

MAHARAJADHIRAJ UDAY CHAND WOMEN'S COLLEGE

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Government Sponsored Degree College Estd-1955

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A Constituent College of the University of Burdwan

Reaccredited by NAAC (Grade-B+ CGPA 2.64)

Date: 6/5/2022

Notice: 157

As per decisions taken in NAAC Steering Committee, all the departmental in-charges/Heads are requested to prepare detailed activity report on the following issues in a collaborative way with active support from all other departmental Teaching and Non Teaching workforce, in accordance with the given format of Criterion – 2(Teaching Learning and Evaluation) of NAAC Manual within 21/05/2022. For any assistance, one may consult the Co-ordinator or members of the NAAC steering committee.

B. Zomi

Principal

MUC Women's College



Principal
M. U. C. Women's College,
Purba Bardhaman

CRITERION-2 (ACTIVITIES AND TASKS)

2.2.1

The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners.

Activity /Task

Departments will have to keep record of activities in all the prescribed fields in given format	
Diagnostic test after Admission (Attach date, total No. Of students' participation, model question, feed back, if any)	
Assessment of self-confidence, target orientation and communication skill through debate, group discussion, extempore, assignments, class room interaction on previous knowledge	
Scholarship test in 1 st and 2 nd week, for each semester, based on the acquired knowledge.	
In each Department a detailed course module is provided for each course with expected course and programmes mentioned, in order to measure self advancement as well as to prepare the minds of the students for the progression of the course.	

The institution organises special programs for advanced learners (Activity /Task)

Departments will have to keep record of activities in all the prescribed fields in given format	
Syllabus structure is elaborately discussed and special books, journals, e-resources in library are suggested	
Encouraged for anchoring and making ppt presentations on Observation days and departmental programmes like seminar, workshop, and competitions. Recommended for making and submitting Book Review, conducting Quizzes and editing departmental wall magazines.	
Recommended for participation in various advanced level Add on/certificate courses organized by college, and for Research based programmes like field survey, study tour, debates, science exhibition	
Recommended for Visit to Industry, Research centres, national Library, museum, University laboratories etc.	
Recommended for conducting inter active sessions within class room situation, taking tutorial classes by presentation of individual perspectives on critical issues and for competitions organised in other colleges	

The institution organises special programs for slow learners (Activity /Task)

Departments will have to keep record of activities in all the prescribed fields in given format	
<p>Syllabus structure is elaborately discussed and easier books, journals, e-resources in library are suggested.</p> <p>Additional coaching is provided to enable slow learners overcome difficulties and succeed in the examinations.</p>	
<p>Encouraged for participating in all Observation days' activities and departmental programmes like debate, group discussion, and vocational training courses. Recommended for various counselling wings. For confidence building, participation in sports and cultural activities are highly recommended.</p>	
<p>Special recommendation is made for participation in remedial and tutorial classes/courses. Teachers take special care and offer guidance under mentor – mentee window.</p> <p>In Class tutorials-Students are divided in small groups and the lesson done in the general classes is discussed in segments.</p>	
<p>Students are encouraged to write answers and read recommended books (texts and References) to Clarify doubts. Extra classes, supplemented by course notes and informal counselling programmes are also conducted on comparatively difficult topics. Special practical classes are also taken to clear their doubts and personal difficulties.</p>	
<p>Home assignments of different levels are provided to improve their performance level and boost their confidence in examinations. Film shows, exhibitions, different levels of ICT presentations are regularly conducted for better understanding of the topics.</p>	

2.3.1 Institution ensures **Student centric methods, such as experiential learning, participative learning and problem solving methodologies**

Departments will have to keep record of activities in all the prescribed fields in given format

<p>Experiential learning: The institution strives to ensure a journey from book knowledge and rote memory to understanding of concepts, analysing the implications and application in need based contexts. This is processed by dissemination of curricular content through display of models, U tube videos, and analysis of supportive materials from internet or power point presentations. The examining of theory in practical exploration either in the laboratories or in class room context, based on debate, analysis and discussion is a significant method, practised in this institution.</p>	
<p>Participative learning: Participative Learning complements the students' skills and knowledge. This is built into the framework of the course module. In the programmes of observation days models and posters are prepared and exhibited. Seminar presentation, through ppt by students is ensured. Internship, projects, add on/certificate course training, guidance in Research methodology is regularly practised. Vocational trainings are also arranged by the college for its students.</p>	
<p>Problem solving methodologies: The development of different types of skills necessary for various types of social communication and building of individual career has been the thrust area in the teaching learning activity. The institution has introduced various add on/certificate courses, counselling and grooming programmes for this. There is also the provision of arranging special classes and training programmes by visiting experts and renowned faculties of national and international repute. Field trips, excursions, expositional tours, Social work programmes are regularly arranged to ensure exposure to real life problems and find out on spot solutions.</p>	

