



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	M.U.C.WOMEN'S COLLEGE BURDWAN
Name of the head of the Institution	Dr. Banibrata Goswami
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03422533168
Mobile no.	8637863226
Registered Email	mucwcburdwan@gmail.com
Alternate Email	bbratakalyani@gmail.com
Address	B.C. Road, Purba Bardhaman, West Bengal, India, PIN-713104
City/Town	BURDWAN
State/UT	West Bengal
Pincode	713104

<b>2. Institutional Status</b>																															
Affiliated / Constituent			Affiliated																												
Type of Institution			Women																												
Location			Urban																												
Financial Status			state																												
Name of the IQAC co-ordinator/Director			Dr. Sisir Kumar Garai																												
Phone no/Alternate Phone no.			03422533168																												
Mobile no.			9434402692																												
Registered Email			skgarai@gmail.com																												
Alternate Email			sisir_garai@yahoo.co.in																												
<b>3. Website Address</b>																															
Web-link of the AQAR: (Previous Academic Year)			<a href="https://mucwcburdwan.org/data/uploads/iqac-aqar/aqar-2018-19.pdf">https://mucwcburdwan.org/data/uploads/iqac-aqar/aqar-2018-19.pdf</a>																												
<b>4. Whether Academic Calendar prepared during the year</b>			Yes																												
if yes,whether it is uploaded in the institutional website: Weblink :			<a href="http://mucwcburdwan.org/data/uploads/ot_hers/academic_calendear_2019-20.pdf">http://mucwcburdwan.org/data/uploads/ot_hers/academic_calendear_2019-20.pdf</a>																												
<b>5. Accrediation Details</b>																															
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>B+</td> <td>2.64</td> <td>2018</td> <td>26-Sep-2018</td> <td>25-Sep-2023</td> </tr> <tr> <td>2</td> <td>B</td> <td>2.72</td> <td>2012</td> <td>21-Apr-2012</td> <td>20-Apr-2017</td> </tr> <tr> <td>1</td> <td>B++</td> <td>81.05</td> <td>2004</td> <td>16-Sep-2004</td> <td>15-Sep-2009</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	3	B+	2.64	2018	26-Sep-2018	25-Sep-2023	2	B	2.72	2012	21-Apr-2012	20-Apr-2017	1	B++	81.05	2004	16-Sep-2004	15-Sep-2009
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<b>6. Date of Establishment of IQAC</b>			18-Jan-2005																												
<b>7. Internal Quality Assurance System</b>																															
<table border="1"> <thead> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Quality initiatives by IQAC during the year for promoting quality culture																									
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Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
District Level Residential Science Education Camp	23-Jan-2020 3	82
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
MUC Women's College	Major Project	WBDST	2019 730	355000
<a href="#">View File</a>				

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	1
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No
Upload the minutes of meeting and action taken report	No Files Uploaded !!!
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>
Organized science awareness camp for school children
Promotion of environmental awareness and gender equality through continuous work of NSS
Feedback analyses
Academic audit
Provision of Online study materials in college website

[View File](#)

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achievements/Outcomes
<a href="#">Excel File Attached</a>	<a href="#">Excel File Attached</a>
<a href="#">View File</a>	

**14. Whether AQAR was placed before statutory body ?**

[Yes](#)

Name of Statutory Body	Meeting Date
<a href="#">Governing Body</a>	<a href="#">24-Dec-2021</a>

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

[Yes](#)

Date of Visit

[15-Sep-2018](#)

**16. Whether institutional data submitted to AISHE:**

[Yes](#)

Year of Submission

[2020](#)

Date of Submission

[17-Jan-2020](#)

**17. Does the Institution have Management Information System ?**

[No](#)

**Part B**

**CRITERION I – CURRICULAR ASPECTS**

**1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Our Institution is currently having the following mechanisms for effective delivery of curriculum and documentation: • Before the academic session/semester starts in the institution, a number of departmental meetings are held in every department in which subjects are assigned to teachers after discussion with them. • Number of classes for each subject is decided according to the syllabus and credits assigned to each course module. • Each department provides a well-structured Routine for each year /semester classes. • Teachers prepare their complete course modules according to the syllabus allotted and classes available and provide required study materials to the students. • Classes are held according to the schedule under the supervision of

