidance

Counselling services are made available to the students by the Career Counselling and Placement Cell of the college. Students are given timely and valuable counselling for their academic, personal, career related and psychosocial issues. At the time of admission the students are guided to choose the stream of their choice. They are also guided to make choice of subjects during admission. The doubts and queries of the students are attended to very carefully and patiently. They are informed about the scope and nature of various subjects. The right kind of counselling given to them helps them shape their career. Department of Psychology also gives personal counselling, to the students and helps in finding a solution to their emotional and personal problems. They are also guided for handling examination stress. Students are also offered personal and psycho social counselling. In case the students have problems related to their academics, they can share it with their teachers who give them supportive guidance in resolving their issues. The student friendly and healthy atmosphere prevalent in the college encourages them to share their problems with their mentors.
Guidance is provided to students for entry to services like Banks, Railways, Income Tax, Insurance, etc. by RICE and George Telegraph.

No. of students benefitted

| All enrolled students |

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

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

5.9 Students Activities

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

State/ University level | 10 | 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 | 8 | 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	83 (Tuition Fee)	₹68,460/-
	8 (Books)	₹ 5,416/-
Financial support from government	160 under Kanyashree scheme of Govt. of W.B.	₹ 25,000/- per head
Financial support from other sources	10	₹ 10,000/- per head
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State/ University level   [-]   National level   [-]   International level   [-]

Exhibition: State/ University level   [   ]   National level   [-]   International level   [-]

5.12   No. of social initiatives undertaken by the students   [-]

5.13 Major grievances of students (if any) redressed: No major grievances registered.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> **Vision:** Our vision is the empowerment and enlightenment of women through value-based and quality education so as to foster informed global minds. The Institution also has a proactive role in enabling the girl students for income generation and sensitizing them to international issues, so that they become truly equipped global citizens.
>
> **Mission:** The mission of the college is succinctly expressed through our motto ATMADIPO BHABO. The institution aims at holistic development of unexplored potential of our students. The mission of the institution is consonant with the Millennium Development Goal – 'Promote gender equality and empower women' (UNDP, Human Development Report 2002) and the National Education Policy to extend equal socio-technological opportunities to

6.2 Does the Institution has a management Information System

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

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

6.3.1 Curriculum Development

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

6.3.2 Teaching and Learning

- Teachers plan their term-wise syllabi for each year which is given to the students in form of Academic Calendar and emphasis is given on syllabus completion and revision.
- Class room teaching is supplemented with Guest Lectures, Seminars, Group discussions, Power Point Presentations, Quiz Competitions, and Debates
- Students are encouraged to use the library and consult the references provided to them.
- Performance of the students in their respective subjects is determined on the basis of their marks scored in Mid-term Examinations and class tests.
- Students are encouraged to consult E- journals, Magazines and Competitive Magazines for extra reading.
- Internet and INFLIBNET connections in Library also provide opportunity for students and faculty to make use of materials and information available on different sites. It supplements the resources for their study materials.
- Exhibitions and fairs are arranged to enable students to display their work and to explore innovative ideas.

6.3.3 Examination and Evaluation

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

6.3.4   Research and Development

- A separate Research Committee has been formed to promote research activities of the faculty and students.
- Research Journal 'MGC QUEST' has been published with ISBN.
- To promote Research and Development, the Principal holds regular meetings with the Research Committee along 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 42,000 books adequately meets the varied requirement of all students and teachers. There is a regular annual addition of books to the stock. Newspapers, Periodicals, Journals and Reference books are regularly provided. For the benefit of students with limited means there is abundant supply of text books to be used in the reading room of the library, which is accessible to all students during college hours. Great care is taken to create an atmosphere of calm and quiet inside the room.
- **Seminar Libraries**: In addition to the general library, every department has a Seminar Library. The Seminar Library contains text and reference books and aims at providing easy access to books. It contains books that the students can borrow with the permission from the departmental teachers. The functioning of the seminar library is determined by the departments concerned
- **Morning Library:** The college has a Moring Library 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.
- **Library has become institutional member of Americal Library from September, 2015.**
- **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 Doctor 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 of Calcutta and Government of West Bengal. On-line admission process is conducted for Honours and General courses.
- The College prospectus, containing the details of admission rules, is available in the College Website and queries about admission process are met on the spot by the office and Admission Committee.
- The Admission Committee guides the students in making right choice of the courses available as per their interests and eligibility according to the conditions laid down in prospectus.
- Students seeking admission in various courses on the basis of their achievements in academics are offered scholarships, free-studentship and financial aid.
- Personal interaction with Admission Committee and finally with the Principal is a part of the admission process. Admission committee along with college office checks the admission form thoroughly scrutinizes the form and checks the eligibility. Finally the student is admitted after having a final nod from the Principal.

