



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		M.U.C.WOMEN'S COLLEGE BURDWAN
<ul style="list-style-type: none"> • Name of the Head of the institution 	Dr Banibrata Goswami	
<ul style="list-style-type: none"> • Designation 	Principal	
<ul style="list-style-type: none"> • Does the institution function from its own campus? 	Yes	
<ul style="list-style-type: none"> • Phone no./Alternate phone no. 	03422533168	
<ul style="list-style-type: none"> • Mobile no 	8637863226	
<ul style="list-style-type: none"> • Registered e-mail 	mucwcburdwan@gmail.com	
<ul style="list-style-type: none"> • Alternate e-mail 	bbratakalyani@gmail.com	
<ul style="list-style-type: none"> • Address 	B.C. Road, Purba Bardhaman, West Bengal, India, PIN-713104	
<ul style="list-style-type: none"> • City/Town 	BURDWAN	
<ul style="list-style-type: none"> • State/UT 	West Bengal	
<ul style="list-style-type: none"> • Pin Code 	713104	
2.Institutional status		
<ul style="list-style-type: none"> • Affiliated /Constituent 	Affiliated	
<ul style="list-style-type: none"> • Type of Institution 	Women	
<ul style="list-style-type: none"> • Location 	Urban	

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Burdwan University				
• Name of the IQAC Coordinator	Dr Sisir Kumar Garai				
• Phone No.	03422533168				
• Alternate phone No.	03422533168				
• Mobile	9434402692				
• IQAC e-mail address	skgarai@gmail.com				
• Alternate Email address	sisir_garai@yahoo.co.in				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://mucwcburdwan.org/data/uploads/iqac-aqar/aqar-2019-20.pdf				
4.Whether Academic Calendar prepared during the year?	No				
• if yes, whether it is uploaded in the Institutional website Web link:					
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	B+	2.64	2018	26/09/2018	25/09/2023
Cycle 2	B	2.72	2012	21/04/2012	17/04/2020
Cycle 1	B++	81.05	2004	16/09/2004	15/09/2009
6.Date of Establishment of IQAC			18/01/2005		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Faculty (Dr Pritam Chattopadhyay)	Industrial project	BIRAC	202- and duration 18 months	15	
8.Whether composition of IQAC as per latest			Yes		

NAAC guidelines		
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 		
9.No. of IQAC meetings held during the year	2	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
Department wise Webinars and on women empowerment		
Applying technology in class teaching		
Academic Audit (online class report)		
Preparation of PO-PSO-CO and matrices for CBCS		
CO-Attainment analyses in the end semester		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
Uploading modules of CBCS syllabi at College website	Implemented
Intensification of use of ICT in class room	Implemented
Holding regular online class tests for students	Held regularly
Applying technology in class teaching	10 smart class rooms have been used
Academic Audit (online class report)	2020-21 audited and submitted to BU
Preparation of PO-PSO-CO and matrices for CBCS	PO-PSO-COs prepared
CO-Attainment analyses in the end semester	Done following the Bloom's Taxonomy
Online Internal Assessment	Google forms used
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Governing Body	24/12/2021
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
Nil	24/12/2021

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	16
File Description Data Template	Documents View File
2.Student	
2.1 Number of students during the year	3249
File Description Institutional Data in Prescribed Format Institutional Data in Prescribed Format Institutional Data in Prescribed Format Institutional Data in Prescribed Format	Documents View File View File No File Uploaded No File Uploaded
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	978
File Description Data Template	Documents View File
2.3 Number of outgoing/ final year students during the year	1089
File Description Data Template	Documents View File
3.Academic	
3.1 Number of full time teachers during the year	102
File Description Data Template Data Template	Documents View File No File Uploaded
3.2 Number of sanctioned posts during the year	110
File Description Data Template	Documents View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	54
4.2 Total expenditure excluding salary during the year (INR in lakhs)	33.72357
4.3 Total number of computers on campus for academic purposes	101

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

- In the beginning of the academic session/semester several 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 material to distribute among the students according to the syllabus allotted and classes available.

- Classes are held according to the schedule under the supervision of HOD/Departmental-in-Charge/Course Coordinator.

- We have a wi-fi zone 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. 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.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://drive.google.com/drive/folders/1C_0ZR7NEg6p8aRnStuutVyXvzIbPVnt9?usp=sharing

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

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 lists 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 date 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. The purpose of strictness in adhering to the Academic Calendar is enabling the faculty to make academic planning well ahead for smooth curriculum delivery. However, in the session 2020-2021, the Academic Calendar could not be designed, since the academic calendar supposed to be provided by the affiliated University following which our calendar was used to be prepared in previous academic sessions had not been provided in this academic session due to prolonged lockdown. We have followed the verbal instructions of BU officials keeping in focus the academic calendar issued by the UGC for 2020-21 session.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://mucwcburdwan.org/data/uploads/notice-2021/notice-040-03042021.pdf

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University

Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

5

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

1

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

40

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The institution constantly makes the teaching and non-teaching staff aware of professional ethics. The five Graduate Attributes of the college – Gender Equality, Communal Harmony, Dignity of Labor, Social Accountability, Scientific Temper –embrace human values. The institution has Our Voice: Wing for Women Empowerment to sensitize students about gender and equal opportunity through webinars and talks, and to promotes human values and rights among students with the help of its Academic and Social Counselling Subcommittee as well as Student Aid and Legal Support Subcommittee. Students are also sensitized about energy conservation through notification . They are asked not to switch on all fans and light of a room when there are fewer students present there. Nonteaching staff periodically deployed to check whether all fans and lights of empty rooms have been switched off. College has replaced traditional lamps and tubes with LED lamps. All the AC systems installed are supplied with solar power harvested by solar panels. The three hostels have Water heating systems, all running on solar power. The college not only uses solar power has taken steps to install Net Metering System to outflow the unused power to the grid for replenishing the energy sources.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**11**

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships**3249**

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	http://www.mucwcburdwan.org/index.php?id=feedback
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://www.mucwcburdwan.org/index.php?id=feedback

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

1543

2.1.1.1 - Number of students admitted during the year

1302

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

486

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Assessment of learning levels: To assess the competence-level of the learners, each department conducts diagnostic test that aims at testing the basic knowledge base of a learner.

Organizing special programmes: Arrangement of Bridge Course for the slow learners is done. Special tutorials are held to lift the information level of learners to the expected standard. It conjointly stimulates learner-interest within the domain information and motivates her to attend category with bigger involvement. The institution also plans to confirm that the advanced learners get full support to explore their potentials. Special programmes for advanced learners are issue of additional book from the college library, keep provision of seminars, book review, stall demonstration at departmental level.