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Departments will have to keep record (if possible geo tag pic/ video) of activities in all the prescribed fields in given format, in a regular and systematic way.	
Each department has been provided with good many desktop and laptop computers. The institution ensures the use of following items: a) Smart Class room b) Computer lab c)over head projector d) Voice recorder	
The institution ensures the transaction of teaching learning activities through a) Off line classes b) On line classes c) Power point presentation d) Google class room activities e) Pdf materials f) Supply of e-content g) Audio –visual clips h) Related U tube channels & video/ video clips/movies	
The Institution ensures the transaction of on line classes by keeping a record of those classes (bank of online classes) in Google classroom and sharing the on line links of each such class (Google meet/Zoom etc) with college administration.	
The College Library is fully automated through the open source software ‘KOHA’. 2. RFID based Library Management System operates. 3. The library is connected with all Departments of the College through Intranet. 4. Book search and cataloguing are all electronically done. Users can access the library through Online Public Access Catalogue (OPAC). 5. Access to e-resources like on line journals/e books is provided through N-LIST programme of INFLIBNET.	
The Institution provides the following facilities: <ul style="list-style-type: none"> • Photocopying • Scanning • On line admission • On line payment of fees • On line/blended mode training for add on/Certificate courses On line examination	

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed Academic year)

Departments will have to keep record (for documentation) of Mentoring according to the following steps on the prescribed fields:

- Notification from college
- Application by mentees to departments (Google forms may be used)
- Analysing applications/problems
- Recommending names of mentors by department
- Process of mentoring
- Students feed back

(keep Geo-tagged Pics / GPS Map Camera where possible)

Academic <ul style="list-style-type: none"> • Syllabus components • Study materials • Class Teaching • CIA • Mid Sem and End same Examination • Evaluation process • Result 			
Co-curricular <ul style="list-style-type: none"> • Personal • Psychological • Career • Sports • Cultural/Performing arts • Publication related • Competitions • Grievances • ICC related • Hostel • Scholarship • Anti sexual harassment • Anti ragging cell 			
Any other field			
A report of the total No. Of cases for mentoring, with feedback/satisfaction survey from mentees is to be supplied by every teacher of the department at the end of each semester.			

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Super speciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Initiatives taken by the institution for promoting Research among Teachers

<p>Departments will have to keep record (for documentation) of the assistance gained by individual teachers from the Research promoting initiatives undertaken by the Institution. College will provide Rs. 2000/ teacher for the present assessment period, for taking research initiatives in the prescribed fields.</p>	
<p>Registration Fees for Presenting Research Paper in national/international Seminars/Conferences/Workshops (To be authenticated by the Research committee and approved by the Academic Committee)</p>	
<p>Plagiarism Check Assistance through University Library. (To be approved by the Research Committee and academic committee on the basis of individual application seeking support)</p>	
<p>Registration/ Access in Reputed On line Research Journals (to be authenticated by Academic Committee)</p>	
<p>Felicitation for Doctoral / Post Doctoral degrees or Research Supervision (to be recommended by the department and approved by the Academic committee)</p>	
<p>Research initiatives taken for promoting Research and Research publication and book review publication interest among students (to be authenticate by the Research Committee and approved by the Academic Committee)</p>	

2.5.1 & 2.5.2

Evaluation and assessment techniques and tentative schedules, practised in a systematic way in the departments of the Institution

Departments will have to keep record of all activities in the prescribed fields of this given format	
<p>Continuous Internal Assessment (CIA) and Class Tests are regularly held with prior notification of tentative schedule.</p> <p>Diagnostic tests are taken at the beginning of all SEM classes.</p> <p>Scholarship test is taken at the beginning of each SEM classes in order to provide support under merit cum means system. (Scholarship amount Rs. 300 for Topper student in each Sem.)</p>	
<p>Answer scripts are shown to the students after evaluation for ensuring transparency, and those who require get counselled on a one-to-one basis and all queries met and explained by teachers to them.</p> <p>Peer Check of answer scripts under the guidance of Teachers is often practised. Students Satisfaction record/Feedback on Evaluation is meticulously preserved.</p>	
<p>Besides evaluation, continuous comprehensive assessment is made by teachers through students performance in seminar presentation, debate, class taking, group discussion, use of ICT, Assignments/Google Classroom Assignments, project work, field survey, Excursion/Educational Tour Report and Mentoring. The assessment/evaluation records are analysed in departmental meetings, reports are prepared and preserved in Students' profile and required Guidance is provided.</p> <p>Alumni Career Advancement Record and clearance of exams (NET/SET/GET/Ph. D/ TOEFL/Others) are also preserved in Department</p>	
<p>Course modules in each department provide tentative date/schedule and evaluation process, at the beginning of the semester. For Mid Sem Examination, there is a provision of supplementary examination for medical emergency. After the publication of End SEM result, the institution provides Review opportunities Under University mechanism, for those who require it.</p>	

2.6.1 & 2.6.2

PO, PCO, PSO, Attainment analysis, Student's profile card and Departmental Profile card
With all related data are to be prepared and preserved by each department according to the prescribed format.

Departments will have to keep record of all activities in all the prescribed fields in given format	
In Course Module Expected Programme outcome (PO), Programme Specific Outcome (PSO) are to be declared beforehand. At the end of each semester/Final Semester through questioner and matrix analysis of students feedback (Google form may be used) the real Course Outcome is to be derived. Through analysis of students' feedback Goals for next batch is to be set.	
Students Profile card for each Hons. Student, according to the given format, is to be prepared by the students under the guidance of departmental teachers and these report cards are to be meticulously preserved in department for ready reference.	
Departmental profile cards according to the given format is to be prepared and preserved by each department and supporting Resolutions (for documentation) of works like Departmental meetings, PTM records, Mentor-mentee interaction, Tutorial & remedial Classes internship data etc are to be properly maintained. A book let with all such information and documentary proof of all activities is to be prepared by each department for future verification by NAAC and ready reference.	
Geo tagged Pics (GPS Map Camera) and documents authenticated in proper way are to be preserved with supreme care and sincerity.]	