SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

MURALIDHAR GIRLS' COLLEGE

P-411/14, GARIAHAT ROAD
700029
www.muralidhargirlscollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

June 2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Muralidhar Girls' College had its moment of inception in 1919 through the establishment of a Girls' School by Sri Muralidhar Bandopadhay, Principal of Sanskrit College, renowned educationist and reformer whose dream it was to pave the way for women's higher education. His dream has come to fruition on 8th of July, 1940 when the school evolved into Ballygunge Girls' College, later renamed Muralidhar Girls' College in 1946 to honour its founder.

Drawing from its pioneering and long tradition of empowerment of women, the college has established itself as a major force for social change in the area while encouraging its students to stand for independent spirit of scientific and rational thought, intellectual engagement with social issues and gender equality.

The four-storied college building is situated in the heart of the city in Gariahat Road, and enlisted in the UGC panel of recognised colleges under sections 2f and 12B of the UGC Act 1956. It is also registered under West Bengal Societies Registration Act, 1961. The total land area of the college is 0.25253 acres. The total constructed area is 3134.5 square metres.

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.

The vision of this institution and the elemental idea behind its inception is the empowerment of women through education, so that they can become equal stakeholders in the society and contribute meaningfully towards its development. The college aims to create active participants of the society who not only have a strong base in academics but also know how to apply practically their knowledge for the betterment of society. In order to achieve this, the college engages students in pro-active social awareness programmes and campaigns. The college strives constantly, also, to provide adequate resources to students so that lack of resources does not prove to be a hindrance in the path of fulfilment of academic potential of any student, no matter from what economic and social background. The college, ultimately, aims at producing students who are ready to enter the job market and play their role in the development of the nation as a whole.

Mission

The mission of the college is succinctly expressed through our motto. 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 students.

The motto of the college 'Atmadeepa Bhava' is the guiding principle of self enlightenment and journey of search of oneself that the college stands for. Sincerity and honesty when coupled with the right amount of tenacity always ends with something good for an individual, for the college and for the country, as our students are the future citizens who will mark the world with their footsteps. The motto teaches them to be transparent in their actions and also be accountable for them to one's own self so that they do not fall in the face of unnecessary queries. For that, the college teaches them to introspect their actions, both past and present-introspection of what they are, what their wrong doings are, so that they can watch, analyse and come out with a solution of making better decisions in the future. So introspection, diagnosis and action taken are the keywords emphasized in their steps for a successful forward march.

The students are taught to be true to themselves and be humane enough to be able to adjust to all situations, making life easy to live, love and be happy.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Disciplined students from both city and suburbs. Healthy class attendance.
2. Advantageously situated in the heart of city and easily accessible through public transport system.
3. Quality education to students from varied backgrounds, including first generation learners and students from low- income families.
4. Healthy student-teacher ratio.
5. Teacher- exchange programmes and Memoranda of Understanding with a number of colleges.
6. Website updated with e-content and online classes held during pandemic. Faculties personally provided economic support to needy students to ensure their online class attendance.
7. Hugely popular B.A. Major course in Tourism and Travel Management augments income and offers high employability opportunities for the students.
8. Additional programmes like IT skill enhancement through Spoken English, grooming for job interviews etc. run to increase student employability.
9. Add –on courses on Yoga, Self Defence, Soft Skill development, Embroidery, Cutting and Tailoring, Media Writing, Speaking and Presentation, Nutrition and Dietetics, Sexual Harassment at workplace and its legal side offered to students.
10. The NSS units (I and II) engender sense of social responsibility through regular organisation of blood donation camps, thalassemia testing camps, rallies, etc.
11. Active NCC unit won accolades at state and national levels.
12. Weekly medical consultations for students and staff. Pro–active on issues of female health and hygiene. Well- equipped infirmary and organisation of medical camps for health check up of the students.
13. Eco- friendly green campus with gardens, solar panel system, rain water harvesting system and sustainable waste management system. Green and energy audit has been conducted.
14. Canteen, gymnasium, free yoga and self defence classes, biometric system for staff attendance, high bandwidth structured LAN, Wi-Fi internet facility, fire extinguishers, CCTV cameras, and lift facilities, ramps at the entrance, special toilets for divyangjan students are available in the College Campus.
15. Well furnished air-conditioned smart auditorium.
16. Free Studentship is provided to the needy students. Moreover, fees were adjusted to support students during pandemic.

17. The browsing centre of the college has been set up with new facilities.
18. ERP solution implemented.

Institutional Weakness

1. There is lack for space for expansion due to the college being located in the busy and crowded heart of the city leading to insufficient number of classrooms, laboratories, library space, etc.
2. Due to lack of space, the college does not have its own playground.
3. There are no hostel facilities for students.
4. There is a lack of accommodation facilities for staff in campus.
5. There is an insufficient number of office, laboratory and library staff.
6. Very few numbers of research and interdisciplinary projects are currently taking place in the college.
7. Poor economic background of most of the students is a severe constraint on the level of accessibility to various fields of higher education.
8. In spite of good academic grades, weak presentation and language skills pose a great challenge to employability of students.
9. Many students are first generation learners and they come from semi-urban and rural areas, sometimes with little family support.
10. There has been observed a tendency amongst some students of general stream to drop out to join vocational courses elsewhere.
11. Alumnae Association not as active as it should be.

Institutional Opportunity

1. More diploma courses and skill enhancement courses can be introduced as per demands of students to train them with professional and vocational skills.
2. Some of the newly started science departments can collaborate with industry for better skill development of students and research scope for teachers.
3. Campus placement can be further improved.
4. The browsing centre can be put to commercial use after the college hours to generate revenue and to provide browsing and printing services to the people of the area.
5. Since the location of the college prevents expansion of the campus, there could be a scope of a second campus with an adequate playground, subject to approval and support of the government bodies. The process of introducing multiple shifts to tide over the space issue is also currently underway.
6. Biometric for students can be introduced for their security.
7. PG departments could also be introduced for increased and easily available higher education opportunities of students.

Institutional Challenge

1. The college, being a government-aided one, is dependent on financial support from government sources which are available at specified intervals, severely limiting resources for upgradation and maintenance of infrastructural facilities.
2. The Alumni input and support is not being fulfilled to its potential.
3. Many students are first generation learners from deprived economic backgrounds and are not getting

adequate support or motivation for higher studies beyond what the college provides them with.

4. Under the CBCS system, the infrastructure available in the college has not been commensurate with required resources.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Muralidhar Girls' College follows the Curriculum and Syllabus designed by University of Calcutta the effective implementation of which is done through a well planned structure. The institution's IQAC committee prepares the academic calendar, in consultation with academic sub –committee before every session. The central master routine is prepared by the Routine Committee, from which departmental routines are derived. Blended methods are adopted for both teaching –learning and evaluation –assessment processes, and are strictly practiced by the institution. The institution also has excellent library facilitates. One of the faculties (Bengali Department) of the institution is the member of Boards of Studies of the affiliating University. The Choice Based Credit System, introduced in 2018, (run side by side with 1+1+1 system till 2020) provides a great exposure to students through focusing on the Core, Ability Enhancement Compulsory, Skill Enhancement, Discipline Specific and Generic Elective courses, which are part of the CBCS system. Field Work/ Projects/ Internship is carried out by some departments as part of their curriculum as laid down by the University guidelines. The institution not only provides maximum possible relatable and inter disciplinary combination of subjects, within limited infrastructure, but also provides assistance to new students through helpline numbers and email. The institution also encourages students to be part of the various co-curricular and extra –curricular activities such as quiz and elocution, arts, etc. The institution offers Yoga and self –defence, Spoken English and tailoring etc courses as value added courses. Recognizing the importance of feedback, the institution has a well structured feedback system as per NAAC guidelines. The survey is carried out at regular intervals, the responses are properly analyzed and, recommendations and modifications are adopted accordingly.

Teaching-learning and Evaluation

The College is situated in the heart of South Kolkata, Gariahat which makes the college accessible to students from Kolkata as well as South 24 Parganas. Many of our students come from economically deprived backgrounds and are first generation learners. In order to deal with both slow and advanced learners, our college has adopted various teaching- learning methods which cater to both. The college takes various initiatives to enhance participation of the students which help in their learning. The college organizes seminars, workshops, job fairs, excursions, sports and cultural events for all round development of the students. Our college provides well-stocked library, well- equipped laboratories and smart and ICT enabled classrooms to the students. The college is further enriched by a well-stocked computer laboratory. The teachers of the institution provide e- materials after the completion of every lesson. The library gives an easy access to several e- journals to both teachers and students. In case of unavailability of any particular text, the teachers provide the students with e-books. All the teachers of the college took classes through ICT mediums like Zoom, Google Meet, etc during pandemic. The college tries to maintain transparency in the continuous internal evaluation system. In order to understand the learning outcome of the students, the teachers of the institution give them several assessments and activities. The departments take extra classes, if required to complete the syllabus in a given period of time. To enhance their learning, special classes are arranged through Faculty Exchange Programme.

Research, Innovations and Extension

The College has a committee dedicated to research titled 'MGC-Research Wing' which incentivises and encourages research among the faculty members. Its objective is to "Invent, explore, promote and encourage research climate involving core and interdisciplinary subjects for benefit of students, teachers and the societies where we exist. Faculty members are encouraged to complete PhDs. While undergoing doctoral programme, teaching load is remitted and duty leaves are provided from time to time. The college regularly organises webinars/seminars/workshops/lectures and renowned subject experts are invited as speakers. Students and faculties are encouraged to participate in seminars and present papers outside the college. The college enters into MOU with renowned institutions to encourage faculty exchange and collaboration. The college has a huge repository of resources which facilitates research. The college library has a rich collection of more than 43000 books. The library is a member of INFLIBNET-NLIST project which ensures access to eBooks and journals. Faculty members take up minor research project of UGC from time to time. The interdisciplinary research undertaken by the faculty members are reflected in the publications in peer reviewed journals and books, and the awards and recognition received by them. The NCC and NSS unit carry out the extension activities with help of teachers and students. Blood donation, health check –up camps are organised regularly, many of which are open for outsiders especially the underprivileged in the neighbourhood .Environmental awareness and sanitation initiatives are regularly conducted. Collaboration with stakeholders like government bodies/NGOs/hospitals are entered into to facilitate such activities.

Infrastructure and Learning Resources

The College is situated at the heart of the city with 10930 square feet area. The total land area of the College is 0.25253 acre. The total constructed area is 3134.5 square meters. The college has 37 classrooms of which 8 classrooms have LCD facility and all classrooms have Wi-Fi facility. There is 1 Auditorium or Smart Room with full fitted sound system and projector. The college has well equipped labs and a very resourceful library. Our institution offers Honours & General under graduate courses in 20 regular subjects along with MAJOR degree course in Tourism and Travel Management. The college has a partially automated Central library with more than 43,000 books with subscription to online journals and INFLIBNET providing remote access to e-resources to all of its users. College library has started shifting its database from customised software to KOHA TLMS under RUSA grant. The college has provided elevator, generator, solar photovoltaic device (Rooftop), fire extinguisher, well equipped gym, safe drinking water facility, canteen, rain water harvesting mechanism, CCTV surveillance for security in the college campus. The college has total 67 computers for students' use with 2 computer labs and 1 browsing centre. All the computers are connected through LAN. Available bandwidth is 250 MBPS. ERP solution and G-Suite, recently purchased by the college, have smoothened functioning and record –keeping functions of the college. With the second allotment of RUSA grant, extension of building in the backyard (sanctioned by PWD) is under process.

