

MUC WOMEN'S COLLEGE

BURDWAN



ANNUAL QUALITY ASSURANCE REPORT

IQAC

2016 -2017

B.C. ROAD, BURDWAN – 713 104

Email: iqacmucwcburdwan@gmail.com

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution:

1.1 Name of the Institution:

Maharajadhiraj Uday Chand
Women's College, Burdwan

1.2 Address Line 1:

B.C. Road

Address Line 2:

Burdwan

City/Town:

Burdwan

State:

West Bengal

Pin Code:

713 104

Institution e-mail address:

mucwcburdwan@gmail.com

Contact Nos:

0342- 2531900

Name of the Head of the Institution:

Dr. Sukriti Ghosal

Tel. No. with STD Code:

0342-2634144

Mobile:

9434062597

Name of the IQAC Co-ordinator:

Munshi Azimbor Rahaman

Mobile:

9434673666

IQAC e-mail address:

iqacmucwcburdwan@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

13836

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/59/RAR/03

1.5 Website address:

www.mucwcburdwan.org

Web-link of the AQAR:

<http://www.mucwcburdwan.org/AQAR>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	81.05	2004	2009
2	2 nd Cycle	B	2.72	2012	2017
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

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

18/01/2005

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

- i. AQAR 2012-13 submitted to NAAC on 29/08/2013 _____ (DD/MM/YYYY)
- ii. AQAR 2013-14 submitted to NAAC on 18/05/2015 _____ (DD/MM/YYYY)
- iii. AQAR 2014-15 submitted to NAAC on 12/11/2015 _____ (DD/MM/YYYY)
- iv. AQAR 2015-16 submitted to NAAC on 13/12/2016 _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

-

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

The University of Burdwan

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

Autonomy by State/Central Govt. / University	<input type="text" value="....."/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text" value="Govt. Sponsored Constituent College"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="11"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="20"/>

2.10 No. of IQAC meetings held 05

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

2.12 Has IQAC received any funding from UGC during the year? Yes No
If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

SEMINAR:

- Community Nutrition and Health: 21st Century Perspective
- Learning 'Latex and Python'
- Mining Metals with Microbes;
- Reciprocity in Biological Regulation;
- Integration- Exploring Deep-Ecology Movement.
- Unity in Diversity: A New Query
- Bio Prospecting and; Biotechnology of Plants
- Conceptualizing Women Empowerment
- Value Education
- De-Monetization: Needs and Challenges
- Sustainable Development: Economy and Health
- Universe and its Mysteries
- Modern Trends in Sanskrit Literature
- Green Revolution in India; Large Dams
- Energy, Dark Energy and Stars
- Evolution of Chemistry
- Breast Feeding: Best Feeding
- Japan Jattrar Shatabarshe Rabindra Vabnay Japan; Nutan Dekhar Dekha

STUDENTS' SEMINAR

- John Milton: *Paradise Lost* Re-visited

WORKSHOP :

- Cashless / Digital Transaction
- Vittiya Saksharata Aviyaan
- Learning Computer Application

2.14 Significant Activities and contributions made by IQAC

- Skill development for student,
- Utilization of RUSA grant,
- Smart class room,
- Computer Centre & Language Lab
- Publication of peer reviewed journal JAST
- Departmental seminar
- Sharing of knowledge
- Book review by students
- Carbon neutralization efforts
- Renovation of infrastructure
- Preparation of perspective plan etc.
- Time table of Service
- Manual of Committees

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
i) Construction of N.T. Staff Qtrs. ii) Vertical extension of Sarala Devi Hostel (3 rd floor) iii) Academic audit (2016 – 2017) iv) Publication of 3 rd Vol. of JAST. v) Preparation of service schedule vi) Faculty exchange programme vii) Syllabus completion report viii) Preparation of modules ix) Feedback analysis x) Diagnostic test xi) Introduction of best practices. xii) Benchmarking excellence xiii) New Add on Courses xiv) Green audit	i) Construction started ii) Construction started. iii) Report fine tuned for submission iv) Sent to press v) Prepared and Uploaded on website Vi) Exchange going on. vii) Collected from departments viii) Prepared and uploaded on college website ix) Done x) Held and analysed xi) 'Let's Agree' & 'Let's Debate' have come up on public domain. xii) Benchmarks set xii) 5 new courses added xiv) Readied for submission

* Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body

Yes No

Management Syndicate Any other body

Provide the details of the action taken

Approved by Management for submission (See Annexure IV)

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	-	-	-
PG	1	-	-	-
UG	18	-	-	-
PG Diploma	0	-	-	-
Advanced Diploma	0	-	-	-
Diploma	0	-	-	-
Certificate	0	-	-	-
Others	0	-	-	11
Total	19			11
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Name of programmes	Number of programmes
CBCS	PG (ENG)	01
Trimester	x	x
Annual	U G Courses	18

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

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

**Please provide an analysis of the feedback in the Annexure: See Annexure-II, III and IV attached*

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

No revision during the year

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

M. Sc Nutrition approved by WBSCHHE but awaiting University approval

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
65+1	51	13	-	1 (L.I.)

2.2 No. of permanent faculty with Ph.D.

35

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
12	04	03	0	0	0	0-	0	15	04

2.4 No. of Guest and Visiting faculty and Temporary faculty

21

15(PTT)

4(CWTT)

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	9	62	17
Presented papers	9	48	7
Resource Persons	0	05	04

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

- Student Seminar,
- Sharing knowledge,
- Display of important quotes,
- Book review by students
- PPT
- ‘Let’s Agree’ & ‘Let’s Debate’

2.7 Total No. of actual teaching days during this academic year 217

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

- Viva voce at Test Examination,
- Diagnostic Test
- Open book Exams (Zoo deptt),
- Supplementary test
- Display of answer scripts etc.
- Student Marking

2.9 No. of faculty members involved in curriculum Restructuring / revision / syllabus development as member of Board of Study / Faculty / Curriculum Development workshop 4 4 4

2.10 Average percentage of attendance of students (Hons.) 75.5%

2.11 Course/Programme wise & distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Bengali	79		09	91		100
English	68		12	73		84
Sanskrit	67		06	53		88
History	51		08	88		96
Geography	38		16	82		97
Economics	15		33	60		93
Pol. Science	31		25	74		100
Philosophy	31		20	77		97
English (PG)	28		28	72		100
Mathematics	38		19	72		92
Physics	29		45	34		79
Chemistry	22		28	41		68
Botany	29		49	49		97
Zoology	21		76	24		100
Nutrition	25		72	24		96
Microbiology	26		28	65		89
Computer Science	00		00	00		00

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

Continuous monitoring & periodic review, Preparation of ATR, Report collecting, Analysing different feedbacks, SWOC analysis, Checking appraisal reports, Result Review.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	12

UGC – Faculty Improvement Programme	1
HRD programmes	0
Orientation programmes	2
Faculty exchange programme	2
Staff training conducted by the university	0
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	3
Others (PhD Awarded)	4

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	19	15	0	9
Technical Staff	11	02	1	0

Criterion – III

3. Research, Consultancy and Extension

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

Study leave under FDP granted, Publication of Research Journal, Gender sensitization programs, Procurement of books & equipment for research, N-List membership.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	02	-	-
Outlay in Rs. Lac	-		-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	2	5	03
Outlay in Rs. Lac	-	8.06	14.5	7.5

3.4 Details on research publications

	International	National	Others
Peer Reviewed Journals	39	82	04
Non-Peer Review Journals	-	-	-
e-Journals	15	14	-
Conference proceedings	-	12	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	02	UGC	14.5	14.5
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	14.5	14.5

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of seminars / conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	35
Sponsoring agencies	-	-	-	-	College