HOD/Departmental-in-Charge/Course Coordinator. • We have a very rich wi-fi enabled campus and a Central Library working on KOHA software with open access system working 8x7 along with rich Departmental Libraries for the benefit of the students. A good number of Journals and magazines are subscribed to by our college. Furthermore, the institution has access to N-List: National Library and Information Services Infrastructures for Scholarly Content, for the promotion of research based teaching and learning. • Various classroom teaching methods based on various needs of different subjects are extensively used for the effective delivery of the curriculum such as:

- o Fourteen classrooms are equipped with either OHP/ LCD projectors or smart boards.
- o ICT-enabled teaching-learning method with different Apps.
- o Sharing of teaching materials through Google Classroom/emails/whatsapp/facebook/ blog, etc. by teachers.
- o Availability of many lecture videos in the Central Library.
- o Seminars, conferences, workshops at both institutional and departmental levels are conducted on regular basis.
- o Paper presentation by the students at departmental level is encouraged.
- o Mentoring by faculties are carried out.
- o Proper and adequate instrumentation facility is given to the students for their practical classes.

• Regular class tests other than university semester examinations, regular assessment & viva-voce in practical classes are done to keep track on the improvement of the students. Remedial and tutorial classes are also conducted as and when required. • Departments maintain the detailed record of the classes, assessments, project reports, etc. The institute also keeps a vigilant eye on results, departmental proceedings and student-needs and keeps record of different activities of the college regarding teaching-learning, development and improvements of different methods of effective curriculum delivery. • The feedback collected from the students and parents for curriculum and suggestions are placed in IQAC meetings. Analysis of all collected feedback is done on the value-based education.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	Nil	Nil	0	0	0

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
No file uploaded.		

#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	English, Bengali, Sanskrit, History, Economics, Philosophy, Political Science, Education, Phys. Edu.	01/07/2019
BSc	Physics, Chemistry, Mathematics, Computer Science, Botany, Zoology, Microbiology, Nutrition	01/07/2019

MA	English	01/07/2019
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### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

## 1.3 – Curriculum Enrichment

### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nil	Nil
No file uploaded.		

### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Botany	48
BA	Geography	52
<a href="#">View File</a>		

## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<ul style="list-style-type: none"> <li>The feedback on teaching-learning and other related activities is collected from the students at the end of each session and for follow-up action on student feedback, the college authority and IQAC play an important role.</li> <li>The feedback of teachers for curriculum and other related activities are taken at the beginning of each session and suggestions are placed in the IQAC meeting. The feedback of the teachers play a major role in the holistic development of the college.</li> <li>The feedback of parents is also taken for the overall development of the college. Their structural suggestions on teaching-learning and other related activities are analysed by the IQAC of the college and necessary measures are taken by the college authority.</li> <li>The feedback of alumni is also taken for the overall development of the college. Besides, there is a permanent alumni body of the college, named Chirayata, that constantly offers suggestions and assistance to the college authority.</li> <li>Example: Students gave feedback that on Saturdays official certificates/ marksheets had not been available. It has been ensured that from the beginning of the new session (2019-20) all these official documents will be issued on Saturdays too, based on prior notification from office.</li> </ul>

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	CHEMISTRY HONOURS	37	407	20
BSc	BOTANY HONOURS	37	613	21
BA	GEOGRAPHY HONOURS	56	1345	37
BA	ECONOMICS HONOURS	63	29	5
BA	POLITICAL SC. HONOURS	72	417	61
BA	PHILOSOPHY HONOURS	81	1179	69
BA	HISTORY HONOURS	97	656	84
BA	SANSKRIT HONOURS	97	1114	78
BA	ENGLISH HONOURS	97	1613	70
BA	BENGALI HONOURS	97	1896	82
<a href="#">View File</a>				

## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1325	21	69	8	8

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
69	69	12	10	10	12
<a href="#">View File of ICT Tools and resources</a>					
No file uploaded.					