To equip the learners with a basic plan of the utility of the library the institution has introduced a library orientation program for all students. At library induction session, the librarians, make them alert to make the most effective use of the library.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/18JmMpvBR0wYZKdafnZiNAkS_72Yhe_ZQ/view?usp=sharing
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
3249	102

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Teachers have successfully adopted a more rewarding student-centred approach in teaching which includes Seminar Presentation by the learners, Summing-up of class-lectures, Annual Stall-Exhibition and Demonstration, Home Assignments, Field-Survey, making Charts/ Posters on relevant topics, Quiz competition and Publication of Wall-magazine etc.

Experiential learning is promoted by Analysis of experiments in laboratories (Science departments), Post viewing Discussion on a video clip/ performance (Literature departments), Data Analysis after field survey (Geography and social science departments), Evaluating films shown to promote awareness (mostly Social Science departments) etc.

Participative learning is ensured in the following ways viz. Opinion exchange programs (Social Science departments), Participation in Youth Parliament (Political Science Departments), inter college Quiz Competition (Social Science and Science departments), Presentation by students in stall exhibition (All departments), participation in Field Survey (Social Science departments) etc.

Problem-solving learning issue is addressed by asking students to resolve a problem that involves fundamental understanding (all departments).

The bulk of academics resort to audio-visual aids like use of good schoolroom and projectors in teaching. Sustained cultivation of those student-centric modes of teaching, fittingly adopted by individual academics for syllabus transaction, is expected to change the role of students from passive listeners to active participant and to create an environment of self-learning.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://forms.gle/ipAhGM6vmZnBtzeN9

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college takes the challenge of supporting effective teaching-learning method to progressively institutionalize the student-centric methodology of teaching and has inspired the educators to use ICT enabled tools more often than before.

e-Resources generation: Both collection with judicial processing as well as recording and subsequent editing of voice clips, animated and non-animated video clips, lecture videos are done using various tools viz Smart classrooms (~11 in number) with basic editing software. Transportable document camera is employed for digitalization of books in order that those are often shared via on-line. Virtual classroom is additionally used for making online resources such as, lecture videos with PowerPoint presentations.

Other various e-resources developing tools adopting newer technologies are demonstration through digital microscope, LED projector, laptop and multimedia PC, PC-free LED projector for easy demonstration anywhere from pen drive, Google Chromecast for sharing e-content from android mobile, digital video camera and editing software, language lab etc. WI-FI zone has conjointly been extended to reach additional areas within the campus including employee-quarters, hostel campus to facilitate access of e-resources developed through ITC enabled tools by the educators.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

102

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

102

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

43

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

758

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal Assessment is conducted following strictly the University prescribed rule. MCQ type questionnaires are favoured in Internal Assessment encompassing most of the syllabi. Evaluated scripts are shown so that learners can identify their mistakes. Examiners discuss the errors and justify the score to make examinee realize the unbiasedness and transparency of the evaluative process. Subject specialists from different institutions are taken to run practical examinations for the sake of transparency. In both literary competition and annual Stall Exhibition, judges are invited from university and/ or other sister institutions to ensure transparency.

In CBCS, initial Internal Assessment is taken twice by the college and the Semester end examination is taken by the University. The variability of appraising process is ensured through class Test, gradation in kinds of questions etc.

Verbal queries on topics taught to test communicative skills especially in English honours, awarding comparatively higher marks for originality in writing answers, testing the ability to handle and use scientific tools in practical based subjects and identification of the presentation talent at the time of Seminar Presentation are the few initiatives testifying to the fact that the assessment mechanism of the college is both transparent and robust in terms of frequency and variety.

File Description	Documents
Any additional information	View File
Link for additional information	https://classroom.google.com/u/0/w/NjQzMjQxNjQ2Mzha/t/all

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound

and efficient

Our Institution deals sincerely with internal examination related grievances. Both at the undergraduate and postgraduate level, a date is set and notified in college website. During that specific time frame students can see the evaluated scripts and be able to resolve disputes, if any, through interaction with the examiner in question.

Again, arrangement of supplementary internal tests is made for those who have missed the exam dates and/or who have scored poorly. Supplementary question papers are prepared by the respective departments for internal examinations thereby addressing the grievances also. This year there have been no major complaints about unsatisfactory evaluations, over/under-marking, or superficial checking of scripts.

File Description	Documents
Any additional information	View File
Link for additional information	https://classroom.google.com/u/0/c/MjIwNDAwMDE5OTYz/gb/sort-name

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The Programme Outcome, Programme Specific Outcome & Course Outcome for each course has been worked out. Posting of the same in college website ensured wide publication of the same. Hardcopy of PO, PSO & CO has been kept in both the Central Library and respective departments for consultation. interested learners can collect copy of the Semester specific PO, PSO & CO from the photocopying center of this institution.

Similarly, newly admitted student in any program may get this as softcopy from the respective faculty members through e-mail to support save tree movement. The mentors are instructed too to provide this to their mentees to make them aware of this facility.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.mucwcburdwan.org/index.php?id=course-outcome
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

IQAC has resolved to adopt Bloom's Taxonomy of Outcome Measurement foreffectiveswitching over to Outcome Based Education. According to Bloom's Model, this has been mapped in terms of following six verbs of action, indicating progressively deeper levels of performativity: Remember> Understand>Apply>Analyze>Evaluate>Create.

At the first stage Course Outcomes are identified using action verbs like Apply, Implement, Utilize, Develop, Analyze, Detect and then these are co-related to PSOs which are discipline-specific and to POs which are discipline non-specific. The faculty members assess the degree of progress based on degree of correlation between CO & PSO/ PO, to get a clear picture of the level of knowledge acquired at the end of the final Semester/ Programme. Finally, a correlation is established between COs and POs and COs and PSOs on the scale of 0 to 3, 0 being no correlation, 1 being the low correlation, 2 being medium correlation and 3 being high correlation.

Due to covid 19 pandemic, there is no conventional assessment in the final semester in 2020 (except a mere online open book theory exam). Hence evaluation of attainment of the programme outcomes and course outcomes are not made this year.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://mucwcburdwan.org/data/uploads/course-outcome/analysis-pso-po-co.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1101

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

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

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

15

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

05

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

02

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

NIL

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

NIL

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

13

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

33

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

13

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

1. World Day Against Child Labour

2. World Environment Day

3. International Yoga Day

4. COVID Relief Programme(Relief materials provided to 100 individuals who suffered economic setback due to COVID induced LOCKDOWN)