6.4 Welfare schemes for

Teaching	Welfare schemes for the teaching staff include study leave, duty leave, maternity leave, faculty development programmes, library facility, internet facility and conducive work 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   ₹ 23,910,927/-

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

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

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

6.8 Does the University/ Autonomous College declare 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

Sep, 2015	Student Enrichment through knowledge and experience sharing, and Hands-On Project	
Dec., 2015	Handicrafts Fair	Heath 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.
- Parents' Day Celebration organised on 15.10.2015. Parents were invited to participate in exhibitions organised by all departments showcasing their activities both academic along with co-curricular and extracurricular activities.

6.13 Development programmes for support staff:

- Training to use Smart Class Rooms is provided to the staff members to motivate them for their wide usage in teaching process.
- Computer training is provided to the staff. Internet access is available for all. The administrative office and accounts office are fully computerized.
- Faculty and staff are provided training through workshops like on COSA software, On-line Admission etc.

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

- Restrict use of plastic on college premises.
- Seminars and lectures organised to promote awareness on environmental issues.
- Students and Staff take the responsibility of switching off lights and fans in the class rooms.
- Solar Photovoltaic Power Plant installed on the roof-top and solar power thus generated is fed to the grid.
- Rain water harvesting initiative undertaken.

Criterion – VII

7. Innovations and Best Practices

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

- Keeping in mind the vision and missions of the college, it tries its best to introduce innovations in all spheres and at all levels. Realizing that innovation is an ongoing process the institution has embedded innovative steps and strategies in its mechanism and resources.
- Structured LAN has been installed which has helped the institution to further step forward into Digital age.
- The administrative and day to day work of the office is done through computers. A workstation has been created in the Principal's room to monitor the entire function of the college.
- The administrative office, cash office, Accounts Section, Library- every department is connected to the Principal's workstation through Computer Network and that helps the Head of the institution to get any information at one click and whenever it is necessary.
- The Principal not only monitors the system but also administers it to keep the data secured.

- To promote paper-less transactions the College uses Electronic Media, as much as possible. Use of college website and social media for information exchange, online admission for honours and general courses, computerization of office and library are some of the vital steps taken in this regard.
- E-waste management: Purchase of Electronic Data Processing (EDP) equipment is done through exchange offer with older machines of the College to avoid dumping of e-waste. Invalid computer systems are given to those agencies that have the infrastructure of proper e-waste management. Environment friendly EDP devices are purchased. A MOU has been signed with 'Hulladek' for disposal of E-waste.
- Green Audit: Green Audit has been done by authorised organisation for the first time.
- Rainwater harvesting initiative undertaken and installed.

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

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

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

- The process of renovation of the building which was initiated in 2014 was successfully completed by PWD.
- Smart classroom was upgraded with Virtual Classroom prospect in future.
- CCTV surveillance provided in the campus.
- Solar Photovoltaic Power Plant installed on the roof-top of the college building and solar power generated is fed to the grid.
- Placement Cell organised skill development programmes and placement drive inviting different companies like ICICI Prudential Ltd. & OTT Solutions.
- Extension activities were conducted by NSS Units and NCC. Community orientation programmes were also undertaken.
- New books and Journals were purchased for the library. KOHA software introduced.
- The college website was updated and upgraded with complete new look.
- Steps were taken to modify and strengthen the evaluation system.
- Structured LAN installed. Efforts were also made to augment the IT infrastructure by adding more computers and improving the networking and internet connectivity.
- Full On-line admission process for both Honours and General was initiated.
- UGC sponsored five State level seminars organised.
- Annual Social function, Fresher's Welcome, College Fete, Saraswati Puja, Annual Sports, Re-Union and Cultural activities were successfully organised.
- Scope of student support services, sports activities and extension activities increased. Various forms of sports coaching introduced. NCC & NSS performed all year round for various extension activities.