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes, the college provides regular mentoring to the students through a well-structured mentoring system. To do so in a methodical manner, the GB has constituted a team of Mentors assigned to take care of the Mentees who

need additional academic help or psychological boosting for better performance. The College IQAC has also prepared a Mentee Response Form to collect the data of mentees. The Forms have questions on specific needs of the students and the teachers concerned (Mentors) are able to group the students accordingly after going through their responses (as stated by them in these forms). Thus, mentoring is done in a need-based manner.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1346	69	1:20

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
71	69	4	1	34

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Dr Anupama Chowdhury	Associate Professor	Was awarded DKIRF Achievement Award 2020: Leading Educationist of India, APPROVED BY GOVT. OF INDIA, ISO 9001: 2015 CERTIFIED 12AA, 80G APPROVED
2020	Dr Anupama Chowdhury	Associate Professor	Was awarded International Multidisciplinary Research Foundation BEST LITERARY AWARD-2020, APPROVED BY GOVT. OF INDIA, (awarded by C R Reddy College, Eluru, AP and IMRF) in the INTERNATIONAL CONFERENCE ICLEI 2020 held on 28.02.2020-29.02.2020
2020	Dr Anupama Chowdhury	Associate Professor	Was awarded Certificate of Gold Medal Achievement by Alison (Ireland) University of Texas at Austin for the Advanced Diploma in French, MOOC, 2020. (International)

[View File](#)

## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MA	ENG	SEM 2	02/12/2020	10/03/2021
MA	ENG	SEM 4	09/10/2020	21/10/2020
BSc	BSH, BSP	SEM 6	13/10/2020	29/10/2020
BA	BAH, BAP	SEM 6	13/10/2020	29/10/2020
No file uploaded.				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The following reforms in Continuous Internal Evaluation system have been initiated at the institutional level: • Introducing Diagnostic Test for all Honours students at the beginning of the session • Diversifying mode of Internal Assessment- varying from preparing Projects, completing assignments to written tests • Using Computer based tests in some subjects through customized software • In subjects like English, testing oral communicative skill in addition to what is given in the syllabus • Preferring short answer type questions for such tests so that students are compelled to develop the habit of both intensive and extensive reading • In case of paper setting, questions are set from the entire portion covering the syllabus so that the learners find it difficult to skip an area • Arranging Supplementary Test for those who missed a test on the specified date for any reason • Showing test scripts to learners so that they can find where they have gone wrong and learn a subject more attentively.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Keeping in focus the Annual University Calendar prepared by the Inspector of Colleges, every year usually in the month of July, the institution publishes its Academic Calendar. It not only enlists State and National holidays but also clearly mentions the number of Working Days and the number of Teaching Days available in the specific academic session. It also includes the tentative dates of commencement of classes of each Semester, the date of Internal Assessment as also the dates of Semester-End examination. The Academic Calendar is strictly adhered to and generally, except in times of General Election (Assembly or Parliamentary), no deviation is possible. This strict adherence to the Academic Calendar enables the faculty to structure out a well-defined academic planning for smooth curriculum delivery much ahead of each session.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://mucwcburdwan.org/data/uploads/course-outcome/analysis-pso-po-co.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year	Number of students passed in final year examination	Pass Percentage
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			examination		
Excel file uploaded	Nill	Excel file uploaded	993	992	100
<a href="#">View File</a>					

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.mucwcburdwan.org/index.php?id=feed-back>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	730	WBDST	6.8	3.55
No file uploaded.				

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NA	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NA	NA	Nill	NA
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NA	NA	NA	NA	Nill
No file uploaded.					

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
1	2	3

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)

International	Excel sheet uploaded	35	3.15
<a href="#">View File</a>			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Excel sheet uploaded	21
<a href="#">View File</a>	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nill	Nill	Excel sheet uploaded	2020	Nill	Nill	Nill
Nill	Nill	Excel sheet uploaded	2019	Nill	Nill	Nill
<a href="#">View File</a>						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Excel sheet uploaded	Nill	Nill	2020	Nill	Nill	Nill
Excel sheet uploaded	Nill	Nill	2019	Nill	Nill	Nill
<a href="#">View File</a>						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	3	1	Nill
Presented papers	6	Nill	1	2
Resource persons	Nill	Nill	Nill	Nill
<a href="#">View File</a>				

### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/	Number of teachers	Number of students
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	collaborating agency	participated in such activities	participated in such activities
<b>Nil</b>	<b>Excel sheet uploaded</b>	<b>Nil</b>	<b>Nil</b>
<a href="#">View File</a>			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
<b>NIL</b>	<b>NIL</b>	<b>NA</b>	<b>Nil</b>
<b>No file uploaded.</b>			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
	<b>Excel sheet uploaded</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>
<a href="#">View File</a>				