5. Banmahotsav and Tree Plantation Programme

6. Online Yoga Day Celebration

7. Tree Plantation Programme

8. Fit India movement

9. Swachhata Awareness

10. Webiner conducted on NEP

11. Constitution Day activities

12. NCC Day celebration

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

03

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

12

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1223

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

01

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

07

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Since its inception the institution is continuously striving to build up adequate facilities for effective implementation of the teaching-learning process. The institute takes every care to optimize its available resources and to constantly upgrade its infrastructure facility. Most of the Humanities departments have three separate classrooms meant for 1st, 2nd and 3rd year students. Different departments share some of the big halls for the general classes having more than 100 students, but there has not been any overlapping of classes due to inadequacy of space. To reach out to every student of a large classroom, halls for General Class have been furnished with microphone. Each Science department has departmental class theatres and Labs for practical classes. The Chemistry department has a separate building housing practical Labs for Organic, Inorganic, and Physical Chemistry. The burners in Chemistry labs are centrally fed with LPG fuel from an LPG fuel store in an annexed room. Physics, Computer Science, Mathematics, Geography, Economics, and Nutrition departments have separate computer labs to cater to the need of the computer-based practical components in the syllabus. For each of these departments the number of students having access to the computers is commensurate with the number of computers in the department. The Computer-Student ratio is significantly low in the Computer Centre and the Language Lab. More computers are needed to accommodate more students at a time. As a temporary solution for this infrastructure drawback, students have been asked to visit the centre at different time slots according to their convenience. For a permanent solution, the college has written to the State Government for grant for ensuring a healthier Computer-Student ratio. For the smooth functioning of the department, departmental computers with internet connectivity have been provided to all the sixteen Honours teaching departments of the college and the Physical Education department. To promote physical wellbeing, the Gymnasium is now open to use for all the stakeholders of the institution apart from specifically catering to the needs of the Physical Education department. The college has created infrastructure for steady power supply through two rented green generators (60 KV & 30KV) to ensure uninterrupted teaching-learning activity. The reprographic centre is mostly used by the students and the teachers for the purpose of photocopying study material required for day-to-day classroom teaching.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

To promote games and sports activities in the college, the institution established a Physical Education department in 2005. A playground (size 75x40 square meters) is there within the premises of the institution. Of the indoor games, students prefer Yoga & Gymnastics. There is one hall (size 30X20 square feet) in the Physical Education department used as Yoga Centre and for practicing gymnastic skills. The Physical Education department has also a Gymnasium furnished with necessary gadgets for regular practice by students. Over 100 students use the playground everyday and the number of Gym users varies from 10-20 on an average.

The college has one harmonium with scale changing facility and also an Auditorium with in-built sound system used for all cultural activities by the students and staff. Besides, the college NSS owns an amplifier cum sound box used for cultural presentation before small gathering. There are also many boards for displaying departmental Wall Magazines.

The physical facilities for games and sports and cultural activities are adequate and many of our students have earned distinction at inter-college competitions on account of their outstanding performance in sports and cultural fields.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

32.02745

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

An Integrated Library Management System (ILMS) is an automated package of library services that contains several functions. These functional usually include circulation, acquisitions and cataloguing etc. An Integrated Library Management System is also called an Integrated Library System (ILS). An ILMS usually comprises a relational database, software to interact with that database, and two graphical user interfaces (one for patrons, one for staff). M.U.C. Women's College started using Koha open source software since 2010. It is a full featured Integrated Library Management Software. As Koha is open-source software and Linux based, the College Library has chosen it for the purpose of Integrated Library Management System. Koha integrated various library functionalities. There are various modules and features of Koha and within different modules, work is in progress.

CIRCULATION

For the purpose of circulation, use of barcode in a book is essential. Till now barcode is not in use, so circulation is done manually. Since barcoding is convenient from the point of view of processing, it is the next step that college library wants to take. Barcode scanner and barcode printer are installed and will soon be in use.

AUTHORITIES

Library is following Anglo American Cataloguing Rules 2 (AACR2R) for cataloguing and DDC 22nd edition for classification of books. If Cataloguing in Publication is provided in title page of the book, then subject heading is provided following the Cataloguing in the Publication.

SERIALS

Purchasing and ordering of serial subscription is done through suppliers and also from online vendors.

ACQUISITION

Acquisition is recorded in an accession register manually.

CATALOGUING

AACR2R is used for cataloguing of books. The meta-data entry of books is recorded in the MARC21 (Machine Readable Catalogue) data field and can be viewed as ISBD (International Standard Bibliographic description) format.

The data entries of 26, 494 books have been completed on 30.06.2021 in Koha .

PATRONS:

Patrons of our college include students, ex-students, teachers, and nonteaching staff.

OPAC

Open Public Access Catalogue facility is available to the users within the library premises.

Library automation may be described as partial as bar-coding for circulation is yet to be done.

Koha-version used:21.05.05

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://mucwclibrarybu.wixsite.com/library/contact

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.24064

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

9

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The college embarked upon a project of computerization of accounts and general administrative works many years back. After 3rd Cycle of NAAC visit stronger emphasis has been put upon augmenting use of ICT in every academic and administrative sector as evident from the following:

- Number of computers in campus is 101 including recently updated computers in three Labs. Every department has individual desktop PC
- Computer-student ratio in the campus is nearly 101:3249 = 1:32
- As teaching aid, there are ten LED projectors with facility for direct projection from pen drive. Also five Computer Labs, one Computer Centre, nine smart classrooms equipped with Short throw Projectors and Eyeris sensor and projection board. Besides, there is one Language lab run on advanced software and one Virtual classroom for creating e-resource
- Computer lab is equipped with state-of-the-art technology and the Library has good number of computers with stable internet connectivity.
- Each lab is equipped with uninterrupted power backup either via 800Va digital inverter or green gen set LAN facility available in computer lab and accounts department.
- Computers of computer labs are interconnected with WLAN LAN facility available in computer lab and accounts department. Other computers in college campus are interconnected with WLAN.
- For discontinuation of government subsidy coupled with

problems like poor connectivity and irregular service, the college switched from BSNL broadband connections under NME project to a high-speed, sophisticated and resilient campus network infrastructure based on Fast Ethernet and WiFi Wireless LAN technologies. Our institute's intranet uses advanced fibre optic cables. It gives a wealth of information via connectivity of 2 Mbps to the entire campus including the hostel blocks. The entire campus has password protected Wi-Fi facility with more than 16 wireless access points. The network infrastructure is managed with enforcement of high security measures, spam and virus filtering. However, at present there is no plan to provide off campus internet connectivity

- College Auditorium is equipped with large scale image and video projection system with a ceiling mount projector and laptop and laser pointer (along with public address system)

- Number of nodes/ computers with Internet facility is shown below in tabular form

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

101

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution E. < 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

33.72357

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The institution follows a well-defined procedure for utilizing and maintaining the facilities created over the years. Since due to COVID pandemic the college was closed, so all the stake holders could not enjoy the established facilities.

Utilization:

Special Time Table were prepared during lock-down period and theoretical classes were taken through ONLINE mode and practical classes were performed through virtual mode. All types of support such as academic, financial and mental were provided during this period by the teachers. Students got support from libraries through online links. College administration also helped the students financially during pandemic situation by webbing the tuition fee partially.