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

- **Institution-Neighbourhood-Community Network through NCC (National Cadet Corps) and NSS (National Service Scheme)**
- **Moving forward with ICT**

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

7.4 Contribution to environmental awareness / protection

- It is the need of hour to spread environmental awareness in the context of successfully addressing environmental problems. Muralidhar Girls' College has sincerely taken up these issues on the college campus. It is making dedicated efforts for reducing pollution by creating awareness among neighbourhood people through campaign.
- Efforts are made to restrict use of plastic on college premises.
- Rainwater harvesting initiative undertaken and installed.
- Students and Staff take the responsibility of switching off lights and fans in the class rooms.
- E-waste management: Purchase of Electronic Data Processing (EDP) equipment is done through exchange offer with older machines of the College to avoid dumping of e-waste. Invalid computer systems are given to those agencies that have the infrastructure of proper e-waste management. Environment friendly EDP devices are purchased. A MOU has been signed with 'Hulladek' for disposal of E-waste.
- Green Audit: Green Audit has been done by authorised organisation for the first time.

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
- Institutional Vision of the College.
- Dynamic Leadership quality of Principal, committed Governing Body, experienced and dedicated faculty and Staff.
- Student friendly academic environment

Weakness
- Scarcity of space and lack of hostel facility.
- Lack of effective resource mobilisation.
- Limited research activities

Opportunities
- Centrally located college with well-connected Railways, roadway and Metro service.
- Wide scope for women's empowerment through imparting education to first generation learners.

Threats/Challenges
- To motive first generation learners.
- Rising cost of education

8. Plans for Institution for next year: (2016-17)

- Introduction of new Subjects.
- Initiative towards opening of Masters Courses.
- Increase in permanent Faculty strength.
- Up gradation of On-line Admission system with on-line payment mode.
- Strengthening Extension activities and Community outreach programmes.
- Increase in Solar Power generation capacity.
- Up gradation of Structured LAN system.
- Installation of Virtual Classroom facility.
- Introduction of On-line Feedback system.
- Increase in Placement drives for benefit of the students.
- Encourage various Faculty Development programmes benefitting students.

NAME: *SUNETRA SENGUPTA*

NAME: *DR. KINJALKINI BISWAS*

Sunetra Sengupta 5.3.18

Kinjalkini Biswas 5.3.18.

Signature of Coordinator, IQAC

Signature of Chairperson, IQAC

COORDINATOR, IQAC
MURALIDHAR GIRLS' COLLEGE
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DR. KINJALKINI BISWAS
Principal
Muralidhar Girls' College
Kolkata - 700029

34

Annexure I

Abbreviations:

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

****

Format for Presentation of Best Practice

Title of the Practice - 1:

Institution-Neighbourhood-Community Network through NCC (National Cadet Corps) and NSS (National Service Scheme)

NCC **& NSS**

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

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

The Context:
- The most challenging part while designing and implementation of NCC an NSS programmes is to groom positive and fearless mindset among the students, teachers, and parents.
- Detail planning is required for at-least 10 years to sustain rigorous action plans formulated and instructed by the Indian Army.
- Academic schedules are accordingly be adjusted for those who will join the NCC and NSS.
- The college must be extremely careful to the required number of enrolment in NCC / NSS, to retain these services.
- The College must take responsibility to keep the Students / Cadets medically fit as per NCC / NSS rules and regulations. Arrangements for medical examination of students / cadets must be done.
- Accommodation and Playground have to be provided by the College for NCC / NSS office, storeroom, strong room, and NCC parades.
- Building connections to the Government / Municipal Bodies / NGOs are very essential.