Student Support and Progression

The college provides freeships, fees concessions and books from its Students Aids Fund to students with limited financial means,. The college facilitates a number of Government Scholarships, such as Kanyasree Prakalpa, a project by the Government of West Bengal which aims to support unmarried female students, thus reducing their drop-out rate, and also scholarships for SC/ST and minority students, Swami Vivkenanda Scholarship, etc, along with non-government scholarships as well. The college lays emphasis on soft skill development and has been running classes for Yoga, Self Defence, Spoken English etc. Grievance Redressal,

Prevention of Sexual Harassment and Anti-Ragging Committees actively looks into complaints and well-being of the students so that they can enjoy a free and open atmosphere inside the college. The college also gives great importance to indoor and outdoor sports and games to ensure the holistic development of the students who regularly participate in inter-college sports competitions. NSS and NCC units of the college, which have won accolades, ensure community engagement. The college observes important occasions and dates to enhance social awareness amongst the students. The student community plays an active role in its own well-being through the Students' Council, elections for which are held as and when notified by the state government. The re-registration of the Alumni Association of the College is under process. The present Alumni actively participates in different activities and programmes of the college. In general, the Alumni of the College either opt for higher studies or vocational studies, or enter job market directly.

Governance, Leadership and Management

The institutional academic and administrative structure is governed by a highly dynamic, well co-ordinated and strong leadership. The Governing Body is the apex body of governance and decision making, and includes the President, the Principal, University Nominee, West Bengal State Council of Higher Education and Government Nominees, as well as teaching and non –teaching representatives. The Governing Body helps to inquire into the quality and progress of college activities to ensure the college remains true to its mission of attaining excellence in all aspects, and also designs policies and action plans, keeping in mind the inputs of staff and students obtained through feedbacks and suggestions. The formulated strategies and action plans are implemented both in letter and spirit by the IQAC alongside the Principal. IQAC sharpens the values of student equity, timely delivery of curriculum, enhanced teaching-learning through effective ICT implementation, partially automated library, conducting enrichment programmes, seminars, workshops, lectures, add-on courses etc. Finance committee actively participates in financial policy making and their implementation, and regularly submits its observations to the Governing Body, while also conducting government mandated financial audits every year to ensure transparency. Mobilization of RUSA fund received by the college has been successfully carried out by the RUSA committee. The Principal encourages complete freedom of expression, participative management, proactive and supportive work environment to ensure a perfectly balanced teaching-learning ambience. The non-teaching staff and office staff play an important role in the administrative functioning of the college.

Institutional Values and Best Practices

With its mission and purpose of women empowerment, gender equity and sensitization programmes are taken up through different co-curricular activities of the college. In order to ensure economic self sufficiency of the students post their graduation, the one of the best practices involve training them through various skill development and value added courses. Another best practice includes organising regular health testing and awareness camps, and providing access to a doctor on a weekly basis in the campus. Seminars and workshops are organized from time to time to sensitize all the learners. The content of syllabus of many subjects offered discusses topics on Gender discrimination and equity, thus sensitization is incorporated within the teaching-learning framework of the institution. Power requirement of the college is partly met by the renewable energy sources. Solar power panel, Rain water harvesting, Sustainable waste management, green audits are the continuous efforts of the institute towards establishment of a green campus. In the garden space of the campus, saplings of medicinal value are planted and maintained regularly. To achieve the motto of "Safer, Greener and Better Kolkata", saplings are distributed to students and teachers to spread environmental awareness and to make the locality eco–friendly. Structured LAN internet facility is provided to all students and staff. The college has been shifting towards e –governance. To ensure the safety and security of the students and staff, the

college is under CCTV surveillance and is guarded by security staff.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	MURALIDHAR GIRLS' COLLEGE
Address	P-411/14, Gariahat Road
City	Kolkata
State	West Bengal
Pin	700029
Website	www.muralidhargirlscollege.ac.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Kinjalkini Biswas	033-24644371	9433112142	033-3552261 9	muralidhargirls@g mail.com
IQAC / CIQA coordinator	Suvasree Dutta Dasgupta	033-24641312	9830322020	033-2419728 7	mgiqac2018@gmai l.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

State	University name	Document
West Bengal	University of Calcutta	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	17-06-1972	View Document
12B of UGC	17-06-1972	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	P-411/14, Gariahat Road	Urban	0.25253	3134.5

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Bengali	36	Higher Secondary	Bengali	54	25
UG	BA,English	36	Higher Secondary	English	58	40
UG	BA,Sanskrit	36	Higher Secondary	Sanskrit	42	3
UG	BA,Education	36	Higher Secondary	English + Bengali	47	27
UG	BA,History	36	Higher Secondary	English + Bengali	42	20
UG	BA,Journalism And Mass Communication	36	Higher Secondary	English + Bengali	55	42
UG	BA,Philosophy	36	Higher Secondary	English + Bengali	36	12
UG	BA,Political Science	36	Higher Secondary	English + Bengali	53	23
UG	BA,Sociology	36	Higher Secondary	English + Bengali	39	14
UG	BSc,Botany	36	Higher Secondary	English + Bengali	26	11
UG	BSc,Chemistry	36	Higher Secondary	English + Bengali	15	1
UG	BSc,Mathematics	36	Higher Secondary	English + Bengali	20	2
UG	BSc,Economics	36	Higher Secondary	English + Bengali	35	2
UG	BSc,Geography	36	Higher Secondary	English + Bengali	35	34
UG	BA,Geography	36	Higher Secondary	English + Bengali	6	4

UG	BSc,Psychology	36	Higher Secondary	English + Bengali	25	20
UG	BA,Psychology	36	Higher Secondary	English + Bengali	15	13
UG	BA,Travel And Tourism Management	36	Higher Secondary	English + Bengali	35	9
UG	BA,Ba	36	Higher Secondary	English + Bengali	350	123
UG	BSc,Bsc	36	Higher Secondary	English + Bengali	80	5

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				14				76			
Recruited	0	1	0	1	1	13	0	14	24	51	0	75
Yet to Recruit	0				0				1			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				14
Recruited	5	4	0	9
Yet to Recruit				5
Sanctioned by the Management/Society or Other Authorized Bodies				17
Recruited	9	8	0	17
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	1	0	1	7	0	6	14	0	29
M.Phil.	0	0	0	0	3	0	2	10	0	15
PG	0	0	0	0	3	0	14	29	0	46
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	2	2	0	4

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	1146	1	0	0	1147
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	108	97	124	130
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	1	0	2	3
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	25	44	35	25
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	248	331	368	409
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		382	472	529	567

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	The college visualizes a future where women empowerment is no more a goal but a reality. The institution inculcates the belief in self by empowering them. The vision of this institution is to transform itself into a holistic multidisciplinary institution by imparting knowledge, social and technical skills required for living and working in the modern world and are flexible in their approach to careers. In accordance to New Education Policy (NEP), this institution encourages in organising inter departmental seminars and webinars, which ensures exposure of the students to interdisciplinary research fields. The webinar organised by Political Science Department in collaboration with SPARSH would

stimulate respect and sensitivity for others through exposure to cultural diversity, languages and human rights, especially women's rights. The College offers several Add-On Courses to create and develop professional competence of the students so that their knowledge receives the attention it deserves. Our co-curricular activities celebrate this objective. The Photography club, college excursions equip the students to embrace challenging and emerging professional as well as life skills to cop up in this globalized Indian economy. We believe that true education is one that lasts with the students forever. So, life skills, critical thinking, problem solving and interpersonal skills are a major part of our pedagogy. The core values defining the College are- Respect for learning, gender equality, diversity, inclusivity and integrity. The flexibility of the institution helps the students to get exposed to innovative curriculum that includes credit –based courses (CBCS). The main objective of the college is to foster a vibrant atmosphere conducive to the all round development of students and National Service Scheme (NSS), National Cadet Corps (NCC), Yoga course, Self defense course (Sukanya) ensure their capacity building initiatives and inculcate social awareness and responsibilities. Webinar on "Women's Rights, Discrimination Against Women", Blood Donation camp, "Gender Sensitization" by Swayam disseminate the knowledge of social responsibility and sensitize the young girls towards social concerns. The crucial role played by the Principal and the faculty members of the college in preparing an eco-friendly college campus needs to be appreciated. The College has assigned Global EHS Consultant, Kolkata to conduct green audit as per the Criteria 7 of NAAC. The aim of the Green Audit is to survey the existing environmental mental practices and to assess the significance of the features found to facilitate the development of Environment Action Plan (EAP) with clear, long-term objectives and the program for implementation. The environment of the college campus is being safe guarded with various activities. The utilization of the renewable resources is being observed through rainwater harvesting unit, reuse of waste water, rooftop solar panels for increasing electricity efficiency, and the green coverage across the college campus. Waste management is also effectively managed through safe disposal systems of

	wet and dry waste. In a nutshell, The College has relentlessly endeavoured to impart value-based education in order to ensure the holistic development of young women in every aspect of life.
2. Academic bank of credits (ABC):	The college is awaiting further orders and instructions from UGC, Department of Higher Education and the University of Calcutta, to which it is affiliated, for implementation of academic bank of credits.
3. Skill development:	In the changing landscape of knowledge and skill acquisition, there is a need to re-evaluate programmes offered by the Higher Education Institutions (HEIs) in India as well as the need to revise traditional modes of knowledge delivery. In adherence to New Education Policy (NEP), the College encourages a curriculum which shall not only build character, impart essential values, but at the same time prepare students for gainful employment. In accordance to NEP, skill development with the introduction of vocational training as well as following the Online and Distance Learning (ODL) methodology, the college has facilitated multidisciplinary education and promoted research. The College offers Travel and Tourism Management (TTMV) vocational course to the students. The course has been drafted as a three-year semester wise undergraduate course under CBCS as prepared by the U.G. Board of Studies in Commerce, Calcutta University. Breaking the confines of traditional career modes while at the same time learning essential skills, this course teaches students business management, marketing foundations, human resources, project management, sustainability, cross-cultural understanding, and much more. The skills and information acquired through this curriculum are valuable and transferable to a variety of vocations. By the end of the course, students have a broad understanding of several important business principles. As a part of skill enhancement initiative, the college also offers courses such as, Soft Skill, Media Writing, Speaking and Communication, Embroidery, Cutting & Tailoring, Nutrition and Dietetics with the help of industry experts who are alumni of our college, Self Defence by master instructor, Shihan Supriyo Biswas, instructions in Spoken English by various expert trainers along with offering many more courses. These courses are delivered using the ODL

	methodology and blended approach as needed. These courses have recorded good enrolment as the college persistently encourages its students to opt for them in order to better place themselves in the future job market. Even for the Majors offered by the college, the institution takes care to re-enrol a student if they, owing to unavoidable circumstances, leave the course mid-way. The College has relentlessly endeavoured in providing value-based education to nurture positivity, ethical, constitutional and universal human values along with advocating scientific temperament. Free psychological counselling is provided to students and outsiders at the college premises under the aegis of the cell formed for the purpose, Jagriti. To promote mental health awareness, the college further has plans for a Memorandum of Understanding (MOU) with "Turning Point", a voluntary Non-Governmental Organization engaged in mental rehabilitation in Kolkata. The college observes important events such as the National Science Day, International Yoga Day, International Women's Day along with conducting medical camps for disease awareness like Thalassemia and AIDS. The National Cadet Corps (NCC), National Service Scheme (NSS) and Bratachari sessions (comprehensive programme of physical, mental, and intellectual culture) conducted in association with Bengal Bratachari Samiti for the college students also strengthens the fostering of universal human values of truth (satya), righteous conduct (dharma), peace (shanti), love (prem) and non-violence (ahimsa). The college thus encourages all-round skill development.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The various constructive recommendations of New Education Policy (2020) for promoting Indian art and culture by integrating them in the main curriculum has been a primary concern of the College. India holds a distinct position at the global stage because of its cultural developments, civilisational values and rich literature in all the fields. Therefore, all curriculum and pedagogy envisioning in Muralidhar Girls' College strongly prioritises inclusion of local knowledge that is rooted in Indian tradition. To promote and preserve India's cultural wealth, the Sanskrit Department of Muralidhar Girls' College imparts Sanskrit language training to not only learn the language and its rich literature, but also for students to practice conversing in the same. The