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
<b>Nil</b>	<b>Nil</b>	<b>NA</b>	<b>00</b>
<b>No file uploaded.</b>			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
<b>NIL</b>	<b>NA</b>	<b>NA</b>	<b>Nil</b>	<b>Nil</b>	<b>NA</b>
<b>No file uploaded.</b>					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
<b>NA</b>	<b>Nil</b>	<b>NA</b>	<b>Nil</b>
<b>No file uploaded.</b>			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
9978542	10530000

#### 4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Classrooms with Wi-Fi OR LAN	Existing
No file uploaded.	

#### 4.2 – Library as a Learning Resource

##### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Partially	21.05.05	2010

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	32344	5013366	137	81576	32481	5094942
Reference Books	14472	3966896	195	222641	14667	4189537
e-Books	195853	Nill	Nill	Nill	195853	Nill
Journals	42	20053	Nill	Nill	42	20053
e-Journals	6293	Nill	Nill	Nill	6293	Nill
Digital Database	Nill	Nill	Nill	Nill	Nill	Nill
CD & Video	366	Nill	Nill	Nill	366	Nill
Library Automation	1	531538	Nill	Nill	1	531538
Weeding (hard & soft)	3491	30000	Nill	Nill	3491	30000

Others(s pecify)	25	Nill	Nill	Nill	25	Nill
No file uploaded.						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NA	NA	Nill
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwidt h (MBPS/ GBPS)	Others
Existin g	116	5	2	2	1	14	58	2	0
Added	9	2	1	0	0	0	6	0	0
Total	125	7	3	2	1	14	64	2	0

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

2 MBPS/ GBPS
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##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No	Nill

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
1560000	2825702	5040000	3897535

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Maintenance: Necessary Budgetary allocation is made every year under the head "Repairing Maintenance". The Repairing Head is mainly utilized for the purpose of repairing damaged portion of the building or any other physical infrastructure that is repairable. Maintenance allocation is mainly utilized for maintenance of computers and electronic gadgets, water purifiers, generators, plumbing lines and maintenance of all kinds of microscopes. Besides, the Building Committee of the college takes special care to ensure the overall maintenance of the college building in order to ensure that the physical infrastructure remains usable despite annual depreciation. For the maintenance of smart classrooms, aqua guards (water purifier with cooling

facility), solar power system and rooftop solar water-heating systems in hostels the college has signed AMC (Annual Maintenance Contract) with a local agency. To ensure proper maintenance of computers, the college has made a contract with a Computer vendor following the proper norms and procedures. The maintenance of the generators is done through outsourcing in the college office, departments and hostel campus. The maintenance of laboratory equipment is done through help of the faculties and external experts, if necessary. In other cases the office refers the matter to the IT committee, Building Committee or Purchase Committee, as the case may be, and the respective committee takes initiative to redress the complaint expeditiously. For maintenance of power line and electrical goods, the college takes the help of an electrician whose service may be requisitioned around the clock. Wooden furniture like chairs, tables, desks, high and low benches, and platforms are repaired and painted/polished as and when required by enlisted carpenters and painters. During university examination the college appointed electrician is paid separately for being physically present to render service during exam hours. The college has also framed a policy to select mason along with helper and plumber to carry on masonry works and plumbing related works in order to ensure proper and timely infrastructural maintenance. Utilization: In the Time Table, classes are allotted consulting the non-occupancy of a particular room in a particular period for making optimal use of the lecture theaters, avoiding overlapping of classes. Since the equipment at hands are not ideally proportionate to the huge number of students, the institution has followed the log book system to facilitate the optimal use of gymnasium equipment and computers available for NET browsing and developing communicating skills by the students (as introduced in previous years). The Central library of our institution has restricted the number of borrowings and also fixed the date of return to ensure proper circulation of books for a better circulation and utilization of books. To avoid rush, departmental libraries have been furnished with essential collections to supplement the use of Central Library. The paucity of 10 Smart Classrooms in 10 departments is redressed through sharing and rotating the facility within the departments. In case of science departments having practical component of interdisciplinary nature, one department is asked to use the facility created for other departments for running of its practical classes.