The Practice:

NCC and NSS is now regarded as the **third dimension of education** which gives ample scope to incorporate extension activities apart from the standard two dimensions, teaching and research. This scheme aims at personality development of the student through community services and to arouse the social conscience of the students, providing them an opportunity to work with the people. It is truly a concrete attempt to make **education relevant to the needs of the society**. The importance of participation in **extension services is projected through the mission of the College**. At the time of admission, students are motivated to join various extension activities like NCC and NSS. Before enrolment, 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:

STATE LEVEL CAMP

Our 2 Cadets CPL Priyanka Kundu & Cdt Purnima Barui participated in Local Republic Day Camp I at NCC Club House from 4th January 2015 to 16th January 2015. They participated in Group dance for PM Rally Cultural & NIC. They were selected for next All India National Integration Camp at Delhi,

Combined Annual Training Camp held at Canning from 20th March 2015 to 29th March 2015.Our 13 Cadets participated in various training & competition. They are:-

Sgt. Priyanka Paul   Sgt Supriya Dey

Sgt Puja Bera   Cdt Sudipta Maity

Cdt Priyanka Dutta   Cdt Amrika Ghosh

Cdt. Naima Khatun   CPl Mousumi Sardar

Cdt Laboni Jana   Cdt Falguni Barui

Cdt Purnima Barui   Cdt Susmita Purkait

Cdt.Sonali Bera

- ❖ Sgt Priyanka Paul,Sgt Puja Bera ,CPL Sudipta Maity.Cdt Purnima Barui stood first in Group Dance Competition.
- ❖ Cdt Purnima Barui stood third in Firing competition

11 Cadets from our College participated in Combined Annual Training Camp held at Lakshmikantapur Gabberia High School from 21st May 2015 to 30th May 2015.They are

Sgt.Priyanka Paul   Sgt Puja Bera

Cdt Sonali Bera   CPL Mousumi Sardar

Cdt Laboni Jana   Cdt Mrinmoyee Naskar

Cdt.Naima Khatun   CPl Priyanka Nayak

Cdt Bina Mahanto   Cdt Puja Mukherjee

L/CPL Priya Das

They   parcipated in Map Reading Tent Pitching ,Obstacle ,Firing ,First Aid Home Nursing training and selected for next Camp.

- ▪ Cdt Puja Mukherjee awarded medal for solo song
- ▪ Cpl Mousumi Sardar,Cdt Laboni Jana Cdt Mrinmoyee Naskar,Cdt Puja Mahanto got prize for Tent Pitching Competition
- ▪ Sgt Priyanka Paul,Sgt Puja Bera Cdt awarded medal for group dance Competition

Inter Group Competition of Thal Sainik Camp held at Siliguri   from 3rd August 2015 to 14th August 2015 . Sgt.Supriya Dey, Sgt Priyanka Paul, Sgt Puja Bera, Cpl Mousumi Sardar, Cdt Falguni Barui participated in various training like Drill ,Map Reading ,First Aid & Home Nursing .They also participated in various Competition on behalf of Kolkata-C Group,

- ▪ Sgt. Priyanka Paul nominated & participated for Map Reading, Field Signal-Judging Distance, and Tent Pitching Competition.

- Sgt Puja Bera nominated & participated for Map Reading Field Signal-Judging Distance Competition
- Sgt Supriya Dey ,Cpl Ritu Halder nominated & participated for Obstacle Competition
- Cdt Falguni Barui nominated & participated for Obstacle and Tent Pitching Competition
- CPL Mousumi Sardar parcipated for Firing Competition.

ADVENTURE ACTIVITIES(STATE LEVEL & NATIONAL LEVEL)

Aim of adventure activities is to develop special qualities of courage among the Cadets. 20 Cadets participated in Rock Climbing Camp organized by Institute of Exploration at Shushunia from 31st January 15 to 4th February 2015.