	World Sanskrit Day is celebrated with aplomb on the day of Rakhi Purnima by the college and its students to promote the rich history of this language. Muralidhar Girls' college has always maintained its tradition of being closer to its roots by beginning any programme by chanting Vedic mantra of Swastivachan. The Department also conducts quizzes, deploys micro teaching techniques using the Sanskrit language to facilitate its use in day-to-day academic activities in the college. An additional course called "Sanskrit language and Indian Culture" is under development by the Department to attract more students to learn and speak the ancient language. The course is due to be taught by a trained professional who is also an alumni of the College. The Bengali Department of the college is similarly entrusted with training students and promoting the Bengali language with its study of diverse literature. International Mother Language Day on 21stof February is observed in the college with students participating in various cultural programmes such as traditional Bengali folk songs, folk dance, Rabindra sangeet competition and many such activities. Basanta Utsav or Holi, the festival celebrating Spring and the colourful tradition of our country, is observed in the college where students and faculty members from all the Departments participate in various cultural activities. To promote Indian art and craft, the college also arranges for the festivity, "Anandamela" where students display their extra-curricular interest in this field, while developing their entrepreneurial skills. Cultural programmes and activities that celebrates India's wealth of knowledge to introduce students to its rich historical significance has been a top priority in the college. All the Departments in Muralidhar Girls' College uses bilingual teaching mode during its offline and online classroom teaching to communicate and impart learning to all section of the students. The curriculum of this nature would ensure that education is relatable, relevant, interesting, and effective for our students. It will also lead to strong identity formation as the young generation would be well versed with the rich culture and heritage of India and can take pride in it.
5. Focus on Outcome based education (OBE):	Muralidhar Girls' College focuses on achieving set outcomes that are clearly defined by all the

departments. All the departments have formulated course/ programme outcomes, which are uploaded in the college website, so that both students and faculty have a clear academic path in mind. While outcomes are reached through the prescribed syllabus, the college also arranges co –curricular activities to more effectively reach those outcomes. All the departments of the college take the initiative to organize field visits and excursions in accordance to the courses. Outcomes-based learning attempts to focus clearly and deliberately on student learning. The Department of English, in adherence to Outcome-Based Programming is collaborating with institutions with existing language laboratory facilities to sharpen the communication skills of all the students at the end of the formal, traditional education. The subjects under the Humanities stream aims to inculcate the respect for other culture and religion among the students and become a responsible citizen. Memorandum of Understanding (M.O.U.) between departments of Muralidhar Girls' College and other renowned colleges of Kolkata offers a great exposure of the students to this global economy. Activities like faculty exchange programme, student exchange programme, hybrid mode of teaching, the principles of M.O.U. engage the students with the current industrial needs, trending and contemporary activities in academia. Department like, Geography contributes to science as a part of the broad, creative, multidisciplinary effort to advance the frontiers of knowledge. After Graduation, the students can opt for jobs like schooling teaching, competitive exam like WBCS, UPSC, and Meteorological assistant in IMD. They can also get a diploma in Jute technology, Remote Sensing and GIS. The Department of Chemistry fosters a spirit of understanding the present and future industrial needs. All other departments of Science and Humanities inculcate the spirit of enquiring, analyzing and working in this present global economy.

6. Distance education/online education:	The college took great strides to adopt itself to blended/ online mode of learning during the pandemic. The classes were held according to the regular routine in the online mode during the lock down. Learning Management System was utilised for smoother teaching -learning and evaluation. Resources were distributed to the students through

online modes and the teachers have continued the practise of online distribution of resources even after the resumption of physical classes. Online groups were created of the teachers with the classes were created for hassle free exchange of information. This practise is still in use since it has proven to be beneficial for ensuring smooth flow of information amongst teachers and students. The add on courses offered to the students for increasing their employability are offered in the online mode for convenience of both trainers and students. The college hosts a study centre of the Indira Gandhi National Open University, which provides a readily available avenue to the existing students for pursuing higher education. The college is ready to adapt itself with newer modes of pedagogy to fit in with the changing demands of the times and the vision of the NEP. The dynamic staff update themselves on modes of online/ blended education by attending regular seminars, workshops and conferences on these topics.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	YES, ELC has been functional in the college since the academic session of 2017-18, and includes both faculty and students as members. Various social science and Humanities departments play an active role in this club. The Current composition of the ELCs of MGC is as follows: Faculty members: Dr. Suvasree Dutta (Dasgupta), Dept of Geography and IQAC co –coordinator Shayeri Roy, Dept of Pol. Sc. (Convener) Dr. Sailen Das, Dept of Pol. Sc. Alifun Izaz, Dept of Pol. Sc. Dr. Atreyee Saha, Dept of Sociology Iman Ghosh, Dept of English Sanhati Ghosh, Dept of Pol. Sc. Student members: Anuriti Ghosh, Moumita Naskar, Anyesha Chowdhury, Swatika Dash, Adrita Bandhopadhay.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Yes, student co-ordinator and coordinating faculty members are appointed by the College and ELC is functional. Student from various discipline and diverse social and economic background are represented in ELCs.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include	The college actively participates in the Youth Parliament Competition held by the state government

voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.

every year. Students from all departments are encouraged and trained to participate in this competition which familiarizes them with electoral and parliamentary processes. In 2017-18, the college stood 3rd in District level Youth Parliament quiz competition. Nasifa Ali was awarded the best leader of opposition in district level Youth Parliament in the same year. Sanjukta Chakraborty was awarded best Marshall in District level Youth Parliament in 2019-2020. Aadrita Bandhyopadhyay secured 1st position in District level Youth Parliament essay competition in 2022-2023. The ELC of Muralidhar Girls' College organized a seminar on National Voters' Day in collaboration with ELCs of New Alipore College and P.N. Das College on 25th January, 2023. ELC aims to educate the students about voter registration, electoral process, voting behavior, to understand the value of their vote and exercise their right to franchise in a confident, comfortable and ethical manner.

4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	We have dedicated wall magazine in order to create and share electoral literacy information in an interesting, creative and engaging manner and encourage participation from all students. The Wall Magazine Activity is an annual feature conducted by the club. Students participate in inter college Youth Parliament organized by the state government, participate in Voters' Day Rally, and debate and extempore competitions, which make them aware about political and social issues and electoral procedure. It provides a platform to the students for healthy discussion on political reforms, policy making and political activities.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	Around one fourth of the students, most of whom are first year students who have recently turned 18, are yet to be enrolled as voters. The students of second and third year show a healthy percentage of voter enrolment. The college has strategically placed posters and hoardings in the campus in order to encourage the students and familiarize them with the registration process. Web addresses of National Voters' Services Portal and Systematic Voters' Education and Electoral Participation are shared through these posters. Voters' Pledge is taken by students on National Voters' Day on 25th January, while the Voters' Pledge is displayed in prominent locations in the college throughout the year to

	encourage the students to register as voters and exercise their voting rights in all elections.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1258	1365	1419	1445	1399

File Description	Document
Upload Supporting Document	[View Document]()
Institutional data in prescribed format	[View Document]()

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 101

File Description	Document
Upload Supporting Document	[View Document]()
Institutional data in prescribed format	[View Document]()

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
87	88	90	91	84

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
14.15	10.79	21.51	21.46	33.12

File Description	Document
Upload Supporting Document	[View Document](#)

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

Muralidhar Girls' College is one of leading Higher Educational Institutions affiliated to the University of Calcutta. Establishment in 1940, the college has taken a pioneering role concerning women's education. This is reflective in the college's motto, *Atmadipo Bhabo* as the institution dedicates itself to women empowerment and enlightenment. The college with its effective curriculum planning and adherence to the academic calendar renders support to the students. The college assists them in developing professional ethics, environmental consciousness and cultivating a strong value system through various measures adopted.

The institute offers five programmes - B.A. Honours, B.Sc. Honours, B.A General, B.Sc. General and B.A. Major (TTMV with Environmental studies - Compulsory). The college provides fifteen honours subjects -Bengali, Education, English, Geography, History, Journalism and Mass Communication, Philosophy, Political Science, Sanskrit, Sociology, Psychology, Mathematics, Chemistry, Botany, and Economics. Simultaneously it offers sixty-four combinations for B.A General and fourteen combinations for B.Sc. General.

Since 2018, Choice Based Credit System has been implemented in the college. This system comprises of Core Course, Generic Elective, Ability Enhancement Compulsory Course (AECC), Language Compulsory Course (LCC), Skill Enhancement Course (SEC), and Discipline Specific Elective (DSE) course. Before 2018, the Annual Mode System (1+1+1) was adopted.

The Ability Enhancement Compulsory Course I (AECC) for Semester I have two options -- MIL Bengali and Communicative English. The Environmental studies course is compulsory under Ability Enhancement Compulsory Course II (Semester Two). The Language Compulsory Course (LCC) in semester III, IV, V and VI also has two options -- MIL Bengali and Communicative English.

The institute offers various subjects as Generic Elective which is updated during the admission process following departmental recommendation and approval. Each department ensures to accommodate both advanced and slow learners through tutorials and remedial classes.

The Internal Quality Assurance Cell (IQAC) prepares the academic calendar after consultation with the Heads of the Department adhering to the University guidelines. A central master routine is prepared by the Routine Committee, from which the departmental routine is prepared. Various information such as admission procedure, evaluation and assessment, semester-wise syllabus division, seminar, workshops etc., are provided in the academic calendar. The calendar also denotes syllabus distribution followed by conducting revisions at the end of each semester to facilitate adequate preparation before exams. The

institute has also implemented the Learning Management System (LMS) for online academic management and evaluation.

The evaluation and assessment are done in two major layers -- Institutional internal assessment and University external examination. Institutional internal assessment is done following various methods such as micro teaching, power point presentation and class assignment. The University external assessment which is fixed by the affiliating university remains unchanged.

The college faculty members also play a proactive role. One of the faculties (Bengali Department) of the institution is the member of Boards of Studies of the affiliating University, Faculties are also appointed as Head Examiners, Paper Setters, Moderators and scrutinizers for the affiliating university. As per the last NAAC recommendation, regular need-based survey has been incorporated in various subjects offered by the college. For institutional work transparency, an Academic Audit is also carried out in the institute.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 08

File Description	Document
List of students and the attendance sheet for the above mentioned programs	[View Document](#)
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Evidence of course completion, like course completion certificate etc. Apart from the above:	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Other Upload Files	
1	[View Document](#)

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 16.92

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
636	437	35	26	31

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

Muralidhar Girls' College under the aegis of, University of Calcutta, has a relevant curriculum for creating socially, culturally and environmentally conscious students. The institution promotes the nurturing of professional ethics, gender sensitisation, essential human values, environmental awareness and sustainability through the prescribed curriculum. The institution exercises the effective implementation of these values by following a blended mode of teaching-learning methodology. Faculties use various means in their teaching methods to aid in incorporating these values among the students. For the practical implementation of such values and ethics of sustainable living, various workshop, seminars, training and awareness programmes are organized by individual departments as well as by the institution.

The students have always actively participated in such programs which establish them as aware and confident citizens of the country. Few initiatives taken to impart such ethics are; Celebration of International Women's Day, Observation of Environment Day, Observation of International Mother

Language Day (Bhasa Diwas), Programs on Recent Advancement in Biological Science, Emotional Well-Being, Prevention and Treatment of Drug Abuse, Inter-College Cultural Competition, National Science Day, Blood Donation Camp, E-waste Management, Workshop on Awareness on Gender Equality by YUVA, Workshop organized by the Department of Sociology on Caste Inequality in Contemporary India and many more.

The college has also formed different committees to ensure the holistic development of the students. The institution promotes the nurturing of value-based learning to enrich their quality of life. For example, the strong wing of the NSS (Unit 1 and 2) unit under the guidance of various experienced faculty members take upon work such as distribution of clothes to the underprivileged, blood donation camp, cleanliness and hygiene awareness programs etc. Along with it, the NCC, IQAC, Seminar Committee, and Cultural Committee of the college has conducted several relevant events to empower the students as well as restore in them the ethics of balancing their academic life with extra-curricular activities which benefit the society at large.

Apart from emboldening students to actively participate in the above mentioned cultural programs and enterprises, other initiatives have also been adopted by the institution to generate environmental consciousness. Initiatives such as Rain Water Harvesting, Solar Panel Installation, Green Audit, Energy Audit, E-Waste Management, enable and inculcate within students a better understanding of the bio-physical world around us and ways of protecting it.