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

3.13 No. of collaborations

International

National

Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lac: Rs. 0.75

From Funding Agency

From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
-	01	-	-	-	-	-

3.18 No. of faculty from the Institution

Who are Ph. D. Guides

and students registered under them

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

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

JRF

SRF

Project Fellows

Any other

3.21 No. of students Participated in NSS events:

University level	125	State level	25
National level	1	International level	-

3.22 No. Of students participated in NCC events:

University level	18	State level	4
National level	12	International level	-

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

University level	10	State level	6
National level	5	International level	0

3.25 No. of Extension activities organized

University forum	?	College forum	?
------------------	---	---------------	---

NCC

11

NSS

27

Any other

16

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

- Weekly rehabilitation programme in District Correctional Home
- Distribution of clothes among needy people in winter
- Swachh Bharat Abhijan
- Health Check up camp
- Blood donation camp
- Digital economy VISAKA drive
- Legal Literacy and Legal Awareness
- AIDS Awareness
- Craft training of the Teachers by Pedilite
- Craft training of the Teachers by Pedilite
- Observance of Aranya Saptaha

- Seminar on “Breast Feeding : Best Feeding”
- Seminar on Karate as self defense
- Cancer Awareness Programme
- Diabetes Awareness Programme

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5.43 acres(approx)	-	-	5.43 acre(approx)
Class rooms	49	0	-	49
Laboratories	17	05	College	22
Seminar Halls	1	-	-	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	8	0	-	8
Value of the equipment purchased during the year (Rs. in Lakhs)	326.16	20.46	UGC, College, RUSA	346.62
Others	-	-	-	-

4.2 Computerization of administration and library

Office, Accounts Deptt. & Library computerized
--

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	27395	6837323/-	5776	375698/-	33171	7446922/-
Reference Books	14159		175	233901/-	14325	
e-Books	-	-	-	-	-	-
Journals	40	Not calculated	00	Not calculated	40	Not calculated
e-Journals	-	-	N-LIST	-	INFLIBNET	5800/-
Digital Database	-	-	-	-	-	-
CD & Video	151	Not calculated	211	Not calculated	362	Not calculated
Others (specify)	-					

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	115-41 *=74 * Rejected as junk	4	Wi-Fi	All Computers	1	12	49	13
Added	41	0	Wi-Fi	All Computers	0	2	9	30
Total	115	4	Wi-Fi	All Computers	1	14	58	43

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

- All Students & Staff have Internet access
- New Accounting Software procured
- Licensed Software procured & installed for running computers.

4.6 Amount spent on maintenance in lacs (approx):

i) ICT	6.75
ii) Campus Infrastructure and facilities	15
iii) Equipments	2.4
iv) Others	1.5
Total :	25.65

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Planning and designing development programmes and monitoring implementation of such programmes.
- Wide publicity for ragging free campus
- Plastic free zone
- Every drop of water counts
- Establishment of Sexual Harassment Protection Committee
- System of giving wide publicity to student support services through notifications
- All welfare related notices posted on website
- Student's Welfare scheme strengthened
- One staff engaged for implementing all student's welfare schemes
- Medical Insurance Scheme to all students
- On line admission purely on merit basis with support service tab on college website
- Updated on line prospectus for students' admission

5.2 Efforts made by the institution for tracking the progression

Preparing data base continuous evaluation of students, Universal enrolment as Alumni, Face Book page for the Alumni, collecting phone nos. & mail id of all students

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
4401	37	-	-

(b) No. of students outside the state

06

(c) No. of international students

01

No	%
-	-

Men

Women

No.	%
01	0.00023

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2723	801	201	451	11	4187	2885	485	212	851	05	4438

Demand ratio: 1:3

Dropout %: 5

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

- Personal counselling by the Faculty,
- Career counselling by the Cell concerned
- Coaching for job entrance with UGC assistance by professional Training Institute (RICE) organized.

