



INSTRUCTIONS

This questionnaire is designed to make a survey of the basic processes related to quality management efforts in your institution. The survey consists of five sections.

1. General Profile
2. IQAC (Internal Quality Assurance Cell) activities
3. Academic and Research Outputs
4. Student Mentoring and Support System
5. Governance and Innovation

The activities of the institution in the above five sections or in other relevant areas are being surveyed to create a quality profile for the year in relation to institutional vision and goals. The survey results would enable the institution and IQAC to create a quality index profile, which would be a self learning exercise. Apart from the responses to the online survey, in case the NAAC requests for any further evidence, the information may be sent by hard copy. This would enable NAAC to make a diagnostic survey of national higher education scenario and the feedback will be provided to each participating institution. No judgement or categorization on institutional quality is intended.

IMPORTANT

In order to enable institutions to have a preview of the questionnaire, the PDF version is available on the NAAC website.

When answering this questionnaire, please ensure that no question is omitted in order to have a holistic analysis.

This survey does not allow you to have access to the filled-up form, i.e., once the 'done' button is clicked, the information will automatically reach NAAC.

In case you wish to retain printouts of the filled-up questionnaire, please take a printout of each completed page before proceeding further.

MUC WOMEN'S COLLEGE
BURDWAN
ANNUAL REPROT
IQAC
2012 -2013

1. Kindly provide the details of the institution

Name of the institution: Maharajadhiraj Uday Chand Women's College
Year of Establishment of the Institution: 1955
Address Line 1: B.C. Road
Address line 2: Burdwan
City/Town: Burdwan
State: West Bengal
Posatal Code: 713104
Email Address: mucwcburdwan@gmail.com

2. NAAC Accreditation/Reaccreditation Details

Year of Accreditation/Reaccreditation: 2012
Current Grade: B
CGPA: 2.72

3. Institutional Status

Affiliated Permanent

4. Contact Person Details

Name of Head of Institution: Dr. Sukriti Ghosal
Contact Phone: 9434062597
Email: gbodhon@gmail.com
Website URL: www.mucwcburdwan.org
Name of IQAC co-ordinator Munshi Azimbar Rahman
Email: ajimbur@gmail.com

SECTION I

This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building

5. Number of academic programmes existing (Enter a number; 0 for nil)

Undergraduate (BA/BSc/Bcom etc.)	18
Post Graduate (MA/MSc/M.Com. etc.)	01
Research Programmes	09
Certificate Programmes	0
Professional Programmes	0
(B.Tech /M.Tech /B.Ed /M.Ed /Medicine /Pharmacy /Paramedical / Nursing etc.)	
Other value added programmes	01
Any other programme offered (specify)	01

6. Details on Programme Development (Enter a number; 0 for nil)

New programmes added during the year	0
New programmes designed	0
Programmes under revision	0
Interdepartmental collaborative programmes	01
Inter institutional collaborative programmes	01
Number of review committee recommendations implemented (Total)	02
Number of NAAC peer team recommendations implemented	09
Number of UGC/any other expert committee recommendations implemented	0
Number of review committee recommendation under implementation	0
Number of NAAC peer team recommendations under implementation	06
Number of UGC/ any other expert committee recommendations under implementation	0

7. Faculty Details (Enter a number; 0 for nil)

Total faculty strength required as per norms for all programmes	105
---	-----

Total faculty on rolls	78
Faculty added during the year	09
Faculty positions vacant	20
Faculty left during the year	02
Total number of visiting faculty	04
Total number of guest faculty	09

8. Qualification of Faculty

PhD and Above	31
MPhil	16
Masters	22
Any other (Specify)	0

9. Faculty qualification improvement

PhD awarded to existing faculty	02
MPhil awarded to existing faculty	0
Any other degree awarded to existing faculty	0

10. Administrative Staff Details (Enter a number; 0 for nil)

Administrative staff (total sanctioned)	47
Administrative staff (Actual strength)	31
Added during the year of reporting	0
Left during the year	02
Number of posts vacant	16

11. Technical Support Staff Details (Enter a number; 0 for nil)

Technical Support Staff (Total sanctioned strength)	01
Technical Support Staff (Actual strength)	01
Added during the year	0
Left during the year	0
Number of posts vacant	0

SECTION II

This section surveys the quality sustenance and development activities during the year taken up by IQAC. It reflects quality management structure, strategies, and processes which would enhance academic quality of the institution as perceived by faculty, students, alumni, and other stakeholders (social perception of the institution) inline with the vision, mission and goals of the institution.