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## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	FREE STUDENTSHIP	44	39600
Financial Support from Other Sources			
a) National	KANYASHREE SWAMI VIVEKANANDA MERIT CUM MEANS SCHOLARSH IPOASISMINORITY AYKOSHREESITARAM JINDAL SCHOLARSHIPR ASHTRIYA SANSKRIT SANSTHA	2789	30770500
b) International	NIL	Nill	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Bridge Course	02/07/2019	1346	Institutional
Mentoring	02/07/2019	1346	Institutional
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	NIL	Nil	Nil	Nil	Nil
2020	NIL	Nil	Nil	Nil	Nil
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	7

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Bajaj capital insurance broking ltd.	7	2	ICICI bank WBSSC WBPSC W.B. Police India Post IBPS RRB India Post WBPSC, Finance Department Govt. Of West Bengal ESIC Sripur girls high school Nakraconda high school, Birbhum	50	14

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### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	197	Excel File Attached	Excel File Attached	Excel File Attached	Excel File Attached
<a href="#">View File</a>					

### 5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	4
SET	3
GATE	1
Any Other	6
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### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
NIL	NIL	Nill
No file uploaded.		

## 5.3 – Student Participation and Activities

### 5.3.1 – 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	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Prasar Bharati, All India Radio, Kolkata	National	Nill	1	NA	Shreya B hatterchar jee
<a href="#">View File</a>						

### 5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The constitution of Students' unit has been pended by the State Government for the last few years. In 2019-20, when there was no students' council, different demands of students like grant of Free Studentship, waiving of some other fees of learners belonging to Economically Weaker Section etc. were used to be presented before the college authority by students' representatives. Students' unit of the college plays an important role in making various institutional programmes successful such as felicitating the new batch of learners on the occasion of Freshers' Welcome function, celebrating the Teachers' Day on 5th September, motivating students for participation in Literacy Campaign, organising departmental Stall Competitions, organizing annual college fest called Jagriti, collecting writings from students for the college magazine Esona, ensuring student participation in Blood Donation Camps, observing the Independence Day and the Republic Day, enrolling students for annual literary

competitions and sports meet and organizing the Saraswati Puja festival in the college premises.

## 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The alumni association of college is named as Chirayata. It was formed in 2003. The association is registered and Mrs Shanti Bandyopadhyay, the Secretary of the Association, is one of the students of the first batch of undergraduate course to step into the college in the year of establishment of the college in 1955. The association is very active and generally meets on alternate Saturdays of every month. Notable among the praiseworthy activities which the association is performing over the decade are – • Organization of Health Check-up Camp for students • Organization of student sensitization Programmes • Cultural function with the Otherwise Able children • Felicitation of Senior Citizens • Tree plantation and cultural program in Destitute home for girls • Celebration of Independence Day, birthday of Swami Vivekananda etc. in District Correctional Home • Organization of seminar in college. The association also contributes some donation to the college almost every year and bears the fees of four students, two from humanities and two from science disciplines. The visit of the association to the district correctional home and conduction of various activities for sociocultural rehabilitation of the female inmates of the home has already been appreciated by the district administration. The alumni association of our college, Chirayata, is pursuing dedicated commitment towards our society till date.

5.4.2 – No. of enrolled Alumni:

656

5.4.3 – Alumni contribution during the year (in Rupees) :

10000

5.4.4 – Meetings/activities organized by Alumni Association :

Meeting: 08 and Activities: 12

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

**Practice 1 (Decentralization and participative management of Examination):**  
During the pandemic, Burdwan University issued a notification to all of its affiliated colleges for conducting the online examinations of the college students and evaluating their scripts within the stipulated time provided by the university. Burdwan University also published an examination schedule. The Principal of this college, instead of monopolizing the responsibility, distributed the work in a decentralized way, while ensuring the participation of the entire teaching community. The Principal forwarded the notice of Burdwan University to both the Conveners of the Examination Committee and the Secretary of the Teachers' Council. To facilitate the entire work in a proper decentralized way, the Principal did not intrude into the functioning of the Examination Committee and the Teachers' Council. Accordingly, a general meeting of all the teachers concerned was convened, the problem thrashed out in details, and work was further decentralized, and the responsibility of conducting the examination of different subjects was entrusted upon the departments concerned. The departmental Heads/In-Charges redistributed the job

among his/her faculty members. Question papers were uploaded both in the college website as well as the whats app groups of different courses. Students were required to submit their answers after scanning their scripts and making PDF files of them to the email IDs created by the Department concerned. The examiners concerned would monitor the submission of the scripts of a particular paper within the stipulated time. After evaluation of the scripts, the marks were sent to the Teachers in-charge of marks uploading system who preserved it in the specific email ids created for this.