Maintenance:

To ensure proper maintenance of computers, the college has resolved to employ the selected Computer vendor (through Purchase and Finance committee) following the proper norms and procedures. For the maintenance of water purifiers and aquaguards, the college has

signed AMC (Annual Maintenance Contract) with a local agency. The maintenance of the generators is done through outsourcing. The maintenance of laboratory equipment is done through the help of the faculties and external experts, if necessary. 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. In other cases the office refers the matter to the Building Committee or Purchase Committee, as the case may be, and the committee takes initiative to redress the complaint expeditiously. Wooden furniture like chairs, tables, desks, high and low benches, and platforms are repaired and painted/polished as and when required by enlisted carpenters. . As regards maintenance of power line and electrical articles, the college takes the help of an electrician whose service may be requisitioned around the clock.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1646

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

3

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

E. none of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

E. None of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

260

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

15

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one)

during the year

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

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

A student representative from each Semester of each subject present students' demands for protecting the interest of the student community. The constitution of Students' Council has been pending by the State Government for the last few years. Previously there was provision for democratically elected Students' Council to ensure the participation of students in major academic and administrative decisions. In 2020-21, as COVID pandemic situation prevailed, teaching-learning as well as different co-curricular and extracurricular activities of students was conducted in online mode. Only a few cultural activities like the celebration of Independence Day, Republic Day, Saraswati Puja were celebrated in the college premises with participation of minimum number of student representatives maintaining COVID protocol.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

CHIRAYATA is the registered alumni association of M.U.C. Women's college. It was formed in 2003. Mrs Shanti Bandyopadhyay, the Secretary of the Association, is one of students of the first batch of undergraduate course (1955) of this college. 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 • Celebration of Independence Day, birthday of Swami Vivekananda and Vidyasagar • Organization of seminar in college. In 2020-21, in spite of COVID pandemic situation, the alumni association performed most of their above-mentioned activities in online mode and also a few in offline mode. Like every year they donated to the college development fund to bear the fees of four students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) **E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The college possesses a well-articulated vision, and all the actions taken by the college are geared towards the translation of that vision into reality. The well-matched coordination between the long-term Perspective Plan and the Strategic Plan conduces to the smooth governance of the college.

- Committees reshuffled and new committees built so as to manouvre the action in such a way as to reflect the vision of the college
- Manual of committees prepared outlining the composition, tenure, function and jurisdiction of each committee.
- Democratic functioning of GB in policy making
- Decentralization of administration through constitution of committees.
- Time Table of service prepared and hosted on the College Website to ensure accountability in rendering service to the students.
- Team spirit encouraged among the staff
- Initiated Online admission
- Leave application sent through e-mail
- Intimation to GB members done through e-mail
- The institution sees to the fact that there should not be any student drop-out on account of financial straits

- An elaborate performance appraisal system - each faculty required to mention in the Attendance Register the duty performed on the day of attendance.
- Service Book of the incumbents are checked regularly
- CAS promotion of incumbents is done expeditiously
- Pay Fixation of newly recruited staff done on the basis of priority

File Description	Documents
Paste link for additional information	http://mucwcburdwan.org/data/uploads/others/time-table-for-service.pdf
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The demand for new quarters was a long overdue demand of the Non-teaching Staff. Their old staff quarters were lying in a wretched and shabby condition, and needed extensive renovation. The cost of renovation being exorbitant, this was not viable, and the college considered construction of new college staff quarters for Non-teaching staff. The Principal therefore considered their demand with priority, and forwarded their demand to the Finance Committee for Budget allocation from RUSA Grant. The Finance Committee Okayed their demands, and the matter was referred to the GB. The GB ratified the decision of constructing new staff quarters from RUSA grant, and referred the matter to the Building Committee. The members of the Building Committee discussed the pros and cons of the entire matter, and initiated the process of the construction of staff quarters. After a gruelling hard work of more than a year, the construction of new staff quarters has been completed. The Non-teaching staffs have shifted to the new quarters, and have been residing in them.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1cH6KLueHa42n0FvvjjhFbfqQWyGwTf2k/view?usp=sharing
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In keeping with its Perspective Plan, the college has installed Solar Water Heater in the three hostels. It was an indisputable fact that during the nipping cold winter the boarders would face tremendous difficulties. Thus, they rightly demanded for geyser in the hostels. The college authority acquiesced in the justification of their demands, and resolved to implant geysers in the hostel. To maximize the use of renewable energy and to minimize the cost effect, the college decided to utilize the Solar Water Heater system. After passing through the various stages of official formalities i.e. Finance Committee & Purchase Committee, the Solar Water Heater Units were finally implanted. The boarders can now get the facility of having hot water during winter.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://mucwcburdwan.org/data/uploads/others/perspective-plans-2-files-merged.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The college administration structure may be conceived of as concentric circles with the Principal forming the central core circle and the various committees as the surrounding outer circles. The GB acts as the fulcrum on which the administration of the college functions. A crucial decision taken in the GB is translated by the Principal through the different committees into reality. Broadly speaking, the staff of this college follow The West Bengal College Teachers (Security of Service) Act 1975, the relevant part

of which is also recorded in the Statutes of Burdwan University. A few major decisions implemented in recent times are:

- Ø The age of superannuation being 65 years
- Ø Provision for Child Care Leave for women employees.
- Ø Mutual transfer of teachers

Recruitment of teachers & principals are monitored by the West Bengal College Service Commission (WBCSC) following proper government norms. The recommendation of WBCSC is implemented through the GB. Appointment of Substitute Teacher due to sanction of Teacher Fellowship under FDP scheme is done as per UGC norms. Appointment of non-teaching staff is maneuvered through the Standing Committee, in compliance with government rules. The promotional policies stipulated by UGC are implemented through IQAC which guides the incumbents in preparing their API score properly. Promotion of non-teaching staff is done through the Standing Committee, and finally ratified by the GB.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	http://mucwcburdwan.org/data/uploads/others/organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The college has resorted to a host of Staff Welfare measures as the following ones:

- a.) Festival Advance: Just before the Durga Pujas, any staff may apply for this advance to be reimbursed in 10 equal installments
- b.) Loan Facility: the College Cooperative Credit Society provides loan to the members
- c.) Special medical leave is given to a temporary staff on fixed pay when the case is genuine, and when the staff concerned has exhausted the casual leave.
- d.) Daily Wage workers have been elevated to Fixed consolidated Pay workers
- e.) Teachers can take printouts of research papers/ articles
- f.) When the sole earning member of family dies in harness, the college makes provision for ad hoc appointment of one member on compassionate ground
- g.) College teacher are allowed to take printouts of all papers and official documents related to their promotion. Furthermore, it is the college which bears the entire expenses of the experts who come to the college for CAS promotion of teachers. We need to mention this because there are colleges where the incumbent teachers have to bear the entire expenses of the experts.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

7

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Even during this prolonged lockdown the college tried to get feedback from all its stakeholders, namely the students, the alumni, and the teachers. The students had to give two feedbacks: one on the syllabus and the other on the overall assessment of the college. The comprehensive overall assessment feedback included all major aspects like infrastructure, library, sanitation, teaching, administration, office, etc. The feedback forms were sent online and the stakeholders were required to send their feedback online, usually an email id. After collecting that feedback from the mails, the teachers analyzed them and prepared the summary of these feedbacks. These summaries are sent to the teachers in charge of feedback. Later these feedbacks are openly analyzed for self-assessment.