Establishment details**DD MM YYYY****Year of establishment of IQAC**

18 / 0 1/ 2005

13. Composition of IQAC (Enter a number; 0 for nil)

Number of IQAC members	19
Number of Alumni in IQAC	01
Number of Students in IQAC	01
Number of Faculty in IQAC	11
Number of Administrative Staff in IQAC	01
Number of Technical Staff in IQAC	01
Number of Management Representatives	02
Number of External experts in IQAC	01
Number of any other stakeholder and community representatives	01

14. IQAC Meetings

Number of IQAC meetings held during the year	02
Whether Calendar of activities of IQAC formulated for the academic year	Yes

16. IQAC Plans for Development (Enter a number; 0 for nil)

Number of academic programmes proposed	01
Number of value added programmes proposed	01
Number of skill oriented programmes proposed	01
Number of faculty competency and development programmes proposed	03
Number of other staff development programmes proposed	0
Number of student mentoring programmes proposed	0

Number of co-curricular activities proposed	01
Number of inter departmental cooperative schemes proposed	01
Number of community extension programmes proposed	04
Any other programmes proposed (Specify)	05

17. IQAC Plans for development & Implementation (Enter a number; 0 for nil)

Number of academic programmes implemented	01
Number of value added programmes implemented	01
Number of skill oriented programmes implemented	01
Number of faculty competency and development programmes implemented	01
Number of other staff development programmes Implemented	0
Number of student mentoring programmes implemented	0
Number of co-curricular activities implemented	01
Number of inter departmental cooperative programs implemented	01
Number of community extension programmes Implemented	04
Any other programmes suggested that are implemented (Specify)	05

18. IQAC Seminars and Conferences (Enter a number; 0 for nil)

Number of seminars/ conferences/ workshops organized by IQAC within the institution	0
Number of participants from the institution	0
Number of participants from outside	0
Number of external experts invited	0
Number of external conferences/seminars/ workshops on institutional quality attended	0
Number of events conducted with IQACs of other institutions as collaborative programs	0

19. Did IQAC receive any funding from UGC during the year?

☒ Yes

☐ No

If the response to Qn. 18 is Yes, please provide the amount received from UGC - (Input 0 - if NA/NIL-) Any other source including internal financial support from the management (Specify amount)

Amount Received from UGC Rs.75,000/-

Amount Received from any other source including the college management 0

**21. Any significant contribution made by IQAC on quality enhancement during current year
(Please provide details in bullet format)**

- **Strengthening ICT**
- **Introducing Course Module**
- **Feedback Analysis**
- **Coaching for SC, ST, Minority student**

SECTION III

In this section the events, activities, and outputs in the field of research and academic areas are being surveyed.

22. Academic Programmes

Number of new academic programmes developed or designed by faculty	0
Number of faculty members involved in curriculum restructuring/revision/syllabus development	0
Number of programmes in which evaluation process reformation taken up and implemented	0
Number of active teaching days during the current academic year	222
Average percentage of attendance of students	60%
Percentage of classes engaged by guest faculty and temporary teachers	5%
Number of self financed programmes offered	0
Number of aided programmes offered	18
Number of programmes discontinued during the year	0

23. Whether any systematic student feedback mechanism is in place ?

Yes

24. Feedback Details (If answer to Question 20 is Yes)

Percentage of courses where student feedback is taken	84%
---	-----

25. Is feedback for improvement provided to the faculty?

Yes

26. Faculty Research, Projects, and Publication details for the year

Number of major research projects undertaken during the year	0
Number of minor research projects undertaken during the year	08
Number of major ongoing projects	0
Number of minor ongoing projects	11
Number of major projects completed	0
Number of minor projects completed	01
Number of major project proposals submitted for external funding	0