No. of students beneficiaries

414

5.5 No. of students qualified in these examinations

NET	02	SET/SLET	01	GATE	01	CAT	-
IAS/IPS etc	-	State PSC	03	UPSC	-	Others	115

5.6 Details of student counselling and career guidance

Student counseling and career guidance done regularly as per schedule, students periodically sent to attend campus recruitment drive organized by the University & other institute of the Region.

No. of students benefitted

186

5.7 Details of campus placement

	<i>On campus</i>		<i>Off Campus</i>	
	Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1) Tech Mahindra		72	01	22
2) TCS				(Information goes so far)
3) CONCENTRIX				

5.8 Details of gender sensitization programmes

- Gender Studies-Prospects & Scopes,
- Women Education: Towards Enlightenment
- Conceptualizing Women Empowerment

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	145	1,30,500/-
Financial support from government	1948	1,85,66,400/-
Financial support from other sources	83	3,88,800/-
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Proper common room facilities provided, Price chart for canteen prepared & displayed

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- Women Education: From Enlightenment to Empowerment
- Knowledge to Wisdom: Perception to Application
- Complementation and Integration of Institution & Society
- Nurturing the Filling of All time indebtedness to the institute
- Moulding personality: Changing oneself to be successful and to be accepted

6.2. Does the Institution have a management Information System

- A special e-mail id created for management
- All important data send to this mail id so that the management can has access to all important data

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

6.3.1 Curriculum Development

- Modularization of the syllabi
- Designing greater number of Add on courses

6.3.2 Teaching and Learning

- Student feedback
- Smart Class rooms
- Group discussion
- Tutorials
- Project works
- Seminar presentation by students
- Book review by students

6.3.3 Examination and Evaluation

- Greater number of short questions in class tests
- Cross- checking of answer scripts by students apart from normal evaluation by the teachers
- Viva-voce in English Dept,
- Displaying the best answer scripts to the stakeholders in the Library
- Fixing the date for displaying checked answer scripts to the students

6.3.4 Research and Development

- Publication of 3rd issue of research journal JAST awaiting
- Teacher fellowship for faculty improvement recommends & granted.
- Letter send to university for recognizing 4 departments as Research Centre

6.3.5 Library, ICT and physical infrastructure / instrumentation.

- Seminar library book increased
- Wi-Fi coverage in the entire campus
- Computer Centre, Language Lab

6.3.6 Human Resource Management

- Regular holding of Sensitization Programme
- Motivational Session organized
- Time table of service schedule prepared.

6.3.7 Faculty and Staff recruitment

Written Examination + *viva voce* for Non-Teaching Staff recruitment, Sending requisition to CSC for Teacher recruitment, Appointment of Guest Lecturer as interim arrangement, Ten teaching staff & four non-teaching staff (03 by promotion & 1 fresh appointed).

6.3.8 Industry Interaction / Collaboration

NO

6.3.9 Admission of Students

- Online admission
- Separate Support Service Tab in College website for admission

6.4 Welfare schemes for

Teaching	Puja advance
Non teaching	Puja advance / Ex gratia / Compassionate appointment
Students	<ul style="list-style-type: none">• Med claim Insurance Card provided to all students• Waiving fees at the time of admission• Helping needy students for treatment• Half- free & Full-free studentship as well as boarder ship, scholarships and stipend from Private and Govt. Agencies.

6.5 Total corpus fund generated:

NIL

6.6 Whether annual financial audit has been done:
(Financial audit for 2016-2017 going on)

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University	Yes	College
Administrative	No		No	

6.8. Does the University/ Autonomous College declare results within 30 days?

For UG Programmes	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
For PG Programmes	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

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

Online form filling & delivery of Registration & Admit cards by the University

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

No efforts seen so far.

6.11 Activities and support from the Alumni Association

18.08.16	Raksha Bandhan
21.08.16	Felicitation of Senior citizens
15.11.16	Children's day observation
04.12.16	World Disabled day observation
24.12.16	Distribution of Winter clothes
22.09.16	Seminar on Legal Literacy & awareness
08.03.17	International Women's day celebration
21.06.17	Observation of World Yoga day

6.12 Activities and support from the Parent – Teacher Association

Parent-Teacher Meet held on 28.07.16 & feedback from Parents analysed.