The institution has a performance appraisal system for both Teaching and non-teaching staff. There is a formal mechanism for obtaining feedback from students on the performance of the teachers. The key aspects of teaching-learning have been brought under the purview of this feedback system. First introduced in 2004, the feedback is taken in a format having 10 questions covering major aspects of Teaching-Learning. Students are required to award marks assessing the performance as Average, Good, Very Good and Outstanding. The Feedback form has been so designed as to give the learners scope for

giving their views frankly and without any inhibition, for disclosing identity has not been made mandatory for students. But due to pandemic, in the session 2020-21 Performance Appraisal System for teaching and non-teaching staff have not carried out.

File Description	Documents
Paste link for additional information	http://www.mucwcburdwan.org/index.php?id=fedd-back
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Various systems of auditing the institutional accounts are in place.

External Audit: The institution has a mechanism for auditing the accounts by one firm of Chartered Accountants appointed by the DPI. The auditor visits the college, checks the cashbook, the vouchers of expenditure, the receipt payment statement, income expenditure statement, the different schedules and the Balance Sheet, and verifies the Bank balance from Passbook. As and when required the accounts are also audited by a team sent by CAG. Audit of accounts up to the Financial Year 2019-20 has been completed and audit for 2020-21 is expected to be completed before 31 March 2022.

Internal Audit: Apart from general audit, the college makes special Internal Audit of all Government grants from whichever source - UGC, RUSA, State Government, University - the grant is received. In such case, the audit report showing utilization of grant is sent to the appropriate authority

Some other Check-points for financial control are scheme-wise audit of grants received from UGC, State and Central Government. Checking of all construction related bills by a qualified engineer. Checking of Bills above Rs 20,000/- by the members of the Finance Committee and checking of all bills by the Bursar before payment by cheque.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

25000

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Since ours is a Government sponsored College, our own resources are limited. The tuition fee, collected (@ of Rs. 50 for Arts General Course, Rs 75 for Arts Hons Course, Rs 85 for Science General Course & Rs 110 for Science Hons Course per month) is the main source of College income. Half of the amount of this collection is to be deposited to Treasury as per Govt. rule. So the College is literally fund crunched. In order to overcome financial stringency, the college makes utmost effort for resource mobilization

The following are the institutional strategies for resource mobilization:

Collecting rent from users of college buildings, Claiming HRA from the State Government for College Quarters occupied by TS & NTS, Accepting donations from alumni and other well-wishers, sale of Admission Form/Collection of Registration fee, auction of scrap items, collecting hiring charge for holding external examination in the college, bringing greater number of students under the purview of stipends/scholarships granted by Government & Private agencies.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

College IQAC acts as a nodal agency for quality assurance and is pro-active in strengthening the culture of excellence.

Two Best Practices institutionalized at the initiative of IQAC:

1. IQAC resolved to collect stakeholders' feedbacks on institution as a whole, administration, performance of teaching and non-teaching staff, course curriculum and its transactions on a regular basis. IQAC has also prepared an online Course exit Survey Form, covering all important aspects of the academic support service. These feedbacks had been collected through online mode this year due to lockdown. Because of the pro-active initiative of the IQAC, Exit Survey' has over the years emerged as an important practice of getting reliable data for assessing the quality of service, identifying weak points and making priority of work for further development of the institution

2. Regularity (one volume each year) in the matter of publication of the college journal JAST, (acronym of Journal of Arts, Science & Teaching) (ISSN 2395-4353) in a standard format has been ensured by IQAC. Response from contributors is inspiring, for articles of a number of dedicated researchers have already figured in volumes published. Efforts are being made to get the journal enrolled in UGC journal list.

File Description	Documents
Paste link for additional information	http://www.mucwcburdwan.org/index.php?id=jast-journal-of-arts-science-teaching
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the

incremental improvement in various activities

After the second cycle of accreditation the IQAC, resolved that special emphasis be given on ICT-enabled teaching. So the college utilized the RUSA fund and personal donation to set up of 10 Smart Classroom in nine departments. Thus greater number of teachers could be involved in making use of ICT which has proved useful during prolonged lockdown.

After the second cycle of accreditation the IQAC recommended preparation of syllabus modules detailing chapters, sections, number of lectures to be delivered on a topic within the available time. Accordingly the departments prepared syllabus modules and started teaching the prescribed course content in a more organized manner. Although copy of module was available in the Library, there was no system of communicating the modules to the students. So IQAC resolved that 'the modules prepared for the purpose (of methodical teaching) be uploaded on the college website'. With the introduction of CBCS, IQAC felt the need for switching to outcome oriented learning and asked departments to prepare PO, PSO, CO with matrices for all semesters. Next IQAC arranged for uploading the same in college website, and also finalized the methodology of CO-Attainment analysis in a online Google meet. Though due to pandemic, no incremental improvement was recoded in a reproducible manner but revising of teaching learning process, structures & methodologies are in main focus of the IQAC.

File Description	Documents
Paste link for additional information	http://mucwcburdwan.org/data/uploads/course-outcome/analysis-pso-po-co.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.mucwcburdwan.org/index.php?id=igac-report
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Offline program was not possible as the campus had been under COVID-19 lockdown. However, online webinars and Counselling programs on gender sensitization were organised (Total two: 1. Care Women Health for a Brighter Future (2. Dalit Women Writings: A Study of Maharashtra and West Bengal)

File Description	Documents
Annual gender sensitization action plan	Through online meeting it was resolved that two webinars will be organized for students.
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	a. Safety and Security, b. Counseling

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management

Due to this prolonged lockdown the waste management practices of this college have been continuing as per its old traditional devices, and nothing new could be done because the college was closed (except office area) by government orders for nearly 19 months. As part of Green Initiative, the College has introduced a system of collecting solid waste in two different vats, one for bio-degradable and another for non-biodegradable matter in its office premises. Here, the metal dustbins have been accordingly classified with Green & Red mark and the accumulated waste material is hygienically disposed by emptying the bins at the Municipality vats earmarked for this purpose.