Number of minor project proposals submitted for external funding	08
Number of research publications in peer reviewed journals	66
Number of research publications in international peer reviewed journals	30
Number of research publications in national peer reviewed Journals	21
Number of research papers accepted for publication in international peer reviewed journals	10
Number of research papers accepted for publication in national peer reviewed journals	5
Average of impact factor of publications reported	01
Number of books published	0
Number of edited books published	0
Number of books (single authored) published	0
Number of books (coauthored) published	0
Numbers of conferences attended by faculty	24
Number of international conferences attended	04
Number of national conferences attended	20
Number of papers presented in conferences	24
Number of papers presented in international conferences	04
Number of papers presented in national conferences	20
Number of conferences organized by the institution	07
Number of faculty acted as experts resource persons	03
Number of faculty acted as experts resource persons – international	0
Number of faculty acted as experts resource persons- national	03
Number of collaborations with international institutions	0
Number of collaborations with national institutions	0
Number of linkages created during the year	0
Total budget for research for current year as a percentage of total institution budget	1.5%
Amount of external research funding received in the year	0
Number of patents received in the year	0

Number of patents applied for in the year	0
Number of research awards/ recognitions received by faculty and research fellows of the institute in the year	0
Number of PhDs awarded during the year	01
Percentage of faculty members invited as external experts/ resource persons/reviewers/referees or any other significant research activities	~10%

SECTION IV

This section deals with Student Mentoring and Support System existing in the institution. This includes student activities, mentoring, and opportunities for development and inclusive practices.

27. Student Details and Support Mechanisms

The total intake of students for various courses (Sanctioned)	4329
Actual enrollment during the year	4070
Student dropout percentage during the year	6%
Success percentage in the final examination across the courses	84%
Number of academic distinctions in the final examination and percentage	106; 10%
Number of students who got admitted to institutions of national importance	14
Number of students admitted to institutions abroad	01
Number of students qualified in UGC NET/SET	08
Number of students qualified GATE/ CAT/ other examination (Specify)	02

28. Does student support mechanism exist for coaching for competitive examinations?

Yes

29. Student participation, if response is yes to Qn. 27

Number of students participated	190
--	------------

30. Does student counseling and guidance service exist?

Yes

31. Student participation, if answer to Qn. 29 is yes

Number of students participated	410
--	------------

32. Career Guidance

Number of career guidance programmes organized	02
Percentage of students participated in career guidance programme	12%

33. Is there provision for campus placement?

Yes

34. If yes to Qn. 32

Number of students participated in campus selection programmes	180
---	------------

Number of students selected for placement during the year	08
---	----

35. Does gender sensitization program exist?

Yes

36. If Answer is Yes to Qn 34

Number of programmes organized	01
--------------------------------	----

37. Student activities

Number of students participated in external cultural events	07
---	----

Number of prizes won by students in external cultural events	05
--	----

Number of cultural events conducted by the institute for the students	04
---	----

Number of students participated in international sports and games events	0
--	---

Number of students participated in national level sports and games events	03
---	----

Number of students participated in state level sports and games events	02
--	----

Number of students participated in university level sports and games events	05
---	----

Number of prizes won by students in international sports and games events	0
---	---

Number of prizes won by students in national level sports and games events	02
--	----

Number of prizes won by students in state level sports and games events	02
---	----

Number of prizes won by students in university level sports and games events	05
--	----

Number of sports and games events conducted by the institute for the students	01
---	----

38. Composition of students

Percentage of Scheduled Caste	11%
-------------------------------	-----

Percentage of Scheduled Tribe	2%
-------------------------------	----

Percentage of other backward communities	4%
--	----

Percentage of women students	100%
------------------------------	------

Percentage of physically challenged	1%
-------------------------------------	----

Percentage of rural students	42%
------------------------------	-----

Percentage of urban students	58%
------------------------------	-----

39. Scholarships and Financial Support

Number of students availing financial support from the institution	521
Amount disbursed as financial support from the institution	Rs. 2, 45,670/-
Number of students awarded scholarship from the institution	01
Number of students received notable national/international achievements/recognition	01

40. Student initiatives

Number of community upliftment programmes initiated by students	09
Number of literary programmes initiated by students	04
Number of social action initiatives based on science / environment initiated by students	02
Number of student research initiatives	04

SECTION V

This section surveys the Governance and Innovation at the institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focused.