**Practice 2 (Decentralization and participative management of Saraswati Puja):** The worship of Saraswati, the goddess of knowledge and learning, is observed with festive fervor in most of the academic institutions of West Bengal, and our college is no exception to it. This is a programme observed through the sole responsibility of the Students' Union. The only involvement of the administration lies in the allocation of funds for the purpose. Neither the administration nor any individual teacher intrudes into the independent functioning of the students. One may be amazed to find how the students decorate the goddess with ornate embellishment, how they hire the priest, how they arrange the entire thing with pomp and festive splendor. The students also arrange a cultural and aesthetic exhibition for all. After the Puja, the students arrange a treat for all and the teachers and non-teaching staff are also invited. This particular event bears testimony not only to an excellent decentralized participatory management of this college, but also speaks volumes for the leadership quality of our students.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Reshuffling Subject Clusters for general students and General Subject Options (GE) for Honours course students to make the courses more attractive to students. Students are especially attracted to study English Honours course since there is a provision to study English PG in this college.
Industry Interaction / Collaboration	NIL
Human Resource Management	The Career-Counselling Cell organizes programmes for training and placement of the students. The Communicative English programme is managed by the Career-Counselling Cell. Apart from this, the college also promotes initiatives for establishing Equal Opportunity among the learners. Students are regularly sensitized about gender equality and social opportunities for women. This is also highlighted in the observation of International women's day (8th March). Students express their love and affection for the mother tongue through numeral programmes and activities when

	they celebrate International Mother Language Day (21st February).
Library, ICT and Physical Infrastructure / Instrumentation	a) Furnishing Library with Semester Specific Books in all subjects, b) Preserving old question papers in all subjects, for the use of students c) Motivating teachers to take maximum number of classes in Smart Classrooms and to use recorded classes and PPT during online teaching. d) Offering extra access to library facilities before the exams. Students are allowed to borrow an extra book before their exams.
Research and Development	a) Motivating more teachers to get recognized as research guide and publish articles in UGC approved journals or books or chapter in books with ISBN. b) Motivating teachers to apply for Minor and Major Research Projects, DST and other govt. and non govt. fellowships. c) Regular annual publication of the Peer-Reviewed research journal of the college JAST.
Examination and Evaluation	a) Taking Diagnostic Tests to identify the background of students in terms of slow, average advanced learners. b) Taking Class tests and Mid-Term Internal Examinations c) Showing the scripts to students to help them understand their errors.
Teaching and Learning	a) In order to bridge the gap between secondary and college curriculum, the college arranges induction classes at the beginning of 1st semester. b) Seminar presentation by Honours Students for cultivation of Student Centric mode of Teaching Learning. c) Ample use of Smart classrooms and more use of power point presentations to facilitate effective classroom teaching. d) Seminar presentation by students to ensure student-centric learning and teaching, and promote self-reliance among students. e) Special/Remedial/Tutorial classes for slow learners after the completion of the syllabus allotted to a teacher. f) The college has taken initiative to introduce interdisciplinary studies by allocating teachers of one department to take class in other departments as and when required. g) Providing students with ample study materials in addition to whatever is available in the library.

Curriculum Development	Being an affiliated college of Burdwan University, our college teachers do not have the prerogative of preparing its own curriculum. But it is done in the following ways. a) The college teachers participate in the Workshop meant for syllabus formation and offer their suggestions. b) The college teachers do offer suggestions to the UGBS to rectify the syllabus with ample justification, and the syllabus of English (Honors) was changed at the recommendations sent by the faculty members of this college. c) College teachers who are direct members of UGBS and PGBS play a crucial role in forming and regulating the curriculum.
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6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	No separate software for Planning and Development exists. However during lockdown several online meetings have been arranged to address issues like examination, admission and related planning and development areas.
Administration	The Administration promotes e-governance and minimizes dependence on paper. Notices, NIT, Results are published on website and GB resolutions are circulated digitally. As first step towards fuller administrative e-governance, the Library has been fully computerized.
Finance and Accounts	Finance and accounts are controlled using specific software. Salary bill is processed using PFMS for central grants and IFMS for state grants.
Student Admission and Support	Admission through online system is in practice. Students need not come to college before admission. On notified date the system is activated and category wise seats are declared. Students submit form online and category wise merit list is also published online. Eligible candidates make payment through e-payment mode and report to college on the date of commencement of class for verification of documents and getting college Roll number. High rate of students admission prove that the admission process is satisfactory.
Examination	Registration, course wise enrolment for each semester and submitting

examination Form is done online through dedicated Student portal. Even Post publication Review/ Scrutiny form is to be submitted by each student in online mode. In addition to this, during lockdown, online examination system was introduced in the college under the governance of university and government notification.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	NIL	NA	NA	Nill
2019	NIL	NA	NA	Nill
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	NIL	NA	Nill	Nill	Nill	Nill
2020	NIL	NA	Nill	Nill	Nill	Nill
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	1	25/06/2019	08/07/2019	14
Refresher Course	2	12/09/2019	25/09/2019	14
Orientation Course	1	17/01/2020	06/02/2020	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
5	5	Nill	Nill