Name of the Participant are
- CPL Ritu Halder   Cpl Kakoli Dey
- Cdt Sonali Bera   Sgt Priyanka Dutta
- L/CPL Bandana Bairagi   Cdt Falguni Barui
- L/CPL Mousumi Naskar   Cdt Purnima Barui

CPL Kakoli Dey & CPL Ritu Halder attained the Rock Climbing Course at Purulia from 25th February '15 to 1st Marh 2015

Sgt Supriya Dey successfully completed Advance Mountaineering Course at Nehru Institute Mountaineering from 23rd May 2015 to 24th June 2015. Her overall performance was high Average ie grade A

CPL Kakoli Dey successfully completed All India Nilgiri Trek at Ooty as a representative of West Bengal & Sikkim

Sgt Puja Roy selected for Advance Mountaineering Course at HMI Darjeeling from 17th Oct 2015 to 10th Nov 2015

SPECIAL TRAINING

Our 2 Cadets Cdt Naima Khatun,Cdt Chandra Naskar participated in First Aid & Home Nursing Training at Command Hospital from 18th January 2015 to 29th January 2015

Our Cadets along with me participated a in National Seminer on "Global Warming:A concer for Mountaineereers and Mountain lovers organized by Institute of Exploration on 1st March 2015.It was a good experience .

Our Cadets attained a lecture of Dr.A.P.J.Abduk Kalam at National Library.

75 Cadets along with me participated in First "International Yoga Day "on 21st June 2015.

NATIONAL LEVEL CAMP

Through NIC camp the cadets start understanding one another quite well and live in harmony and co-operation. Common culture is an important element in the formation and development of nationality.

All India Special National Integration Camp held at Delhi from 18th January to 29th January 2015. CPL Priyanka Kundu & Cdt Purnima Barui along with the ANO participated in that camp as a representative of West Bengal & Sikkim Directorate. They also participated in Prime Minister Rally .

SOCIAL SERVICE & COMMUNITY DEVELOPMENT

Our NCC Cadets were volunteers of "Sishu Mela "conducted by Nikhil Banga Committee which was held in front of Victoria Memorial Ground on 5th February 2015

On 23rd September 2015 Our 50 Cadets along with ANO participated in Rally organized by "Anwesha"for disable person

Our 12 Cadets along with ANO attended Kolkata Walkathon on 1st October 2015. Name of the participants are :

SUO Supriya Dey   JUO .Priyanka Paul

JUO Puja Bera   CPL Munmun Ghosh

SPECIAL ACHIEVEMENT

- Our 3 NCC Cadets of 1st Year Cdt Mina Chowdhury, Cdt Amrita Chakraborty, Cdt Agneiee Banerjee, has availed NCC for Scholarship from NCC on basis of HS Exam 2014.

- SUO .Mukulika Sen Roy, CUO Krishna Sashmal, Cdt.Madhumita Mondal, Cdt. Deblina Saha, Cdt. Nasrin Laskar &, Cdt.Sangita Sardar participated. in West Bengal Inter District Athletic Mt.

- CPL Munmun Ghosh stood 3rd in 1500 mts, 800mts   & Shot-put
- Sgt Supyia Dey   stood 3rd in 800mts
- CPL Priyanka Kundu seleted best girl trainees at Rock Climbing Course
- Commanding Officer of our unit 1 Bengal Girls' Bn NCC Col. R.S. Chouhan visited the College on 27th February 2015.After inspection the college has been declared the best Company among the unit.
- Group Commander visited our college held on 3rd March 2015 and appreciated the overall performance of our cadets

- SUO Sgt Supriya Dey awarded Grade "A" in Advance Mountaineering Course at Nehru Institute of Mountaineering
- Sgt Puja Roy has been selected as NCC best marksman Of University of Calcutta in the year 2015 from university of Calcutta. She also selected for Advance Mountaineering Course HMI Darjeeling
- CPL Munmun Ghosh has been selected for Basic Mountaineering Course at HMI
- Our NCC Cadets are attached with Army units every year so that they get acquainted with the Army life .Now Central and State Govts give priority in jobs for NCC Trained Cadets .Our Cadets now working in ITC Sonar Bangla ,West Bengal Police .Wishing NCC Cadets all the Best.

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 Collegeas 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.