41. Whether perspective plan for overall developmental activities is created?

☒ Yes ☐ No

42. If the answer for Qn. 40 is Yes, is the plan implemented and monitored?

☒ Yes ☐ No

43. Whether benchmarking is created for institutional quality management efforts?

☒ Yes ☐ No

44. If the answer to Question 42 is Yes, please list the benchmarking in various areas of development in bullet format

- Correlation between curricula and time schedule
- Module based, ICT oriented Student participatory teaching
- Valid and reliable testing of Progress
- Augmenting Research
- Expanding the umbrella of Student Welfare

45. Is a Management Information System (MIS) in place?

☒ Yes ☐ No

46. If answer to question 44 is Yes, please provide details of MIS applied to

1. Administrative procedures including finance
2. Student admission
3. Student records
4. Evaluation and examination procedures
5. Research administration
6. Others

(enter the respective details corresponding to the serial numbers)

1. All Office works computerized
2. Online submission of admission form
3. Digitization of student undertaken
4. Computer processing of most question papers

47. Existence of learning resource management

e-database in library ☒ Yes ☐ No

ICT and smartclass room ☒ Yes ☐ No

e-learning sources (e- Books, e-Journals) ☐ Yes ☒ No

Production of teaching modules ☒ Yes ☐ No

Interactive learning facilities ☐ Yes ☒ No

48. Internal resource mobilization: Kindly provide the amount contributed

Research R.2, 30,000.00

Consultancy and training NIL

Student contribution Rs. 17, 77,560.00

Alumni contribution Rs. 7,515.00

Well wishers Rs. 72, 733.00

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development Rs. 78, 82,773.00

Amount spent for student welfare Rs. 3, 34,730.00

Amount spent for staff welfare Rs. 6, 08,500.00

50. Is delegation of authority practiced ☒ Yes ☐ No

51. Does grievance redressal cell exist?

	Yes	No
Faculty	<input checked="" type="radio"/>	<input type="radio"/>
Students	<input checked="" type="radio"/>	<input type="radio"/>
Staff	<input checked="" type="radio"/>	<input type="radio"/>

52. Grievances received from faculty and resolved (Enter a number; 0 for nil)

Number of grievances received 01

Number of grievances resolved 0

53. Grievances received from students and resolved (Enter a number; 0 for nil)

Number of grievances received **10**

Number of grievances resolved	10
--------------------------------------	-----------



54. Grievances received from other staff and resolved (Enter a number; 0 for nil)**Number of grievances received** **01**

Number of grievances resolved **01**

55. Has the institution conducted any SWOT analysis during the year

☒ **Yes** ☐ **No**

56. The SWOT analysis was done by internal or by external agency

 **Internal**  **External**

57. Kindly provide three identified strengths from SWOT Analysis (in bullet format)

- Enviably performance of the students (Both present and Ex-students)
- Well appreciated student appraisal of faculty performance
- Team spirit and synergy

58. Kindly provide three identified weaknesses from the SWOT analysis (in bullet format)

- Understaffed department and administration
- Library use of not upto the mark
- Poor consultancy and zero patent

59. Kindly provide two opportunities identified from the SWOT analysis (in bullet format)

- Forward looking mindset of management
- Active support of staff and alumni
- IQAC eager to assume transformative role

60. Kindly provide two identified challenges/threats from SWOT analysis (in bullet format)

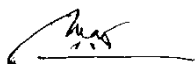
- Unusual delay in filling up teaching and non-teaching posts
- Acute shortage of Teaching Days in the present system

61. Identify any significant progress made by the institution towards achieving the goals and objectives during the year (list below in bullet format)

- Activation of IQAC

62. How do you perceive the role of NAAC in the quality development of your institution (Suggestions in bullet format to be given below)

- NAAC has not only play motivational role but by guiding the institution in matter of benchmarking performance, played a transformative role as well



Munshi Azimbar Rahman
Name & Signature of the Coordinator, IQAC
Date: 28.8.13



Dr Sukriti Ghosal
Name & Signature of the Chairperson, IQAC
Date: 28.8.13



8.**CONCLUDING REMARKS**

This exercise is intended to make a self analysis of the quality development of the institution during the year. The perspective plan and implementation for every year is to be documented and analysed to get a cumulative index for the period of accreditation and reaccreditation. Any substantial changes / initiative in this direction is to be separately listed. The best practices in various areas can be listed as a separate annexure. The data will be used to create a quality profile based on the total score index arrived at and this would help to map the institutions' strengths and areas of improvement.

MAAC will provide feedback and a quality profile based on analysis of your inputs if you desire so.

Thank you for your participation.