Along with such initiatives, the provision of Value Added Courses in a phased manner is provided free of cost to all the students who want to enrol in them. Such courses as provided by the institution are; Yoga class, Karate and self-defence course, Media Writing, Speaking and Presentation, Soft Skill Development, Nutrition and Dietetics, Embroidery, Cutting and Tailoring, Sexual harassment in work place and its legal aid.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 36.8

1.3.2.1 **Number of students undertaking project work/field work / internships**

Response: 463

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	[View Document](#)
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	[View Document](#)
Action taken report on the feedback analysis	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 45.06

2.1.1.1 **Number of seats filled year wise during last five years (Only first year admissions to be considered)**

2021-22	2020-21	2019-20	2018-19	2017-18
382	472	529	567	479

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1068	1068	1068	948	1238

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list as published by the HEI and endorsed by the competent authority	[View Document](#)
Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.	[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 31.83

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)**

2021-22	2020-21	2019-20	2018-19	2017-18
129	137	158	149	152

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
462	462	462	404	488

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	[View Document](#)
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	[View Document](#)

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 14.46

2.3 Teaching- Learning Process

2.3.1

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

1. Muralidhar Girls' College believes in imparting knowledge through experiential learning, participative learning, and problem solving methods.
2. The methods adopted in the teaching learning process have evolved according to the scope of the syllabus formed by the University of Calcutta.
3. The prime method of dissemination of the knowledge is through the traditional classroom lecture. However, in order to make the lecture sessions interesting we encourage participation in discussion sessions after the completion of lessons for participative learning.
4. The departments have been making great use of the ICT tools in the teaching learning process. Some departments have movie sessions where relevant movies are screened for a better understanding of the syllabus.
5. The College has separate computer labs and a smart room where students get hands-on exposure to many aspects related to their syllabus.
6. Remedial classes are taken by teachers for clearing doubts related to any topic discussed in classrooms.
7. Teachers and students are well connected even after college hours through Whatsapp and calls where they can easily communicate any problem faced by them in terms of academics or admission.
8. Departments like Botany, Tourism and Travel Management, Geography take their students for field survey, which helps them in their overall learning experience.
9. Students are encouraged to participate in Intra and inter College competitions to inculcate a sense of competition which helps to bring out the best in them.
10. Science departments try to inculcate problem solving methods in students by giving them different lab experiments which further enhances their analytical skills.
11. The College and several departments arrange workshops, seminars where eminent resource persons place their valuable lectures.
12. Programmes like Youth Parliament Competition train the students on public speaking.
13. Our college takes special care to develop entrepreneurship skills by arranging an Annual Fete called 'Anandamela' not only for students of the present years but also for ex students which gives them a platform to present and sell their wares.
14. Students are encouraged to take self -study in the form of writing assignments under the guidance of teachers.
15. Study materials are uploaded on the college website for students' reference.
16. Programmes related to job opportunities are organised by the college, this helps in developing their self confidence and allows them an avenue full of options to choose from.
17. Students are encouraged to participate in indoor and outdoor sports as well as in the sports organised by the mother university as our college believes in developing an interest in sports among our students.
18. The college magazine 'Suparna' provides a platform to the students for expressing their creative self.
19. During the pandemic, all the departments made extensive use of the ICT tools. Online classes were conducted through Google Meet and attendance was also maintained in the form of google sheets.
20. Examination was conducted through LMS where question papers were uploaded by the teachers and students attached their answer scripts against those question papers.
21. The College Library has INFLIBNET and membership of American Library, British Council. This gives access to both teachers and students to extra knowledge.

File Description	Document
Upload Additional information	[View Document]
Provide Link for Additional information	[View Document]

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 100

2.4.1.1 **Number of sanctioned posts year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
87	88	90	91	84

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	[View Document]

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 51.82

2.4.2.1 **Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
58	59	40	37	34

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	View Document

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

1. The college has a well established practice of transparent and robust mechanism of continuous internal assessment which is followed as per the rules set by the University of Calcutta.
2. In the Induction programme, the students are addressed about the structure and the evaluation process for the benefit of the students.
3. Before the introduction of the CBCS system, the college maintained a different grading system for internal assessment. The college conducted Mid-Term examinations as per the schedule given by the University. The results of the Mid Term examination determined whether the students will be allowed to appear for their Final examination. After the examination the correct answers are discussed with them.
4. The Academic Subcommittee and CBCS committee of the college ensures a hurdle free evaluation process. Before examinations, the college uploads notice and guidelines through the College website , notice board and the teachers inform them both in the classrooms and in the Whatsapp groups formed for each semester by the departments.
5. In the CBCS format, the University has introduced a semester system from 2018 which leaves us with very little scope of conducting summative assignments. In the new system, Internal assessment consists of Internal Assessments, Tutorials/Practicals, Oral tests which are conducted on time under the guidelines provided by the University.
6. Question papers for Internal Assessment, for tutorials and practical exams are prepared by the faculties of the college. Answer scripts are checked and after uploading the marks the answer scripts are preserved and maintained.
7. Answer scripts are shown to students to maintain transparency in the assessment mechanism followed by the college.
8. Parent-Teacher meet is conducted in every semester to communicate to the parents about the progress of their wards and even understand if any additional support is needed by any student in particular. During the Pandemic we had online Parent Teacher Meetings
9. During the COVID -19 pandemic the examination modalities were completely shifted to the online mode, where the faculty members continuously tutored the students on the way to submit

their answer scripts through the LMS portal.

10. The college has a robust mechanism to address exam related grievances and they are dealt with special care.

11. At times there is a delay in the registration process for the faulty input of data by the students or due to subject change after their admission in the college. Proper steps are taken by the college for registration, form fill up , distribution of admit cards, marksheets.

12. In case of any discrepancy in marks, the college follows the guidelines provided by the University through which the students can go for RTI/PPR.

13. Before the Pandemic the University used to send award lists where the marks were handwritten. This helped a lot as the teachers could tally the number of students who appeared for the exam and the total number of marks written in those manual award lists. This zeroed down the chances of having any students marked AB even when she appeared for the exam.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

1. Muralidhar girls' College offers several courses at undergraduate level under the affiliation of the University of Calcutta. The College uses different methods to communicate about the programme and course outcomes as offered by the institution.

2. Faculty members of all the departments work on the Programme Outcomes and Course Outcomes as per the syllabi of the university. This syllabi of all the courses are reflected in the college website and the students are also informed about it in the classrooms.

3. During the Orientation Programme at the departmental level the students are made aware of the course outcome of each course in detail. The respective teachers handling a particular course disseminate the relevance and importance of the course.They also discuss the job opportunities available to the students in their respective programmes.

4. The IQAC and the Departmental Heads communicate to the faculty members regarding the outcomes of the programmes and courses offered by the college.

5. The institution keeps a record of the syllabi distribution and the completion of the same.

6. From the programmes offered by the college under the guidelines of the University the students develop an aptitude of individual planning, habit of working in groups and even the skill of solving problems.

7. The College Website acts as a 'face' as it displays the POs, COs for the students to decide on their course.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

1. The college has a systematic process by which the syllabus distribution and completion is maintained.
2. The departments follow a well formulated plan when it comes to the teaching learning process. The students are made aware of the benefits of learning certain papers and how these courses will benefit them in their future endeavours.
3. The departments keep in touch with their passed out students to gain knowledge about their progression either in higher education or jobs or other fields.
4. During the period of study, the outcome of a course is measured through assignments and are evaluated by the teacher.
5. The course teacher and external examiners set the internal and final examination question papers respectively. In such a way that tests the attainment of Course Outcome.
6. The departments maintain the records of the results of the students to analyse their graphs and this helps the faculty to decide on the next steps that can be taken to further improve their grades or SGPA.
7. The students' progress is continuously assessed by the teachers through classroom discussions, micro teaching and tests. Simultaneously a mentor mentee report is formed by most of the departments.
8. A report is maintained where the distribution of the syllabus and the details related to the completion is maintained by the departments and at the end of each semester the attainment is discussed in the departmental meetings.
9. The college has a grievance redressal cell where students can submit their grievances; if there are grievances related to the teaching methods, completion of the syllabus the Principal of the College takes appropriate action at the micro-level. The college believes in preserving the sanctity of both teachers and students.
10. The profile of the alumni of the college over the past years is a result of the attainment of Learning Outcomes of the several Programmes and Courses offered by the college.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 83.52

2.6.3.1 **Number of final year students who passed the university examination year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
407	376	265	297	302

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
415	381	334	397	445

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.49

File Description	Document
Upload database of all students on roll as per data template	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 0.19

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0.19	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS),including awareness   about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

The college is committed to create an ecosystem for transfer of knowledge and innovation. It has entered into Memorandum of Understanding with a number of colleges to facilitate faculty exchange, collaborativeseminars, joint observation of special days like Environment Day or Science Day which encourages academic exposure and exchange of thoughts. The collaborative seminars provide a platform to engage in debates, discussions and provide for knowledge creation and exchange.

In the field of Science and Technology, the college has undertaken a number of steps to encourage innovation. On 31st March 2022 the college celebrated National Science Day. The students from Basanti Devi College and Netaji Nagar Day College actively participated in the event. Also, a quiz, students' speech, poster and model presentation were organized and documentary film on the life of C.V Raman was shown to the young students to instill motivation for science. The students of the college also participated in Kolkata district-student youth science fair 2018 at Birla Industrial and Technological

Museum and presented a model. The college has purchased UV -VIS Spectrophotometer which is used by the Chemistry department of the college.

In order to keep in tune with changing innovations, the college organizes seminars to keep its students and faculties updated.A one Day International Seminar on ICT Integration in Teaching and Learning: Scopes and Challenges in Higher Educational institutions was organized in 2019 by the IQAC.Also a workshop on Exploring Online Databases with special emphasis on NDLI(National Digital Library Of India) for College and University Students, Research Scholars was organized in 2020.Apart from it the college had organized a competition titled "Reuse Product Making Competition From Waste" in 2022 to encourage environment friendly innovation where products were made by students from discarded waste items.

The college has published Proceedings on International Seminar on ICT Integration on Teaching and Learning: Scopes and Challenges in Higher Educational Institutions in the form of a book. It has also published MGC QUEST, a research journal for educational research. Such publications create an ecosystem for sharing and exchanging innovative thoughts and research.

File Description	Document
Upload Additional information	View Document

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 7

3.2.2.1 **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	3	1	1	2

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.32

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
10	8	13	1	0

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	[View Document](#)
Link to re-directing to journal source-cite website in case of digital journals	[View Document](#)
Links to the papers published in journals listed in UGC CARE list or	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.46

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
4	12	6	17	7

File Description	Document
List of chapter/book along with the links redirecting to the source website	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	[View Document](#)

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

Extension activities are conducted by the institution in the neighborhood community through NSS AND NCC leading to holistic community development.

In order to spread awareness for women empowerment the students participated in One Billion Rising Campaign to showcase how violence against women have increased during Pandemic.

In order to promote Swaach Bharat Aviyan and Clean India Programme,the NCC cadets participate in Cleanliness drive in andaround the college premises as well as Victoria Maidan.NCC cadets also participated in Puneet Sagar Aviyan in Princep Ghat with the aim to achieve clean water bodies.They have campaigned against the use of plastic in neighborhoodGariahat market area.NCC Cadets have also participated in World Plogging Run Day in the neighborhood Rabindra Sarobar combing sports with rubbish collection. Poster campaigning for spreading environmental awareness was undertaken by the students.

The college regularly organizes Blood Donation Camps and spread awareness about the requirement of donating blood. Students have observed No Tobacco Day, World Hearing Day, Cancer Awareness Rally to promote awareness about good health. To promote mental health, Go Yellow Campaign was undertaken by the students. A health camp was organized where blood pressure, diabetes screening took place and it was open to the underprivileged section living under the BijonSetu.

Students undertake Voter's Day Rally, Rally for the cause of the Differently Abled to promote social awareness. The NSS Unit of the College distributed clothes to the underprivileged section. After the Amphan cyclone struck the state of West Bengal and huge number of trees were uprooted, the NCC Cadets undertook plantation in their respective neighborhood areas.