Liquid waste management

The prolonged lockdown of nearly 19 months did not allow us to introduce new devices of furthering our waste management schemes. Thus it is but a continuation of the old practices in the college office area.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

B. Any 3 of the above

- 1.Restricted entry of automobiles
- 2.Use of bicycles/ Battery-powered vehicles
- 3.Pedestrian-friendly pathways
- 4.Ban on use of plastic
- 5.Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college has a holistic ambience of communal harmony, concord and togetherness. Although the college has always had a glorious tradition of organizing cultural programmes on communal harmonies, such programmes could not be arranged due to the prolonged lockdown of nearly 19 months. But the college does recognize and value of

this communal harmony. We have students belonging to every religion including Christian students. Similarly, we do have faculty members belonging to every religion. The Department of Political Science and English, for example, have Christian faculty members. The Indian spirit of secularism which accepts, tolerates and assimilates every religious belief is preached and practised by this college.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

During the pandemic individual teachers took the responsibility to make the students aware of the social responsibility of strictly following the Covid protocols in their online classes. They had been advised to stay at home, minimize public contact, wear masks during external exposure, and wash their hands intermittently and to use sanitizer.

But internal sanitization and stabilization being of greater import, a few teachers helped them inculcate positive values, so that they may become good human beings and socially responsible citizens. Besides, some of them were equipped with motivational ideas and speeches. For example, Dr. Pradipta Sengupta gave special motivational lectures on "Success Mantra" and "Nothing is Impossible". Students hailing from sound economic background were encouraged to donate generously to the Covid Relief Funds. Finally, the college also recognizes the importance of value based education. Human Values are, admittedly, most precious of all values. Communal Harmony, Dignity of Labour and Concern for the Otherwise Able are the three best Human Values that the institution tries to inculcate in the minds of the learners. Scientific Temper which consists in rational, critical approach to life so as to liberate the mind from obscurantism and superstition is another Human Value promoted on regular basis in the institution. The five Graduate Attributes of the college - Gender Equality, Communal Harmony, Dignity of Labor, Social Accountability, Scientific Temper - in one way or the other also embrace these values. Therefore, the college at regular intervals promotes civic and human values by organizing seminars and other awareness programme. Although because of the pandemic many programmes could not be arranged, the spirit of

the same is being communicated to the students personally and verbally during the online classes.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff **D. Any 1 of the above**

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Though the college had organized / celebrated national and international commemorative days, events and festivals successfully (either in offline mode and/ or online mode), but the participation of students was minimal due to the lockdown.

The college observes some special days like the Republic Day (January 26), International Mother Language Day (February 21), International Women's Day (March 8) the College Foundation Day (July 28), The Birthday Anniversary of Tagore, the Death Anniversary

of Tagore, Independence Day (August 15), Teachers' Day (September 5), etc with pomp and festivity. Besides, the Saraswati Puja, the worship of the goddess of learning and knowledge, is being celebrated with festive zeal and a spirit of bonhomie and harmony. These apart, the college also observes the Annual Fest Jagriti and the Annual Sports. But due to the prolonged lockdown imposed by the government, and particularly due to the virulence of the Covid 19 virus, the Annual Fest Jagriti and the Annual Sports could not be held during 2019-2020 and 2020-21 sessions. Students of a few departments organized Teachers' Day through online mode.

It is significant to note that the NCC Unit of the college came and made their performance on the Republic Day & Independent Day, even during the pandemic. Similarly, the participation of teachers, and non-teaching staff was significant in each of these programmes. That the college had to organize these programmes in the midst of the pandemic was itself a challenge.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best Practice-1

Providing Ample Study Materials to Learners in the Online Classes during Lockdown

The session 2020-2021 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 was also unprecedented to all of us. 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.

Webinars of all the Departments

The Covid Pandemic having forced us to stay at home, the college devised a unique way of sharing knowledge. The Principal of the college appealed to all the Departmental HODs to organize at least one webinar. An equal allotment of Rupees Five Thousand (Rs5000/only) was made for each Department, and a single company was commissioned to prepare the technical paraphernalia of the webinars which included preparation of Web flex, Online Registration procedures, and distribution of Certificates to the participants. All the major Honours Departments responded zealously to the appeal of the former Principal, and thrashed out the whereabouts of their topics, the Resource Persons, etc. in their Departmental meetings. The college monitored the dates and time slots of each webinar in such a way that there was no overlapping or coincidence of two webinars of two different Departments. The idea behind selecting separate dates/time slots was to allow other faculty members of the college to participate in each of these webinars.

The webinars generated huge response from the participants, and may be attested by the considerable number of participants in each webinar. A good number of participants participated from other parts of the country. But what was more striking about these webinars was the quality of the Resource Persons and their wonderful presentations. The Resource Persons were selected on the basis of their expertise in a particular field, and many of them hailed from academic institutions of great repute from different parts of India. To cut the story short, these webinars proved a huge success in

generating, transmitting and sharing knowledge throughout the country.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

M.U.C. Women's College, the only college for women in the district of Purba Bardhaman takes up several initiatives for "support and progression", so that "wastage and stagnation" would be minimized. It focuses on Women Empowerment through education and awareness amongst the masses and opens a new vista for the general students as well. Since the whole country was in a national lockdown because of the Covid Pandemic situation 2020-2021, the students and their families suffered huge financial crunches. The distressed students had approached the Principal with their prayers/applications through email. Keeping in view the financial stringency of the students, the college has taken up the following initiatives apart from wide extension of scope of Government grants, granting free studentship to all applicants: • Waiving the entire Course fee of BPL category as per standing GB decision • 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 help the distressed students. 75% of the Fees were waived for the students who had suffered/ whose families had suffered from Covid 19.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

- In the beginning of the academic session/semester several 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 material to distribute among the students according to the syllabus allotted and classes available.
- Classes are held according to the schedule under the supervision of HOD/Departmental-in-Charge/Course Coordinator.
- We have a wi-fi zone 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. 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.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://drive.google.com/drive/folders/1C0ZR7NEg6p8aRnStuutVyXvzIbPVnt9?usp=sharing

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

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 lists 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 date 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. The purpose of strictness in adhering to the Academic Calendar is enabling the faculty to make academic planning well ahead for smooth curriculum delivery. However, in the session 2020-2021, the Academic Calendar could not be designed, since the academic calendar supposed to be provided by the affiliated University following which our calendar was used to be prepared in previous academic sessions had not been provided in this academic session due to prolonged lockdown. We have followed the verbal instructions of BU officials keeping in focus the academic calendar issued by the UGC for 2020-21 session.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://mucwcburdwan.org/data/uploads/notice-2021/notice-040-03042021.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/or are represented on the following academic bodies during the year.