### 6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Puja Advance	Puja Advance and Exgratia	Half free, Full free opportunities for economically weaker section (Selected candidates))

## 6.4 – Financial Management and Resource Mobilization

### 6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The External Audit of the institution is done by DPI appointed Govt. auditor. Audit for the Financial Years 2019-20 has been completed. Internal Audit is done mainly of all separate grants received from funding agencies like UGC, RUSA, DST.

### 6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
PC Chandra Jewelers, Alumni (Chirayata), Auction, Bank interest	210000	Library Renovation and Upgradation
<a href="#">View File</a>		

### 6.4.3 – Total corpus fund generated

552621.00

## 6.5 – Internal Quality Assurance System

### 6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

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

### 6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

There is a fixed date (28th July, the college Foundation Day) for faculty meeting with parents. • Parents of learners come to college and give their feedback on institutional performance and their expectation from the institution. • This feedback and the points raised are kept in focus, and the college tries its utmost to implement the suggestions.

### 6.5.3 – Development programmes for support staff (at least three)

The college periodically arranges Staff Development Programmes for the Support Staff. This is mainly an initiative to promote and update Computer Knowledge of the support staff. During the Academic Session 2019-20, no such programme was held.

### 6.5.4 – Post Accreditation initiative(s) (mention at least three)

a) On the basis of recommendations of the Peer Team, the college took certain initiatives which however were severely challenged by the pandemic. b) Even within lockdown ROPA 2019 was introduced and the college completed the new pay fixation process of all its employees. c) Necessary steps were taken to provide

students with online class system and soft copies of study materials were circulated.

#### 6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

#### 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	NIL	Nil	Nil	Nil	Nil
2020	mentor-mentee program	11/07/2019	15/07/2019	30/06/2020	1346
<a href="#">View File</a>					

### CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

#### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
NIL	Nil	Nil	Nil	Nil

#### 7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
a) Environmental Consciousness and Sustainability is maintained through regular plantation of saplings. b) Students are being periodically made aware of the import of energy conservation, both through written notifications and verbally. c) The old lamps and bulbs are replaced by their LED counterparts to save electricity consumption. d) Students are instructed to switch off the fans and lights after their classes. e) The AC-operated rooms were usually run by solar energy produced by the college's solar panels to supplement the normal electric system, before the Covid pandemic. f) Even the water-heating facility provided to the three hostels is run by the same solar energy.

#### 7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	Nil
Provision for lift	No	Nil
Ramp/Rails	No	Nil
Braille Software/facilities	No	Nil
Rest Rooms	Yes	Nil
Scribes for examination	Yes	Nil

Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nil	Nil	Nil	Nil	00	NA	NIL	Nil
No file uploaded.							

#### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NIL	Nil	NIL

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
NIL	Nil	Nil	Nil
No file uploaded.			

#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

a.) Special care is invested on plantation of saplings in the open spaces
b.) Wednesday was observed as a "No Vehicle Day" to offer a good gesture on the part of the college to check the emission of carbon in the college campus.
c.) Plastic plates and cups have been banned for use in the college canteen
d.) Smoking is strictly prohibited in the main offices, staff room, auditorium, etc. Although the college has not been able to form a separate smoking zone for smokers, it has a plan to create one in the future.
e.) In order to play a more positive role in replenishing ground water level, a well has been dug and all the pipes of the four storied Golden Jubilee building have been linked to the well. Whenever there is a shower, rain water is harvested and flown into the well to recharge ground-water level.