6.13 Development programmes for support staff

Workshop held on computer application.

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

- Plantation
- Periodic cleaning up of the College Campus
- Banning of Plastic in the Institute
- Use Of Solar Energy
- Medicinal Plant Garden
- Preparation for Green Audit
- Rain Water Harvesting
- Seminars on Mangrove Ecosystem and Green Awareness
- Chemical Treatment Plant

Criterion – VII

7. Innovations and Best Practices

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

- Taking class test performance into account in determining the result of the Test Examinations.
- Cross- checking of answer scripts by the students,
- Service schedule of Non-Teaching staff

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

Planned for Action	Status
• Add-on Courses	No. increased
• Renovation of History & Economics Dept.	Done
• Uploading teaching modules	Executed
• Hosting Teachers' Profile on the college website	Executed
• Academic Audit	Document prepared
• Green Audit	Document prepared
• Construction of 3 rd floor of Sarala Devi Hostel	Work started
• Faculty Exchange Program	Programme started
• Construction of NT Staff Qtrs.	Work started
• Publication of 3 rd issue of research journal JUST	Sent to press

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

- i. Sensitization through quotes
- ii. Cleaning up of the Hostel Campus by the Boarders,
- iii. Library Orientation of the newcomers.

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

7.4 Contribution to environmental awareness / protection

- Annual Camp of NSS Units of different colleges under BU held at MUC Women's College
- Five seminars on environmental awareness, health and hygiene
- Plantation Programmes
- Seminars on Prevention of Domestic violence
- Seminars on Global threat of terrorism held on the occasion

7.5 Whether environmental audit was conducted? Yes

No

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

- Regular collection of feedback from the students.
- All notices hosted on website for wide publicity and universal accessibility

8. Plans of institution for next year

- Academic Audit for 2016 - 2017.
- Green Audit for 2016 – 2017.
- Completion of 3rd floor of Sarala Devi Hostel.
- Completion of N.T. Staff Quarters.
- Starting the renovation work of History & Economics Departments.
- Organizing departmental seminars on regular basis.
- Construction of cycle stands for hostel boarders.
- Extensive use of Smart Classrooms and Virtual Classrooms
- One paper a year, one PPT a week target for all faculty
- Getting University affiliation for M.Sc. Nutrition
- Resource generation by putting frontal space on hire
- Installation of two ATM counters by the site of the two wings of the Main Gate
- Face lifting of the Mobarak Manjil
- Installation of Solar Water Heater Plant

The image shows two handwritten signatures in blue ink. The signature on the left is 'Munshi Azimbor Rahman' and the one on the right is 'S. Ghosal'. Below each signature is a horizontal line. Under the left signature is the text 'Signature of the Coordinator, IQAC' and a purple stamp that reads 'Coordinator IQAC M.U.C. Women's College Burdwan'. Under the right signature is the text 'Signature of the Chairperson, IQAC' and a purple stamp that reads 'Principal M.U.C. Women's College Burdwan'. In the center, between the two stamps, is the text '***' with a horizontal line underneath it.

Annexure I

Key to Abbreviations

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

Annexure II

Alumni Feedback on the Institution

Academic Year: 2016-17

1. Courses relevant	Highly relevant	Relevant	Partly relevant
	00	16	05
2. Suggestions for enhancing Teaching-Learning activities	More emphasis on technology	Good relationship	Practical oriented Teaching
	04	11	04
3. Alumni - College relationship	Highly satisfactory	Satisfactory	Not satisfactory
	01	20	00
4. Infrastructure of the college	Highly satisfactory	Satisfactory	Inadequate
	00	21	00
5. Ways for associating with the alma matter	Involving with the activities	Financing the assistance	Organizing seminars and other welfare activities
	13	2	6