B. Any 3 of the above

Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

5

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

1

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

40

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The institution constantly makes the teaching and non-teaching staff aware of professional ethics. The five Graduate Attributes of the college – Gender Equality, Communal Harmony, Dignity of Labor, Social Accountability, Scientific Temper –embrace human values. The institution has Our Voice: Wing for Women Empowerment to sensitize students about gender and equal opportunity through webinars and talks, and to promotes human values and rights among students with the help of its Academic and Social Counselling Subcommittee as well as Student Aid and Legal Support Subcommittee. Students are also sensitized about energy conservation through notification . They are asked not to switch on all fans and light of a room when there are fewer students present there. Nonteaching staff periodically deployed to check whether all fans and lights of empty rooms have been switched off. College has replaced traditional lamps and tubes with LED lamps. All the AC systems installed are supplied with solar power harvested by solar panels. The three hostels have Water heating systems, all running on solar power. The college not only uses solar power has taken steps to install Net Metering System to outflow the unused power to the grid for replenishing the energy sources.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

11

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

3249

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution	B. Any 3 of the above
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from the following stakeholders Students
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	http://www.mucwcburdwan.org/index.php?id=feedback
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://www.mucwcburdwan.org/index.php?id=feedback

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

1543

2.1.1.1 - Number of students admitted during the year

1302

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

486

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Assessment of learning levels: To assess the competence-level of the learners, each department conducts diagnostic test that aims at testing the basic knowledge base of a learner.

Organizing special programmes: Arrangement of Bridge Course for the slow learners is done. Special tutorials are held to lift the information level of learners to the expected standard. It conjointly stimulates learner-interest within the domain information and motivates her to attend category with bigger involvement. The institution also plans to confirm that the advanced learners get full support to explore their potentials. Special programmes for advanced learners are issue of additional book from the college library, keep provision of seminars, book review, stall demonstration at departmental level.

To equip the learners with a basic plan of the utility of the library the institution has introduced a library orientation program for all students. At library induction session, the librarians, make them alert to make the most effective use of the library.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/18JmMpvBR0wYZKdahnZiNAkS_72Yhe_ZQ/view?usp=sharing
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
3249	102

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Teachers have successfully adopted a more rewarding student-centred approach in teaching which includes Seminar Presentation by the learners, Summing-up of class-lectures, Annual Stall-Exhibition and Demonstration, Home Assignments, Field-Survey, making Charts/ Posters on relevant topics, Quiz competition and Publication of Wall-magazine etc.

Experiential learning is promoted by Analysis of experiments in laboratories (Science departments), Post viewing Discussion on a video clip/ performance (Literature departments), Data Analysis after field survey (Geography and social science departments), Evaluating films shown to promote awareness (mostly Social Science departments) etc.

Participative learning is ensured in the following ways viz. Opinion exchange programs (Social Science departments), Participation in Youth Parliament (Political Science Departments), inter college Quiz Competition (Social Science and Science departments), Presentation by students in stall exhibition (All departments), participation in Field Survey (Social Science departments) etc.

Problem-solving learning issue is addressed by asking students to resolve a problem that involves fundamental understanding (all departments).

The bulk of academics resort to audio-visual aids like use of good schoolroom and projectors in teaching. Sustained cultivation of those student-centric modes of teaching, fittingly adopted by individual academics for syllabus transaction, is expected to change the role of students from passive listeners to active participant and to create an environment of self-learning.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://forms.gle/ipAhGM6vmZnBtzeN9

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college takes the challenge of supporting effective teaching-learning method to progressively institutionalize the student-centric methodology of teaching and has inspired the educators to use ICT enabled tools more often than before.

e-Resources generation: Both collection with judicial processing as well as recording and subsequent editing of voice clips, animated and non-animated video clips, lecture videos are done using various tools viz Smart classrooms (~11 in number) with basic editing software. Transportable document camera is employed for digitalization of books in order that those are often shared via on-line. Virtual classroom is additionally used for making online resources such as, lecture videos with PowerPoint presentations.

Other various e-resources developing tools adopting newer technologies are demonstration through digital microscope, LED projector, laptop and multimedia PC, PC-free LED projector for easy demonstration anywhere from pen drive, Google Chromecast for sharing e-content from android mobile, digital video camera and editing software, language lab etc. WI-FI zone has conjointly been extended to reach additional areas within the campus including employee-quarters, hostel campus to facilitate access of e-resources developed through ITC enabled tools by the educators.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest

completed academic year)

2.3.3.1 - Number of mentors

102

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

102

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

43

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

758

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal Assessment is conducted following strictly the University prescribed rule. MCQ type questionnaires are favoured in Internal Assessment encompassing most of the syllabi. Evaluated scripts are shown so that learners can identify their mistakes. Examiners discuss the errors and justify the score to make examinee realize the unbiasedness and transparency of the evaluative process. Subject specialists from different institutions are taken to run practical examinations for the sake of transparency. In both literary competition and annual Stall Exhibition, judges are invited from university and/ or other sister institutions to ensure transparency.

In CBCS, initial Internal Assessment is taken twice by the college and the Semester end examination is taken by the University. The variability of appraising process is ensured through class Test, gradation in kinds of questions etc.

Verbal queries on topics taught to test communicative skills especially in English honours, awarding comparatively higher marks for originality in writing answers, testing the ability to handle and use scientific tools in practical based subjects and identification of the presentation talent at the time of Seminar Presentation are the few initiatives testifying to the fact that the assessment mechanism of the college is both transparent and robust in terms of frequency and variety.

File Description	Documents
Any additional information	View File
Link for additional information	https://classroom.google.com/u/0/w/NjQzMjQxNjQ2Mzha/t/all

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Our Institution deals sincerely with internal examination related grievances. Both at the undergraduate and postgraduate level, a date is set and notified in college website. During that specific time frame students can see the evaluated scripts and be able to resolve disputes, if any, through interaction with the examiner in question.

Again, arrangement of supplementary internal tests is made for those who have missed the exam dates and/or who have scored poorly. Supplementary question papers are prepared by the respective departments for internal examinations thereby addressing the grievances also. This year there have been no major complaints about unsatisfactory evaluations, over/under-marking, or superficial checking of scripts.

File Description	Documents
Any additional information	View File
Link for additional information	https://classroom.google.com/u/0/c/MjIwNDAwMDE5OTYz/gb/sort-name

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The Programme Outcome, Programme Specific Outcome & Course Outcome for each course has been worked out. Posting of the same in college website ensured wide publication of the same. Hardcopy of PO, PSO & CO has been kept in both the Central Library and respective departments for consultation. interested learners can collect copy of the Semester specific PO, PSO & CO from the photocopying center of this institution.

Similarly, newly admitted student in any program may get this as softcopy from the respective faculty members through e-mail to

support save tree movement. The mentors are instructed too to provide this to their mentees to make them aware of this facility.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.mucwcburdwan.org/index.php?id=course-outcome
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

IQAC has resolved to adopt Bloom's Taxonomy of Outcome Measurement foreffectiveswitching over to Outcome Based Education. According to Bloom's Model, this has been mapped in terms of following six verbs of action, indicating progressively deeper levels of performativity: Remember> Understand>Apply>Analyze>Evaluate>Create.

At the first stage Course Outcomes are identified using action verbs like Apply, Implement, Utilize, Develop, Analyze, Detect and then these are co-related to PSOs which are discipline-specific and to POs which are discipline non-specific. The faculty members assess the degree of progress based on degree of correlation between CO & PSO/ PO, to get a clear picture of the level of knowledge acquired at the end of the final Semester/ Programme. Finally, a correlation is established between COs and POs and COs and PSOs on the scale of 0 to 3, 0 being no correlation, 1 being the low correlation, 2 being medium correlation and 3 being high correlation.