During the Pandemic, the college took a number of initiatives including starting a Covid helpline where relevant information about medicines, oxygen, food, hospital bed wasmade available to those in need. Collegeorganized a Covid 19 vaccination camp which was open to outsiders. Masks and sanitizers were

distributed to address the need of the pandemic. Webinar was organized titled 'Sustaining hope and well being during COVID 19 Pandemic and Dengue' where renowned doctors discussed health related issues during the pandemic.

These programmes and initiatives not only sensitizes the students about social issues but also spreads awareness in the neighborhood community

File Description	Document
Upload Additional information	[View Document](#)

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

The college has received a number of awards and recognitions from government and government recognized bodies for extension activities. The National Aids Control Organisation, Ministry of Health and Family Welfare, Government of India recognized the members of Red Ribbon Club of Muralidhar Girls' College under Calcutta University for their contribution in engaging and mobilizing youth to prevent and control HIV/AIDS for the National AIDS Control Programme in 2019.

Muralidhar Girls' College won a number of awards for Youth Parliament competition which plays an important role in sensitizing youth about electoral democracy.Muralidhar Girls' College secured Third Position in Youth Parliament Competition 2017, Kolkata District and Nafisa Ali of Muralidhar Girls' College was awarded the Best Leader of Opposition in 2017.In District Level Youth Parliament Competition 2019-20,Sanjukta Chakraborty was awarded a merit prize for her performance as Marshall .

NCC Cadet Tiyasa Mondal of Muralidhar Girls' College (1(B)Girls' Battalion, West Bengal and Sikkim Directorate of Kolkata C School) got Governor's Gold Medal for 2020-2021.NCC Cadet Mitua Sarkar of Muralidhar Girls' College got Governor's Silver Medal in 2018-19.

Sneha Sinha student of the college got a number of awards in yoga. She stood 2nd in World Cup Sports Artistic Yoga 2020 for amateur ladies' senior 18 years category, organized by International Yoga Sports Federation. She stood 2nd in 46th State Yoga Championship 2019 organized by West Bengal Yoga Association and 2nd in 4th Federation Yogasana Sports Club 2020 organized by Yoga Federation of India.

File Description	Document
Upload Additional information	[View Document](#)

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 21

3.4.3.1 **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
5	6	6	2	2

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	[View Document](#)

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 26

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	[View Document](#)
List of year wise activities and exchange should be provided	[View Document](#)
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

Basic infrastructural facilities:

- Total land area - 0.25253 acre.
- Total constructed area 3134.5 square meters.
- Structured fire extinguishing system.
- 36 CCTV Cameras at key positions.
- Roof top solar panel (25 kWp)
- Rain water harvesting system.
- RAMP, Lift, Special Toilet, Power Generator, and Sick Room.

Classrooms and others:

- 37 classrooms cum laboratory.
- One dedicated smart seminar room and another make shift seminar room (26,14A, 14B)
- 8 classrooms have LCD facility.
- 1 Conference room with LCD facility.
- All classrooms have Wi-Fi and LAN facilities.
- 16 well equipped labs and
- A very resourceful library.

Laboratories:

Botany, Chemistry, Film Studies, Geography, Journalism and Mass Communication, Microbiology, Physics, Psychology, Zoology – departments have total 16 labs cum class rooms. Labs are equipped with important instruments.

ICT facilities:

- 67 computers for teaching learning, 10 LCD projectors, 2 LCD screen. LAN connectivity, Wi-Fi Connection.
- 15 laptops, 14 desktops, 12 UPS, 3 handy cam, 3 printers and 2 projectors have been purchased under RUSA grant (March 2020)
- Total bandwidth- 250 mbps (Alliance broadband)
- G-Suite subscription, LMS, You tube channel.
- Dedicated browsing centre constructed under RUSA grant.

Cultural Activity:

- Auditorium (Room 26) with full fitted sound system and projector.
- Makeshift auditorium with seating capacity of 200 participants (14A, 14B).
- Cultural committee conducts inter college and intra college competitions.
- Social and Prize distribution programme is organized every year.
- Important cultural events-"Rabindra-Nazrul Jayanti", "International mother Language day", "Sanskrita dibas", "Teacher's day", International Yoga Day, "International Women's day" etc.

Gymnasium

- The gym area of the college is - About 360 Square feet (45 feet*8 Feet)
- Year of starting self defence class- 2016
- Establishment of Gym- 2001 (Renovated on 2016 and 2022)

Yoga:

- Started from 2016.
- One of the alumni works as a trainer and regular classes are being conducted.

Self Defence:

- Started from 2016.

- Self Defence classes in association with Indian School Of Martial Arts, affiliated to International Karate Organization, West Bengal Olympic Association from 2016.
- Students are taking part in District, State and National level Karate Championship and achieved credentials.
- The Institution also organises Intra College Karate Tournament and Conducted Self Defence Display in College Annual Sports.

Sports:

- Muralidhar Girls' College has an active sports committee.
- One of our ex-student works as trainer for sports activities since 2019.
- Every year the annual sport of this college is being organized at Deshopriya Park Sports Ground.
- Track and field event, Javelin throw, Discus throw, Hurdle Race, Football Match, Go-as-You-like and various other innovative sports events take place every year.
- Few of selected students who are really good performers in various sports events go to SAI (Sports Authority of India), Salt lake.
- College also organises indoor games competition in college premises from April, 2022.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 25.61

4.1.2.1 **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
3.77	1.85	3.46	0.6	16.19

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	[View Document](#)

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

The college library is partially automated with more than 43,000 books with subscription to journals and NLlst database (INFLIBNET) providing remote access to e-resources to all of its users. College library has started shifting its database from customised software to KOHA TLMS under RUSA grant. It has a browsing section with 5 computers with internet connection. The library has two reading rooms with almost 70 seating capacity.

Integrated Library Management System (ILMS)

- Name of ILMS software- Customized software, KOHA
- Nature of automation (fully or partially)- Partially
- Version- Upgraded, KOHA 21.5
- Year of Automation- 2013 (Customized software)

The institution has subscription for the following e-resources:

1. E-Journal (From Nlist subscription)
2. E-Journal (Journal of the Indian Chemical Society and SAGE journals)
3. E- Book (From Nlist subscription)

Subscription of Journals:

1. India Quarterly
2. Sociological Bulletin
3. Science Technology and Society
4. Psychology and Developing Societies
5. Indian Historical Review
6. Journal of Education for Sustainable Development
7. South Asia Research
8. Environment and Urbanization Asia
9. Review of Development and Change
10. Studies in Micro Economics
11. Bengali Journal "Porichoy"

-

Total books	43643 (As on 12.06.2022)
Total popular magazines	12
Total journals	12
Subscribed database	INFLIBNET- Nlist
Total newspapers	6
Total CD/DVDs	77

Amount spent on purchase of books, journals:

Year	Books	Journals/Periodicals	Total
2021-2022	6106.00	26406.00	32512.00
2020-2021	67908.00	8069.00	75977.00
2019-2020	335875.00	264238.00	600113.00
2018-2019	14149.00	50860.00	65009.00
2017-2018	174050.00	55812.00	229862.00

Per day usage of library (2017, July-2022, June):

year	Home issue for students	Home issue for Guest teachers	Home issue for teachers	Book return from students	Book return from Guest teachers	Book return from teachers	Reading room issue for students	Reading room issue for teachers	Reading room issue for guest teachers	Total library transaction	Other usage (Approx)	total working day	Average library use
2021-2022	1721	NA	314	1997	NA	306	1336	1218	NA	6892	1000	138 (of fline)	57
2020-2021	23	8	88	64	7	49	110	26	39	414	1260	251	Lock down
2019-2020	977	52	242	914	53	195	451	1475	542	4901	1200	247	25
2018-2019	1629	103	271	1613	82	211	762	1881	734	7286	1200	251	34
2017-2018	1879	73	233	1877	70	200	849	1863	540	7584	1200	250	35

Future plan:

- Incorporation of library module into the existing LMS to get a truly integrated effect.
- Extensions of library stack room.
- Introduction of RFID system.

File Description	Document
Upload Additional information	[View Document]()
Provide Link for Additional information	[View Document]()

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

- The college provides a good quality of IT facilities to help students and teachers for their studies. Most of the departments are provided with desktops and printers. College has now total 67 computers for students use. In the year 2020, 15 laptops, 14 desktops, 12 UPS, 3 handy cam, 3 printers and 2 projectors have been purchased under RUSA grant. All the computers in the

college campus are connected through structured **LAN.** The college has a dedicated committee to look after the functionality of the computers and LAN.

- The college had two Broadband Internet Connection of Bharat Sanchar Nigam Limited with bandwidth 10Mbps each. It has been upgraded by Alliance Broadband Services Private Limited with bandwidth 250Mbps since 25.09.2020.

- Computerized library is connected with **LAN**. College campus is facilitated by Wi-Fi facility. It allows for access to and sharing of e-content amongst students and teachers.
- College used customized software for accounts related activities previously. In 2020, the Cloud based ERP Solution has been implemented, which provides all academic and administrative support. The modules of ERP solution are **Student MIS (fees, scholarships, examination, results, grievances)**, Student feedback system, **Learning Management System**, **Financial Module**. Fees from the students were collected by 'SBI Collect' during 2018. Now it is done by the ERP modules.
- For regular maintenance of CCTV, computers, printers and photocopy machines, local vendor has been given the **AMC**. Internet service to the computer provided through hardware firewall and the college has installed Antivirus mechanism to manage the threat.
- Syllabus based e–contents prepared by the teachers are regularly uploaded in the website.
- **Open-Source Software** *QGIS* **for Remote Sensing and GIS** has been installed in 2018 for the **Geography Department** in keeping with the requirements of the revised syllabus. Students can login to enter college portal for academic details, attendance, payment details and other useful information and e-material. College has a setup of Smart class room with AC, LAN, Audio Visual Live Class support system, LCD Projector.
- The college has a partially automated Central library with more than 43,000 books. It has subscription to journals and INFLIBNET providing access to e-resources to all of its users from Departmental Seminar Room as well as anywhere to emphasise open access learning. College library has started shifting its database from customized software to KOHA TLMS.

File Description	Document
Upload Additional information	[View Document](#)

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 18.78

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 67

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 49.06

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
9.49	6.37	9.74	12.12	11.85

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 64.2

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1258	1365	738	632	428

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	[View Document](#)
Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).	[View Document](#)
Upload policy document of the HEI for award of scholarship and freeships.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

1. *Soft skills*
2. *Language and communication skills*
3. *Life skills (Yoga, physical fitness, health and hygiene)*
4. *ICT/computing skills*

Response: B. 3 of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 27.85

5.1.3.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
778	161	334	200	445

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: B. 3 of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	[View Document](#)
Proof related to Mechanisms for submission of online/offline students' grievances	[View Document](#)
Proof for Implementation of guidelines of statutory/regulatory bodies	[View Document](#)
Details of statutory/regulatory Committees (to be notified in institutional website also)	[View Document](#)
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	[View Document](#)

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 25.38

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
153	97	77	67	24

5.2.1.2 **Number of outgoing students year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
407	376	265	297	302

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	[View Document](#)
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 0.16

5.2.2.1 **Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

2021-22	2020-21	2019-20	2018-19	2017-18
1	1	0	0	0

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.3 Student Participation and Activities

5.3.1

Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years

Response: 34

5.3.1.1 *Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years*

2021-22	2020-21	2019-20	2018-19	2017-18
9	5	8	4	8

File Description	Document
Upload supporting document	[View Document](#)
list and links to e-copies of award letters and certificates	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 32

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
50	20	34	26	30

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.4 Alumni Engagement

5.4.1

There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

The Alumnae Association was formally established in 2002 and registered in 2004 under the Registration of Societies Act, XXVI, 1961 of the Government of West Bengal with the Registration No. 56218 of 2016-17 with 203 registered members. The Alumnae are a strong support to the institution. The College maintains a strong link with both the Alumnae and the former faculty and retired non-teaching staff. Regular meetings are held to discuss different issues relating to the alumnae meets and other events. All the members of the Association, many of whom are well placed in different professional fields, take part in various activities of the College. A large number of alumnae participated actively in the 80th Foundation Day Celebration of the College, which was held during the year in the online platform.