Contact Details:

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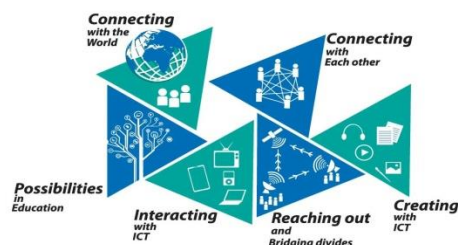Mobile: **9433112142**

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<u>**Title of the Practice - 2:**</u>

- **Moving forward with ICT (<u>Information and Communication Technology</u>)**

ICT

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

<u>**Goal:**</u>

- Inculcating the practice of ICT in the College aims at realising the goals of the National
  Policy of ICT in Higher Education and the National Curriculum Framework.
- Given the dynamic nature of ICT, the practice **emphasising the core educational
  purposes**. The design of ICT framework in the College focuses on a broad exposure to
  technologies, together aimed at **enhancing creativity and imagination of the learners.**
- **For the teacher**, it is an initiation into exploring educationalpossibilities of technology,
  and learningtomakeright choices of hardware, software and ICT interactions.
- **For the student**, it is an initiation into creativity and problem solving, and an opportunity
  to shape career pursuits.
- **For the College Administration and Governance,** it is the practice of fast, accurate, and
  environment friendly sustainable approach.

<u>**The Context:**</u>
- The most challenging part while designing and implementation of ICT enabled system is
  to groom positive mindset among all the stakeholders of the College.
- In-depth and elaborate long term planning is required, for at-least 5 years, to sustain
  policies and action plans framed by the Government.
- Market and need based analysis regarding ICT oriented issues is of extreme importance.
- Academic schedules are required to be flexible to accommodate ICT practice.
- The college must be extremely careful in encouraging all stakeholders to adopt ICT
  oriented activities and at the same time, to adopt those. .
- The College must take responsibility to keep the Students / Teachers / Parents to be
  psychologically fit for adopting the practice of ICT.
- Space, Fund, Equipment, Books, and secured internet connections have to be provided by

the College for the purpose of ICT enabled practices.

The Practice:

Muralidhar Girls' College is well equipped with a robust Information and Communication Technology policy which helps to adopt state of the art Technology in its teaching-learning process through e-learning as well as office and administrative practises through e-governance.

To make ICT beneficial for students we create individual learning paths for them through-

1) Creation of instructional tools for individualized student learning considering diversity of languages, university and state curriculum.
2) Production of e-content in the form of digitized textbooks, animations and videos.
3) Sharing of e-contents through high bandwidth LAN, Wi-Fi, and Internet facilities.
4) Regular uploading of syllabus based e-contents to the college website for 24X7 hour access.
5) Computerized Library with Wi-Fi Zone, computer access points for students and teachers, digital photocopier machine, online access of NLIST books, college library catalogue.
6) Computer and digital technology based certificate course.
7) Creation of Smart Classroom using Smartboard, Computer to make the teaching-learning process more interactive.
8) Existence of digital media laboratory for creation, editing of e-contents, project works, data collection and analysis, documentary film making (with sound-recording facility), and composing contents for college/departmental magazines.
9) Introduction of computer games for fun-filled and interactive learning process.

- **To make ICT beneficial for teachers we have tech-integrated programmes for competency-linked teacher training through-**
  1) Internet for remote connection with peers and training from their subject experts.
  2) Formation of Workgroup, Group e-mail, WhatsApp group, Facebook for knowledge and idea exchange amongst themselves.
  3) Introduction of **MGC Online Educational Resource Platform(MOERP)** to empower them through creation of digital contents that include instructional videos, online coaching, and peer support.
  4) Extensive training module for Staffs of the college to enable them as ICT conversant.
- **To make ICT beneficial for Leadership and Governance and to follow the objective of 'Digital India' we have-**
  1) Online Admission system for both honours and general courses.
  2) Computerized student management system which helps to record, maintain, track and analyse student level performance data. It also helps us to achieve institutional goals and teacher-classroom-specific goals.

3) Computerized Cash collection, Accounts and Payroll system for recording and analysis of financial data, and preparation of different Budgets.
4) Maintenance of information related with Governing Body, Finance, IQAC, and other Committee decisions.
5) Introduction of COSA through the Government of West Bengal.
6) Computerized Library information system.
7) Computerized Staff Attendance system through Biometric machine.
8) In process to implement fully computerised Management Information System, Service Book maintenance, Routine preparation, and allocation of examination duty.