Annexure III

Parents Feedback on the Institution

Academic Year: 2016- 2017

1. Academic Ambience	Excellent	Good	Poor
	18	1	
2. Classes held. (If irregular, name subject.)	Regularly	Irregularly	Rarely
	19		
3. Commitment of the Teachers	Excellent	Good	Poor
	17	2	
4. Library Facility	Sufficient	Moderate	Insufficient
	16	3	
5. Canteen Facility	Sufficient	Moderate	Insufficient
	6	7	6
6. Hostel Facility	Sufficient	Moderate	Insufficient
	19		
7. Toilets	Clean	Partially Clean	Dirty
	12	7	
8. Service of Office Staff	Satisfactory	Acceptable	Poor
	13	5	1
9. Administration	Student Friendly	Bureaucratic	Indifferent
	19		
10. Suggestion for betterment of service	Scope for improvement in Library, Canteen & Toilet facilities. All so there is scope for improvement of service of Office Staff.		

Annexure IV

Student Feedback on the Institution

Academic Year: 2016-17

1.No. of books	Good	Adequate	Poor
	845 (80.16%)	101 (10.06%)	58 (5.78%)
2. If irregular, name subject	Regularly	Irregularly	Rarely
	960 (95.61%)	37 (3.69%)	07 (0.70%)
3. College exam & evaluation	Excellent	Satisfactory	Unreliable
	645 (64.24%)	354 (35.26%)	05 (0.50%)
4. Service of Office Staff	Satisfactory	Average	Poor
	449 (44.72%)	413 (41.14%)	142 (14.14%)
5. Student Welfare (Toilet/Hostel/Concession/ Free studentship/Cycle stand/ Canteen)	Adequate	Inadequate	Poor
	724 (72.11%)	180 (17.93%)	100 (9.96%)
6. Admimistration	Student Friendly	Bureaucratic	Indifferent
	816 (81.27%)	74 (7.37%)	114 (11.35%)
7. Internet on Campus	Available		Unavailable
	654 (65.14%)		350 (34.86%)
8. General Impression	Good College	Not so good	Very poor
	953 (94.92%)	49 (4.88%)	02 (0.20%)
-	-		

9. Unredressed Grievance	1. Toilet hygiene
	2. Quality of food in the college canteen
	3. Small size of classrooms
	4. Internet service
	5. Fewer number of Computers for student use
	6. Lack of courtesy during interaction
	7. Lack of Common Room for students
	8. Inadequate number of drinking water taps
	9. Hassle in processing Kanyasree form (Morning section)
	10. Departmental Classroom
	11. Irregular attendance of Cooks in College Hostel
	12. Fewer number of microphones in Classrooms
10. Suggestion for betterment of service	1. A good & well-maintained playground
	2. Reduction of hostel fees
	3. Wi-Fi connection on campus
	4. More books in the library
	5. A good notice board for students
	6. Greater efficiency of office staff
	7. Construction of a cycle stand for college hostels
	8. Better maintenance of college garden
	9. Regular use of smart classrooms & LCD projectors in teaching
	10. Coaching classes for General Students
	11. Scheduling Cultural programme of the College Social in college hours
	12. Beautification of college campus
	13. Regular use of the college gymnasium
	14. Organization of more seminars
	15. Renovation of Economics and History Departments
	16. Regular interactive sessions between teacher & students
	17. Larger reading space in the library
	18. A sick room with proper medical facilities
	19. Improvement/maintenance of the pathway from the college gate to the main building (water logging occurs during heavy rains)
	20. Installation of dustbin in various parts of the college campus & their proper maintenance

The GB expressed satisfaction that the majority of the learners are satisfied with the Teaching Learning and evaluation system of the College and the student support service introduced by the management. The GB authorized the Principal to institutionalize the system adopted to further reduce their discontent as much as possible. The GB further resolved that the Grievances be referred to GRC for redressal and the suggestions be kept in focus for future planning.

***** The End *****