• They are represented in the Extended IQAC.

• Most of the experts who acted as resource persons for the Addon courses are alumnae of the college.

 • Many of the alumnae acted as judges in the various competitions organised by the college.

The re-registration of the Alumnae Association was delayed due to the pandemic situation and is currently under process. The Alumnae Association continues to remain an integral part of the college.

File Description	Document
Provide Link for Additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

The **vision** of the college is the empowerment and enlightenment of women through value-based and quality education so as to foster informed global minds. The institution plays a proactive role in enabling students seek employment and sensitizing them to international issues, so that they become truly equipped as global citizens. The vision of this institution and the elemental idea behind its inception is the empowerment of women through education, so that they can become equal stakeholders in the society and contribute meaningfully towards its development. The college aims to create active participants of the society who not only have a strong base in academics but also know how to practically apply their knowledge for the betterment of society.

The **mission** of the college is succinctly expressed through the motto ATMADIPO BHABO. The institution aims at a holistic development of unexplored potential of our students. The mission of the institution is in consonance 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 students. The motto 'Atmadipo bhabo' is the guiding principle of self-enlightenment and the journey for the search of oneself that the college stands for.

The Principal functions in coordination with committees, departments, administrative units, Teachers' Council, Governing Body, students' representatives and IQAC to ensure coherent and functional delegation of decision making and implementation processes. The different committees look after academic, administrative and co –curricular aspects and report to the Principal about their activities. The Secretary of the Teachers' Council acts as a representative of the teaching staff to ensure smooth communication between the Principal and teaching staff. The Head Clerk assigns, distributes and coordinates the administrative duties amongst the non –teaching staff. The Governing Body maintains an overarching overview while serving as the major decision–making body. Online communication channels, through emails and group chats, are maintained so as to ensure speedy dispersal of information between the different arms. The IQAC serves as a quality control monitory body overseeing different functions and their processes. The Principal regularly meets with class representatives to address their concerns and obtain feedback. The students organize programmes like Annual Sports, Saraswati Puja, Annual Social, observation of important dates, etc, within the scope of a pre–approved budget and under the supervision of teachers, ensuring participatory involvement of the students. Departments have been given the freedom to assign classes to individual teachers of the department within the framework of the credit–based Master Routine provided by the Routine Committee, and distribute syllabus as per their specialization and preference. The Head of the Department acts as a facilitator between the administration and the teachers of the department, representing the teachers' to the administration while

conveying the administrative decisions to the teachers. The departments are encouraged to chalk out plans for seminars, workshops and special lectures, which are then presented to the Principal for final approval.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

The institutional perspective plan is conceived keeping the vision mission of the college in mind. The Governing Body is the apex body of governance in the college. The Governing Body consists of the President, the Principal (ex officio Secretary and Drawing and Disbursing Officer), government nominees, university nominees, nominee from Higher Education Council, teachers' representatives, non-teaching staff representative. The Principal functions in consultation with the Governing Body. The Principal is assisted by Internal Quality Assurance Cell, the office staff, the academic sub-committee, teachers' council, finance sub-committee, routine committee and various committees formed with approval of the Governing Body. The financial matters of the college are looked after by the Bursar, who is selected from amongst the teachers, and approved by the Governing Body. The Teachers' Council ensures smooth flow of communication between the administration and the teaching staff. The Principal acts as the Chairperson of the Teachers' Council which also selects one secretary and one assistant secretary from amongst the teachers. The Head clerk assists the Principal in assigning duties to non-teaching staffs and in monitoring their execution. Under the direction of the Principal, the academic council, Teachers' Council, extension activity cell, admission committee, and examination committee regulate the policies and operations of the College with the help of sub-committees whose work is to oversee the upkeep and day-to-day functioning of the college.

The different administrative and academic arms of the college, like the committees, departments, work in tandem to achieve goals of the perspective plan and ensure a decentralized administrative process. The proposals arising from the feedback system (student, faculty, alumni, parents) and various arms like the IQAC, Teachers' Council, the committees are considered for execution in the Governing Body and the Finance Committee, where required. The IQAC prepares Action Taken Reports at the end of each session to take stock of the state of execution of the actions proposed by itself.

The appointments of the teaching staff are done following government rules and regulations. The West Bengal College Service conducts a centralized selection process for appointing teachers to government

aided colleges. The body, then, sends letters of recommendation to the college against vacant posts requisitioned by the college. The Governing Body, on receiving the appointment letters, adopts a resolution to issue an appointment letter to the candidate, who is required to join within a stipulated period as set out by WBCSC. In case, the candidate declines to join the post, requisition is again sent to WBCSC for recommending a candidate according to their centralized merit panel. The appointment of the non –teaching staff, in case of vacancies, is done in accordance with the state government orders and memos, as issued from time to time.

Service rules of all staff against substantive posts are in accordance with the existing government rules, regulations and in compliance with the statutes of the University of Calcutta, to which the college is affiliated.

File Description	Document
Upload Additional information	[View Document](#)
Institutional perspective Plan and deployment documents on the website	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2.2

Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	[View Document](#)
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	[View Document](#)
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

Biometric attendance and attendance register of all staff is maintained which is regularly examined by the Principal. Service Book is maintained for all staff against substantive posts.

Performance Based Appraisal System for teaching staff is followed as mandated by the state Directorate of Higher Education and adheres strictly to norms laid down by UGC under API scheme of promotion. Under Career Advancement Scheme laid down by the UGC, self-appraisal and API score claim is verified by IQAC and forwarded to the Principal who scrutinizes them and if satisfied, places the same before GB for recommendation for being forwarded to Directorate of Higher Education. The faculties are encouraged to pursue professional developmental programmes, publications and research activities.

The **promotion of Non-teaching staff** is carried out following existing rules and regulations. The NTS against substantive post enjoy career advancement through promotional benefit of scale enhancements at the end of ten years and twenty years of service, as per current rules and regulations. As and when vacancies arise, a Screening Committee, consisting of nominees from Calcutta University, West Bengal College Service Commission, State Government and Governing Body, proposes Head Clerk (promotional posts) from amongst Accountant and Cashier, and Accountant and Cashier (promotional posts) from amongst willing Group C employees after an interview and screening process, and the proposal is duly forwarded to Higher Education Directorate for confirmation.

Welfare Measures and Avenues for Career Development:

- The College arranges for free weekly **consultations** of a doctor and organizes frequent medical camps and awareness programmes.
- Enrolment of interested teachers in **West Bengal Health Scheme for Grant-in-aid College and University Teachers, 2017** is facilitated and reimbursement claims processed, according to government regulations.
- Facility of Loans with limit of Rs 1,00,000/- (long term) and Rs 50,000/- (mid-term) at concessional interest rate of 11% per annum from **Muralidhar Girls' College Co-operative Credit Society** is available for willing TS and NTS.
- **Provident Fund Loan Facility** is provided to employees in substantive posts, according to Govt. regulations.
- **Ad-hoc Interim Salary Facilities:** Interest free ad hoc payment against salaries is provided to the newly appointed TS and NTS in substantive posts, till the issuance of their final pay fixation orders from the Department of Higher Education.
- **Ex gratia/Bonus** is given to casual NTS from the college fund during festive season. Interest free

repayable Puja advance is given to wiling employees. Currently, this is extended only to the casual NTS.

- Teachers are given **duty** and **study leaves** for academic and faculty development purposes. Employees in substantive posts are entitled to **Earned Leave** with the prior permission of college authority and subject to GB approval where applicable. GB may also approve **Extra-Ordinary Leave** on special grounds.
- As per government regulations, female employees are entitled to **Maternity** and **Child Care Leaves** while male employees can avail **Paternity Leave**, with prior permission of college authority, subject to approval from GB.
- **Leave encashment benefit** is available for staff in substantive posts as per Govt. rules.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0.45

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	1	1

File Description	Document
Policy document on providing financial support to teachers	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	[View Document](#)
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	[View Document](#)

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 15.01

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
19	20	9	5	33

6.3.3.2 **Number of non-teaching staff year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
26	27	26	28	26

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the certificates of the program attended by teachers.	[View Document](#)
Annual reports highlighting the programmes undertaken by the teachers	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from

various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

- The college seeks to mobilize government and non-government grants for the improvement of college infrastructure and knowledge resources. Proposals are prepared, vetted and submitted to relevant authorities from time to time.
- It welcomes donations, memorial prizes and endowments from staff members, alumnae and guardians for the prize and endowment funds. Various organizations have been approached for CSR donations.
- It collaborates with other organizations in jointly sponsored academic seminars and conferences.
- It seeks out funds from UGC for Minor Research Projects.
- It utilizes the interest accrued on fixed deposits.
- The college earns revenue from allowing various competitive examinations held in the campus and through renting of college auditorium.
- The IGNOU study centre in the college generates revenue for the college in the form of rent for facilities like room, examination venue, furniture, electricity, etc.
- Income is generated from selling of e –waste.

All major proposals/schemes for which college fund is required are submitted to the Finance Committee and/ or Governing Body and if approved, the project is undertaken. Income of the college mainly comes from the collection of fees from the students. Utilisation is divided into two categories: recurring and non-recurring expenditure. A major part of the income is spent for the welfare of students in providing financial support to the economically backward students, enhancement of sports facilities, seminars, cultural programmes etc. Recurring part of expenditure also involves the day-to-day expenditure, which also comprises of promotion of long-term facilities, such as, augmentation and maintenance of library and laboratory facilities, purchase of instruments, furniture, electrical items etc.

Payments are made either in the form of cheque or DD. Payments of smaller amounts are made in cash. Petty Cash transaction limits are fixed by the Finance Committee, from time to time. The college received RUSA grant from 2016 –19, the details of which are given in the Detailed Project Report. All governmental funds are utilised by strictly following the guidelines and utilisation certificates duly submitted.

The college conducts regular financial audits, both internal and external, as per the directives set down by the Finance Department and the Department of Higher Education of the Government of West Bengal. The external audits are carried out by audit firms assigned by the Department of Higher Education. The audit report then received is placed before the Governing Body for approval and for adopting any necessary action suggested by the auditors.

The details of the audits for financial years for past five years are as below:

1. Financial Year 2017 –18 (Statutory Audit)

Name of Auditor: B.N. Sen and Co. (Registration no. 305107E)

1. Financial Year 2018 –19 (Statutory Audit)

Name of Auditor: B.N. Sen and Co. (Registration no. 305107E)

1. Financial Year 2019 –20 (Statutory Audit)

Name of Auditor: B.N. Sen and Co. (Registration no. 305107E)

1. Financial Year 2020 –21 (Audit arranged by college, in absence of instruction from WBHED till date)

Name of Auditor: B.N. Sen and Co. (Registration no. 305107E)

1. Financial Year 2021 –22 (Audit arranged by college, in absence of instruction from WBHED till date)

Name of Auditor: R Sarkar and Associates (Registration no. 327130E)

File Description	Document
Upload Additional information	[View Document](#)

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

IQAC has contributed significantly for institutionalizing quality assurance strategies and processes for academic, co –curricular, extra –curricular and administrative activities of the college:

1. ICT and Add on Courses– The IQAC has played an important role in encouraging ICT enabled teaching through organizing workshops and training sessions for the teachers for updating their teaching skills. The IQAC through its resolutions, structured online teaching and dissemination of e –content and information during the pandemic. The college created its own YouTube channel for uploading lectures. E –content was made available to students through the website, while the library offered scanned books to students on demand. Facebook page for IQAC was created for recording events. Training sessions for teaching and non –teaching staff, as well as the students, were conducted on use of Learning Management System as the college gradually moves towards adopting more e –methods of teaching and learning. As per recommendation of the earlier NAAC, the IQAC also undertook the initiative of introducing a number of skill –oriented courses, which took place in the online mode during the pandemic. The IQAC resolved in its meeting to conduct free add –on/ value added courses for vocational training of the students, in addition to

the Basic Computer Course and Spoken English Course that was already taking place. The already existing Yoga and self –defense classes were further structured. The new certificate courses, namely, on **Media Writing, Speaking and Presentation, Sexual Harassment in Workplace and its Legal Side, Hand Embroidery, Cutting and Tailoring, Soft Skill Development, Nutrition and Dietetics,** were offered to the students through engagement of experts in these fields.