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

<p><b>Best Practice-1: Stall Exhibition during Annual Cultural Fest Jagriti-</b> Practice presupposes the continuation of a previous habit. Our college has a long tradition of observing its annual cultural fest "Jagriti". One of the best practices adopted by the college is the Departmental Stall Exhibition organized by various departments. During college fest Jagriti, students of each department prepare charts, posters, models on a socially relevant topic of their discipline and decorate individual 'stalls' around the fest spot. The college allocates a certain amount of money to every department for preparing these stalls. The remaining expenditure, if any, is usually shared by the</p>
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teachers of a department. These stalls are kept open for exhibition for 2 days. Each department selects a host of dedicated learners for this purpose from whom three/four advanced learners act as demonstrators. The demonstrators interact with stall-visitors, explain and illustrate the contents of charts/models and satisfy their queries. On the second day of this exhibition 2 external judges are invited to judge on the excellence of these stalls. Judgement is meted out on the basis of a few criteria like the relevance and utility of the topic, the content, the treatment and presentation of the topic, etc. Out of these 2 judges one usually belongs to the Humanities discipline, and the other to the Science discipline, so that judgement can properly be done to stalls of both Humanities and Science. The college creates a wonderful scope for the creation and sharing of knowledge through this Stall Exhibition. Moreover, it also generates awareness of the burning contemporary issues. Finally, it conduces to the leadership quality among our learners.

**Best Practice-2: Providing Ample Study Materials to Learners in the Online Classes during Lockdown:** The session 2019-2020 was unprecedented in recent human history, inasmuch as the entire world had fallen a prey to the dreadful Covid 19 virus which took the toll of a few millions throughout the world. Added to the pandemic was the prolonged lockdown which started in March 2019. Thus, it was a real challenge to do justice to our learners during this pandemic. Since the pandemic and lockdown had virtually made it impossible for us to continue an old practice, we had to think of initiating a new healthy practice to be retrieved in future, if the situation so demands. When physical survival itself was a primary challenge, the teachers of this college took the noble mission of reaching out to their learners and equipping them with the best learning resources. With this noble endeavour, the HODs formed different whatsapp groups for the different courses. The timetable was prepared, and the syllabus was distributed among different colleagues. The teachers concerned used to send link to their respective students' group prior to their classes. The teachers would not only take online classes, they would provide ample study materials to students who could not physically avail themselves of those classes. These study materials comprise materials in MS word files, PDF files, Audio clips, PPT presentations, video-clips, providing weblinks for further studies, etc. A few teachers would take classes as per their convenience, and even on holidays and at evenings. PDF versions of important text books unavailable at the market or inaccessible during lockdown were also provided to the learners. Thus, through this practice of providing ample study materials to learners during the lockdown, the teachers of this college served their primary stakeholders, the students, in a significant way.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The only college in the East Burdwan, M.U.C. Women's college has been committed to the dissemination and promotion of women's education since its inception in 1956. Since the college is located in the midst of a purely agricultural belt, and once known as the food bowl of our state, and since this area is bereft of industries, plants and factories, pure education and forming a solid basis of education were the two key features of this college which believes that empowerment of women can only be ensured through education. But sometimes, despite our best endeavours and intentions, we have to face unfortunate cases of dropouts the reason for which is possibly financial straitened condition. The college has taken the following measures to address the problems of dropouts: ?

Granting freeship to all applicants ? Free Boardership for poor students ? Fees waiver at the time of Admission ? GB decision to waiving the entire Course fee of BPL students ? Special financial assistance to students who cannot collect examination fee ? Creation of special Endowment Fund ? Creation and utilization of Student Aid Fund from Session Charge Collection ? Utilization of alumni contribution to college to help the distressed students

Provide the weblink of the institution

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

### **8.Future Plans of Actions for Next Academic Year**

Since due to Covid-19 pandemic, institution is in prolonged lockdown state, hence main focus of future plans of actions for next academic year 2020-2021 are on the slow but steady development of an effective online and / or blended mode of working environment. These future plans are as follows: 1. Ensuring much more use of technology in class teaching and evaluation process 2. Remodeling of existing college website 3. Maximizing the use of ICT enabled teaching-learning resources 4. Holding regular online/offline class tests for students 5. Yearly Publication of Multi-disciplinary journal JAST 6. Regularize Academic Audit (online class report) 7. Preparation of PO-PSO-CO and matrices for CBCS 8. CO-Attainment analyses at the end semester 9. Policy framing for Online Internal Assessment 10. Uploading modules of CBCS syllabi at College website 11. Organization of webinars by various departments, NSS and Women Study Centre 12. Adoption of online purchase policy and digital mode of payment system