Evidence of Success:
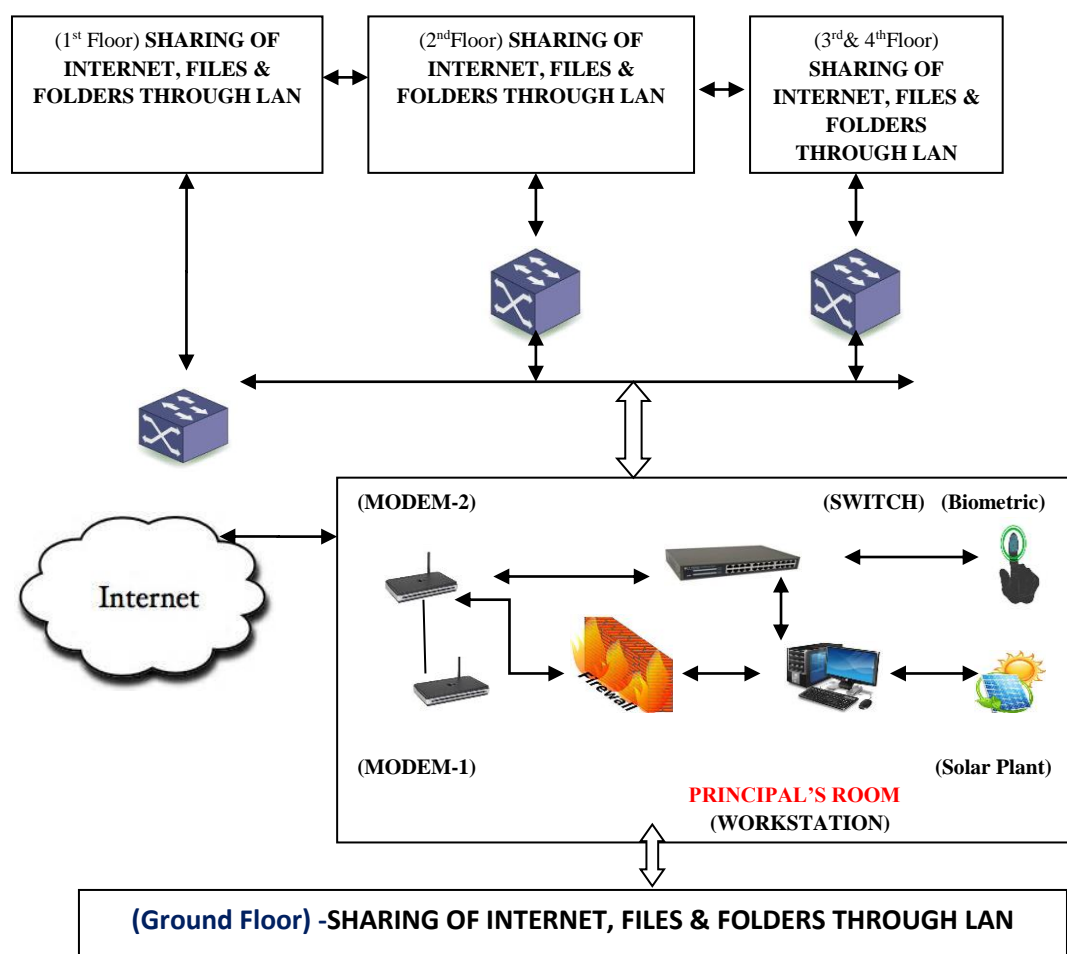
- The college has a well-structured, modular, and secured ICT enabled system.
- Immense potentiality to expand in future course of actions in the field of Academic, Research, and Administrative arena.

Problems Encountered and Resources Required:

- **Shortage of ICT training facilities are there for   the students teaching / non-teaching staffs.**
- **Time constraint is a major problem to explore ICT training paths. Teachers and students are mostly busy to attend their regular academic activities in and outside**

the college.

- Students find it difficult to join ICT training modules as **regular study and examination assignments** are there in the college as per the Calcutta University guidelines.
- **Majority of the subjects taught in the college do not have computer practical in main curriculum. As a result, these students are not in a position to have computer practical classes.**
- **Very difficult for a fund starved institution to expand ICT enabled activities in-spite of enormous scope to expand. The College mainly depends on UGC and State Government for major funding initiatives.**

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