2. Taking into account the feedback from NAAC, the IQAC took measures to make the guidance and counseling cells more pro –active. Access to information and resources with regard to the job industry is limited for many of our students who come from under –privileged backgrounds. To fill this gap, the IQAC takes special care to expose them to opportunities for career advancement. This is also in tune with the Mission and Vision of the college which stress on the need for women's empowerment and financial independence. Career fair was organized where many organizations set up stalls and conducted parallel sessions. Various government and private organizations such as the Staff Selection Commission (Central govt.), Employment Exchange, Magic Bus, Arena Multimedia, Techno India, NIIT, various Banks, etc have been conducting awareness programmes to make the students aware of the various opportunities available to them after graduation. The counseling sessions are enthusiastically attended by the students who benefit greatly from access to the information and resources.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.5.2

Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: A. Any 4 or more of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	[View Document](#)
NIRF report, AAA report and details on follow up actions	[View Document](#)
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)
Link to Minute of IQAC meetings, hosted on HEI website	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

As a centre of higher learning for women and in accordance with the mission and vision of the institution; gender justice, equality and empowerment is focussed as initiatives and measures for Gender Audit. Gender equity and sensitization is promoted throughvarious curricular and co-curricular activities.

Syllabus of different subjects in humanities, languages and social sciences prescribed by the University of Calcutta deals with topics related to gender equality and other gender issues. This helps students and teachers to learn and be aware of the importance of gender equality.

NSS volunteers participate in a gender sensitization programme conducted by Swayam (an NGO) every year. Apart from this, the institution also takes necessary steps from time to time and arranges programmes, to encourage and sensitize students on gender equality and women empowerment.

The college celebrates International Women's Day on 8th March, where eminent female personalities are invited who share their life experiences, struggles and success. This motivates our students to deal with all adverse situations of life. Some eminent speakers are Dr.Afroja Khatun Associate Prof. Surendranth College for Women, Dr.Susmita Bhattacharya Assistant Prof. Sociology CU, Miss Paramita Bera (13th March 2020); Smt. Madhumita Basu, Smt. Mounita Mukherjee Chattopadhyay, Smt. SutapaBandopdhyay (March 2019).

Self-defence courseis being conducted for the last 6 years, to develop the ability to protect oneself from physical harm. Students take up this course sincerely and few of them have earned recognition at the state level.

For safety and security of the students, the college has hired security guards at the college gate and inside of the college campus. 36 CCTV cameras are installed in different places like entrance, corridors, library, laboratoryto ensure the security of the students. Each and every student has been issued ID cards and is not allowed inside the campus without it.A Grievance Redressal box is there for the students, to report their grievances in writing. A Committee is there to address and monitor these issues. During pandemic condition Grievance Redressal is done online through Gmeet.

Free and regular health check-up is provided to students and staff individually by Dr.Suchandra Das MBBS, Calcutta, (Regn.no. 39671WBMC).

A supportive cell has been providing counselling during and post-covid pandemic period. Sessions are also provided by the respective departmental teachers, as per their individual need. The identity of the students is kept confidential, as there are lots of personal issues on which they seek counselling.

In-house training programmes, add-on courses on soft skill development, need-based academic counselling, personal guidance etc. are conducted to make students job-ready.Anandamela is organised annually to provide a platform for students and alumni to exhibit and sell products, promoting entrepreneurial spirit.

A common room is there for the students, on the 4th floor of the college. A table tennis board is there in the common room. A gym has also been set up near the common room to promote and encourage fitness among the students. It is open for all the students and they can use the gym during their free period.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.1.2

The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Response: A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	View Document
Geo-tagged photographs/videos of the facilities.	View Document
Circulars and report of activities for the implementation of the initiatives document	View Document
Bills for the purchase of equipment's for the facilities created under this metric	View Document

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. **Green audit / Environment audit**
2. **Energy audit**
3. **Clean and green campus initiatives**
4. **Beyond the campus environmental promotion activities**

Response: B. Any 3 of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Green audit/environmental audit report from recognized bodies	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

The stakeholders are encouraged to understand the necessity of peace and harmony by organizing seminars, group discussion and debate. The sociology department of the college organized an

international webinar for students on youth, sustainability and environment on 4th June 2022.

The environment is characterized by peaceful coexistence of students belonging to different classes, communities, religion, demographical location and social strata. The NSS team actively participates in different rallies to promote the idea of 'Harmonious Coexistence of All'. To generate the idea of existing uninstitutionalized persons with disability in our society students of different schools, colleges and special institutions took part in the rally with the theme – 'Missing the Millions'.

Awareness Programmes on Inclusive Environment are conducted to create awareness of India's unique unity. Being member of multi-cultural society students are made aware of the problems of Minorities, Marginal as well as Weaker sections.Used clothes are distributed to the slum dwellersto cultivate tolerance, peace, understanding and peaceful coexistence of all sections of the population.

To develop a feeling of empathy towards the disadvantaged sections of the society, the NSS Volunteers visit the local slums and inform them about the Health Camps organised in college. Many squatterstay in the near vicinity of the college,on the day of Free Health Camp the NSS volunteers went to them in groups to bring them to the institute.

During the pandemic situation police and security personnel were in continuous exposure and close contact with public, who could be potentially infective to others.The college distributed masks, sanitizer and face shields to the officers of Gariahat police station.

Students and employees are sensitized to their constitutional obligations by teaching them their fundamental duties, values and rights with a view to make them responsible citizens. Different seminars and workshops on values, rights and duties are organized by different departments.

NSS team along with NGO named SWAYAM conducts seminars and workshops on 'Gender Equality' every year. The revised CBCS curriculum of Education and Psychology imparts knowledge on Gender,sex and related issues; helping students to correct the misconceptions related with these concepts and also develop awareness of the great Indian values like peace, brotherhood, secularism and liberal democratic framework. Workshops on sexual harassmentare also conducted.

Women suffer a lot due to ignorance of their civil and constitutional rights. Eminent legal professionals like Late Adv. Geetanath Ganguly, Adv. Kausik Gupta, Kabita Singh, Anindita Gupta and many other have been invited to deliverlectures followed by interactive sessions.

Code of conduct provides standard norms for members of the MGC community. The Grievance box and suggestion box are excellent tools to maintain communication, encourage innovative proposals, evaluate the existing system etc. making all members of the college feel engaged.A Grievance cell actively works on all reported grievances by students, faculty and office staff.

Students are directly connected to the Head of the Institutionthrough their respective whatsapp groups. On regular intervals Principal meets the class representatives.

File Description:

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.2 Best Practices

7.2.1

Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual

Response:

BEST PRACTICE l

1. Title of the Practice

Economic empowerment of women by empowering students of the college, to 'rise and shine'.

2. Objectives of the Practice

1. To explore the innate potentialities in students and avail facilities to bring them out and arrange for different entrepreneurial trainingthrough Anandamela.
2. To raise self-esteem and national awareness through Bratacharitraining.
3. To offer hands on training for making handmade productsas per their ability, interest and aptitude.

3. The Context

Technology has the potential to revolutionize the conventional teaching and learning process. Keeping in mind the vision and mission, college administration conducts innovative add-on courses on developing Entrepreneurial Skills,Media Writing, Embroidery, Cutting, Tailoring, Soft skills etc. to enhance employability of students.

4. The Practice

- Add-on courses like Media Writing, Embroidery, Cutting, Tailoring; Soft skills development etc. are conducted to make students equipped for job market. The curriculum of Add-on courses is framed keeping in mind the nature of interest of students, market demand, time required etc. Students enrol paying small fees and gets certificate on successful completion of the course.
- Expert trainer from the Bengal Bratachari Society comes to provide training. Students are pursuing Bratachari training and have completed Prarambhiki.e. first stage of the course and on completion of the three levels they may serve as Bratachari trainers. Bratacharis develop physically, mentally, intellectuallyand culturally through folk art, dance, drama, music singing and social service.
- A training course in art jewellery designing and making equips students with the knowledge and

skill to become a successful entrepreneur.

- Pidilite provide hands on training on crafts like Quilling, Origami, Fabric Painting, Glass painting, Best-out-of-Waste and Clay. Students learn to create items to be sold during Anandamela and also to sell/buy handcrafted creations online in whatsapp group and youtube videos.

5. Evidence of Success

- The students get opportunity to exercise and implement the acquired entrepreneurial skills through Anandamela. Different handmade items like art jewellery(earrings, bangles, pendants), paintings, food products (cakes, cookies, Indian traditional deserts – Pithhe, Kolkata fuchka, chaat are sold successfully. Students also sell apparels like saree, kurti, blouse etc. which they procure from whole sellers.

- Technological applications help students collaborate with their own classmates through peer tutoring, thus narrowing the digital gap.Using technology in the classroom has not only helped students learn better, but they also acquire multi-tasking skills, which help them later in their work place. Students are absorbed by different companies through interviews conducted in the sixth semester. Students gain confidence to continue their start-ups after participating in different training courses and programmes arranged in the college.

- The institute is creating motivated self-learners through unique study experiences, thus promoting economic empowerment of women, the ultimate mission of the college.

6. Problems Encountered

- Under Choice Based Credit System little time is left to conduct different add on courses.
- The institution requires trained personnel and infrastructure for need-based training.
- Even in 21st century, girls are not given adequate employment opportunity and this attitudinal barrier is most powerful among all encountered problems.

BEST PRACTICE ll

1. Title: Regular Health Related Activities for Well-being of Students and Staff

2. Objectives

- To conduct awareness programmes on PCOS, HIV aids, thalssemia and Breast cancer.

- To conduct online awareness programme regarding health issues in covid pandemicand conduct vaccination programme.
- To conduct free testing programmes (Blood Sugar, Blood Pressure, Thalassemia, Breast Cancer, E.C.G.)

3. Context

Many students come from remote villages where free health centres are rare and in private health service is costly. A weekly medical consultation has been organised free of cost for the in the college premises. Programmes on PCOS, HIV aids, Eye check-up, kidney Functioning Testand Breast cancer are also conducted, where doctors from different hospitals are invited to deliver talks on these health issues.

4. Practice

- Dr.Suchandra Das (39671 WBMC), visits every week against an honorarium of rupees 1500/. A separate room is allotted in the ground floor for the consultation sessions. In emergency sheis available on call.During Interactive sessions sheexplained the need of healthy life style in the early adult stage.
- Gynaecologist doctors from KPC Hospital are invited to conduct the awareness programme on PCOS. Doctors and dietician delivered very informative lecture using PPTs; followed by question answer session. All queries put forward were cleared patiently by the doctors.
- Blood donation, eye and health check-up camps are organised for the students and staff, along with the hawker friends of local community and slum dwellers. Kidney Functioning Test was also conducted in collaboration with the Narayana Group.

- These campaigns are made successful by active participation of NSS volunteers, NSS committee members and all other faculty of the institute.

- Every year thalassemia camp is also organised by the NSS team in collaboration with Haematology department NRS Hospital. Approximately 10% of the students are detected as thalassemia carriers every year. Post-detection guidance and counselling service is also offered to students' family by expert personal of the Nil Ratan Sarkar Medical hospital.

- The college invites Doctors to deliver online lecture on Covid-19 pandemic issues. All students and faculty joined through Gmeet and Youtube streaming. The lecture was followed by various questions raised by students and faculty. Vaccination drive has also been undertaken when 212 people got vaccinated.

- Following UGCnorms College canteen provides healthy food and selling junk food is restricted.

5. Evidence of Success

- Many students visit Dr Das as per requirement, they are immensely benefitted by this support.
- The teaching and non-teaching staff of the college is highly benefited by Dr. Das's advice. This in-house facility has great impact on the staff asany health issue can be addressed immediately.

6. Problems encountered

- Anaemia, malnutrition, low blood pressure, gynaecological problems are quite common among students but they feel shy to consult the doctor on their own.

- It is difficult to make the first-generation learners aware and conscious regarding heath.

Resources required

A healthy doctor-patient ratio can be ensured by providing this medical facility twice a week, this obviously require more funds.

File Description	Document
Best practices as hosted on the Institutional website	[View Document](#)
Any other relevant information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

With the enriched experiences gathered in 83 years, the mission is to extend educational facilities to all deserving students. The institution has endeavoured to expose students to the emerging areas of knowledge, culture, strength, faith in oneself and all the other characteristic traits needed for a woman. The main aim is to empower women as our future generation as well as future mothers. Most students are first generation learners, who hail from the adjoining sub-urban region of greater Kolkata and belong primarily to the middle and lower-class families. A highly qualified, responsible and cooperative teaching and office staff are keen to give their best to explore their potentialities to ensure sustainable development. An integrated plan of action for addressing the socio-economic and cultural backwardness

is undertaken to achieve empowerment.

Individualised teaching-learning process

The college implements the prescribed curriculum to meet the global challenges through choice-based education system in which students have freedom to select courses of their choice.

Apart from conventional lecture method, participatory learning, group discussion and individual interaction during tutorial and practical is conducted to justify the needs of the bright learners and underachievers. Special measures are sincerely taken to improve the performance of the slow learners.

Coaching during free periods, providing model answers and personal books, counselling and provision of financial support if required are some of the strategies followed. Google classroom is efficiently utilised to share learning resources, conduct academic activities, submit assignments online etc.

The institution aims to develop an inclusive educational setting for diverse learnerswithin classroom, to make students understand that physically disabled persons are also a part of society.

Knowledge and skill to handle Information Communication Technology

The college focuses on honing the technical skills along with transfer of subject knowledge. The right way of acquiring language proficiency is conducted, that is through development of listening, speaking, reading and writing skills.

Success of innovative teaching-learning process is assessed through Students' Feedback and Academic Audit.

Well-coordinated co-curricular activities (CCA)

CCA are coordinated to provide students follow their passion like singing, dancing, drawing, debate, photography competition and training courses on Self-defence and Yoga.

Extension activities in the surrounding communities through NSS (National Service Scheme)

Several outreach initiatives are conducted through NSS and NCC to translate the mission and vision into reality directly contributing to personality development of students.

To enable students to participate independently in the decision-making process, a series of Lectures, Conferences and Workshops are conducted to make them aware of their power, rights and duties. Most of the courses offer papers that are gender oriented and through the pedagogy of gender sensitization it extends beyond the classroom to ensure gender equality.

NSS units address social problems as prevention of female foeticide, drug de-addiction, general hygiene and cleanliness with the aim of connecting Institute with community.

Every year thalassemia camp is organised and approximately 10% of cases are detected as carriers. Post-detection guidance and counselling service is offered by experts from Nil Ratan Sarkar Medical hospital.

A webinar titled "Stress Management and Positive Psychology in the context of COVID 19 Pandemic" was organised during Covid 19 pandemic, with mental health experts enabling students and faculty members handle the crises period successfully.

NSS volunteers regularly visit the local slum schools and take part in academic (Reading, writing and arithmetic) and non-academic activities (drawing, dance and singing) with primary level students. Squatter and slum dwellers staying in nearby areas are availed the facility of free health check-up. The hawker friends of Gariahat market are invited for blood donation strengthening the college-community bond.

Psychological counselling

The counselling cell provides personal and individualised sessions based on felt need of the individual students. Free sessions are provided by faculty of the psychology department.

Placement opportunities

In-house training programmes are conducted to create placement opportunities. Communicative English and soft-skill course are a few of them. Agencies like Magic bus and others guide students to attain employment.

Internal complaints committee (ICC)

Following the guidelines of UGC, ICC has been constituted and committee list is displayed in college website. Add on course on "sexual harassment of women at workplace" was conducted to make the students aware of the process of filing a complaint with ICC.

Environmental sustainability and social perseverance

Various projects like solar panels installation, rainwater harvesting, plantation drive etc. are undertaken to manage the current environmental crisis. Energy and green audits are the parameters adopted to evaluate these practices. NSS volunteers conduct rigorous campaigning on banning plastic bags to create 'Plastic free community'.

Other distinctiveness

Tuition fee structure has been kept at a very moderate level and total exemption of is allowed for poorer students through 'FREE STUDENTSHIP SCHEME'.

Different merit scholarships are provided by the central and state governments. The 'KANYASHREE SCHEME' of the State Government is executed with high priority. Other available scholarships are Student Aid Fund, Swami Vivekananda Merit-cum-means Scholarship, West Bengal Chief Minister Financial Assistance, Post Matric Minorities Students scholarship, Aikyashree-Government of West Bengal, Udayan Care Shalini Fellowship are Jindal Scholarship.

All the stakeholders are committed to stand by the society at the hour of need and thus the college contributed Rs. 200000/- to the Emergency Relief Fund of the Government of West Bengal for Pandemic Covid-19. Moreover, the NSS units contributed relief materials like rice, soaps, biscuits and used clothes to the Amphan affected areas of south 24 Parganas of West Bengal.

The whole administrative structure starting from the principal at the top, all the faculties and office staff work together to fulfil the comprehensive goal of growing young minds to well-balanced, responsible and mature citizens of our nation – all work together with great sincerity to achieve their respective goals.

A spirit of belongingness and warmth is fostered among the students, faculty and office staff; which is retained even after the students leave the institute. Many of our students are academically accomplished and are employed in reputed government as well as private organisations. The college also contributes puja allowance to all Group C and D casual staff.

File Description	Document
Appropriate web in the Institutional website	[View Document](#)
Any other relevant information	[View Document](#)

5. CONCLUSION

Additional Information :

1. The partially automated central library of the college is well equipped with rare books section consisting of more than forty three thousand books of different streams, amassed over decades. Facilities such as morning library, department-wise seminar libraries, photocopy machine, reading room are made available to students. The library subscribes to online journals and INFLIBNET, providing remote access to e-resources to all of its users. The library has recently started shifting its database from customised software to KOHA TLMS under RUSA grant. New books were additionally purchased based on recommendation of the previous NAAC team.
2. The college ensures motivation of the students in academic and extra –curricular activities of students by organizing an annual Prize Distribution Programme.
3. Coordination between all the teaching staff, the non -teaching staff and students of the college create a congenial working environment that benefits everyone.
4. Parent –teacher meetings are regularly held to keep the guardians updated about the progress of the students.
5. Activities like group presentations of students, group discussion, peer learning, confidence building measures are undertaken to engage the attention of the students. ICT tools are also used by teachers for better learning experience of students.
6. The college magazine is published annually and research journal with ISBN number is published every two years. The college adapted to the pandemic by publishing e –magazine.
7. An IGNOU study centre is located in the campus which provides ready –at –hand higher educational opportunities for the students.
8. Micro –teaching is practised to bring all types of learners at par.
9. The College also has Anti-Ragging and Career Counselling Cells as well as Internal Complaints Committee which have been constituted according to the UGC norms.

Concluding Remarks :

With a vision to advance women's education and to orient the institution holistically to follow the precepts of National Education Policy 2020, various steps are being adopted to optimise existing resources and build new ones. The college administration is seeking to address issues of limited campus space by exploring possible options of acquiring permission to use defunct nearby government buildings. The college currently boasts of a nearly full substantive posts faculty strength, which the administration has tirelessly worked to secure. With co-operation of collaborating institutions, the college aims to provide the best possible education to its learners, while inculcating societal values into them.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.4.1	*Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website* Answer before DVV Verification : A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website Answer After DVV Verification: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website
2.1.2	*Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years* 2.1.2.1. **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)** Answer before DVV Verification: <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>134</td><td>141</td><td>161</td><td>158</td><td>175</td></tr></table> Answer After DVV Verification : <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>129</td><td>137</td><td>158</td><td>149</td><td>152</td></tr></table> 2.1.2.2. **Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years** Answer before DVV Verification: <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>462</td><td>462</td><td>462</td><td>404</td><td>488</td></tr></table> Answer After DVV Verification : <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>462</td><td>462</td><td>462</td><td>404</td><td>488</td></tr></table> Remark : Reserved categories students Exclusive of supernumerary seats have been updated .
2.4.1	**Percentage of full-time teachers against sanctioned posts during the last five years** 2.4.1.1. **Number of sanctioned posts year wise during the last five years** Answer before DVV Verification: <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>

92	92	92	92	92

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
87	88	90	91	84

Remark : Values updated as per EP 2.2 .

2.4.2	*Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)*

2.4.2.1. **Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
60	60	58	56	48

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
58	59	40	37	34

3.1.1	*Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)*

3.1.1.1. **Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
0	1.35	23.92	0	0

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0.19	0	0

3.2.2	*Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years*

3.2.2.1. **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
0	3	1	1	2

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	3	1	1	2

3.3.1 — **Number of research papers published per teacher in the Journals notified on UGC care list during the last five years**

    3.3.1.1. Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
13	13	17	15	7

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
10	8	13	1	0

3.4.3 — *Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.*

    3.4.3.1. Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
7	7	6	3	2

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
5	6	6	2	2

3.5.1 — *Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.*

Answer before DVV Verification : 26
Answer After DVV Verification :26

4.3.2	**Student – Computer ratio (Data for the latest completed academic year)** 4.3.2.1. **Number of computers available for students usage during the latest completed academic year:** Answer before DVV Verification : 67 Answer after DVV Verification: 67
4.4.1	*Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)* 4.4.1.1. **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)** Answer before DVV Verification:

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
10.22	7.36	12.83	14.23	13.85

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
9.49	6.37	9.74	12.12	11.85

5.1.2	*Following capacity development and skills enhancement activities are organised for improving students' capability*
	
	    1. Soft skills
	    2. Language and communication skills
	    3. Life skills (Yoga, physical fitness, health and hygiene)
	    4. ICT/computing skills
	
	Answer before DVV Verification : B. 3 of the above
	Answer After DVV Verification: B. 3 of the above

5.1.3	**Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years** 5.1.3.1. **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years** Answer before DVV Verification:

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
778	161	334	200	445

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
778	161	334	200	445

5.1.4	*The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases*

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Answer before DVV Verification : A. All of the above
Answer After DVV Verification: B. 3 of the above
Remark : Value has been updated as per supporting documents.

5.2.1	**Percentage of placement of outgoing students and students progressing to higher education during the last five years**

5.2.1.1. **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
159	98	77	68	24

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
153	97	77	67	24

5.2.1.2. **Number of outgoing students year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18

5.3.1	**Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years**

5.3.1.1. *Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years*

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
9	5	8	6	8

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18

9	5	8	4	8

5.3.2	**Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)** 5.3.2.1. **Number of sports and cultural programs in which students of the Institution participated year wise during last five years** Answer before DVV Verification: 	2021-22	2020-21	2019-20	2018-19	2017-18
64	18	37	23	20 | Answer After DVV Verification : | 2021-22	2020-21	2019-20	2018-19	2017-18
50	20	34	26	30	
---	---
6.3.3	*Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years* 6.3.3.1. **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years** Answer before DVV Verification: 	2021-22	2020-21	2019-20	2018-19	2017-18
20	20	10	5	33 | Answer After DVV Verification : | 2021-22	2020-21	2019-20	2018-19	2017-18
19	20	9	5	33 | 6.3.3.2. **Number of non-teaching staff year wise during the last five years** Answer before DVV Verification: | 2021-22	2020-21	2019-20	2018-19	2017-18
---	---	---	---	---	
7.1.3	**Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following** 1. **Green audit / Environment audit** 2. **Energy audit** 3. **Clean and green campus initiatives** 4. **Beyond the campus environmental promotion activities** Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. Any 3 of the above

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of teaching staff / full time teachers during the last five years (Without repeat count):** Answer before DVV Verification : 104 Answer after DVV Verification : 101
1.2	**Number of teaching staff / full time teachers year wise during the last five years** Answer before DVV Verification:

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
90	90	92	93	86

Answer After DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
87	88	90	91	84

2.1 **Expenditure excluding salary component year wise during the last five years (INR in lakhs)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
13.37	11.43	22.30	22.26	33.78

Answer After DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
14.15	10.79	21.51	21.46	33.12