Due to covid 19 pandemic, there is no conventional assessment in the final semester in 2020 (except a mere online open book theory exam). Hence evaluation of attainment of the programme outcomes and course outcomes are not made this year.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://mucwcburdwan.org/data/uploads/course-outcome/analysis-pso-po-co.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1101

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

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

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

15

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

05

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

02

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

NIL

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

NIL

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

13

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

33

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

13

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

1. World Day Against Child Labour

2. World Environment Day

3. International Yoga Day

4. COVID Relief Programme(Relief materials provided to 100 individuals who suffered economic setback due to COVID induced LOCKDOWN)

5. Banmahotsav and Tree Plantation Programme

6. Online Yoga Day Celebration

7. Tree Plantation Programme

8. Fit India movement

9. Swachhata Awareness**10. Webiner conducted on NEP****11. Constitution Day activities****12. NCC Day celebration**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year****03**

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year****12**

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1223

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

01

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

07

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Since its inception the institution is continuously striving to build up adequate facilities for effective implementation of the teaching-learning process. The institute takes every care to optimize its available resources and to constantly upgrade its infrastructure facility. Most of the Humanities departments have three separate classrooms meant for 1st, 2nd and 3rd year students. Different departments share some of the big halls for the general classes having more than 100 students, but there has not been any overlapping of classes due to inadequacy of space. To reach out to every student of a large classroom, halls for General Class have been furnished with microphone. Each Science department has departmental class theatres and Labs for practical classes. The Chemistry department has a separate building housing practical Labs for Organic, Inorganic, and Physical Chemistry. The burners in Chemistry labs are centrally fed with LPG fuel from an LPG fuel store in an annexed room. Physics, Computer Science, Mathematics, Geography, Economics, and Nutrition departments have separate computer labs to cater to the need of the computer-based practical components in the syllabus. For each of these departments the number of students having access to the computers is commensurate with the number of computers in the

department. The Computer-Student ration is significantly low in the Computer Centre and the Language Lab. More computers are needed to accommodate more students at a time. As a temporary solution for this infrastructure drawback, students have been asked to visit the centre at different time slots according to their convenience. For a permanent solution, the college has written to the State Government for grant for ensuring a healthier Computer-Student ratio. For the smooth functioning of the department, departmental computers with internet connectivity have been provided to all the sixteen Honours teaching departments of the college and the Physical Education department. To promote physical wellbeing, the Gymnasium is now open to use for all the stakeholders of the institution apart from specifically catering to the needs of the Physical Education department. The college has created infrastructure for steady power supply through two rented green generators (60 KV & 30KV) to ensure uninterrupted teaching-learning activity. The reprographic centre is mostly used by the students and the teachers for the purpose of photocopying study material required for day-to-day classroom teaching.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

To promote games and sports activities in the college, the institution established a Physical Education department in 2005. A playground (size 75x40 square meters) is there within the premises of the institution. Of the indoor games, students prefer Yoga & Gymnastics. There is one hall (size 30X20 square feet) in the Physical Education department used as Yoga Centre and for practicing gymnastic skills. The Physical Education department has also a Gymnasium furnished with necessary gadgets for regular practice by students. Over 100 students use the playground everyday and the number of Gym users varies from 10-20 on an average.

The college has one harmonium with scale changing facility and also an Auditorium with in-built sound system used for all cultural activities by the students and staff. Besides, the

college NSS owns an amplifier cum sound box used for cultural presentation before small gathering. There are also many boards for displaying departmental Wall Magazines.

The physical facilities for games and sports and cultural activities are adequate and many of our students have earned distinction at inter-college competitions on account of their outstanding performance in sports and cultural fields.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

54

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

32.02745

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

An Integrated Library Management System (ILMS) is an automated package of library services that contains several functions. These functional usually include circulation, acquisitions and cataloguing etc. An Integrated Library Management System is also called an Integrated Library System (ILS). An ILMS usually comprises a relational database, software to interact with that database, and two graphical user interfaces (one for patrons, one for staff). M.U.C. Women's College started using Koha open source software since 2010. It is a full featured Integrated Library Management Software. As Koha is open-source software and Linux based, the College Library has chosen it for the purpose of Integrated Library Management System. Koha integrated various library functionalities. There are various modules and features of Koha and within different modules, work is in progress.

CIRCULATION

For the purpose of circulation, use of barcode in a book is essential. Till now barcode is not in use, so circulation is done manually. Since barcoding is convenient from the point of view of processing, it is the next step that college library wants to take. Barcode scanner and barcode printer are installed and will soon be in use.

AUTHORITIES

Library is following Anglo American Cataloguing Rules 2 (AACR2R) for cataloguing and DDC 22nd edition for classification of books. If Cataloguing in Publication is provided in title page of the book, then subject heading is provided following the Cataloguing in the Publication.

SERIALS

Purchasing and ordering of serial subscription is done through suppliers and also from online vendors.

ACQUISITION

Acquisition is recorded in an accession register manually.

CATALOGUING

AACR2R is used for cataloguing of books. The meta-data entry of books is recorded in the MARC21 (Machine Readable Catalogue) data field and can be viewed as ISBD (International Standard Bibliographic description) format.

The data entries of 26, 494 books have been completed on 30.06.2021 in Koha .

PATRONS:

Patrons of our college include students, ex-students, teachers, and nonteaching staff.

OPAC

Open Public Access Catalogue facility is available to the users within the library premises.

Library automation may be described as partial as bar-coding for circulation is yet to be done.

Koha-version used:21.05.05

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://mucwclibrarybu.wixsite.com/library/contact

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-

A. Any 4 or more of the above

resources	
File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)	
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
0.24064	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File
4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)	
4.2.4.1 - Number of teachers and students using library per day over last one year	
9	
File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File
4.3 - IT Infrastructure	
4.3.1 - Institution frequently updates its IT facilities including Wi-Fi	
The college embarked upon a project of computerization of accounts and general administrative works many years back. After 3rd Cycle of NAAC visit stronger emphasis has been put upon	

augmenting use of ICT in every academic and administrative sector as evident from the following:

- Number of computers in campus is 101 including recently updated computers in three Labs. Every department has individual desktop PC

- Computer-student ratio in the campus is nearly $101:3249 = 1:32$

- As teaching aid, there are ten LED projectors with facility for direct projection from pen drive. Also five Computer Labs, one Computer Centre, nine smart classrooms equipped with Short throw Projectors and Eyeris sensor and projection board. Besides, there is one Language lab run on advanced software and one Virtual classroom for creating e-resource

- Computer lab is equipped with state-of-the-art technology and the Library has good number of computers with stable internet connectivity.

- Each lab is equipped with uninterrupted power backup either via 800Va digital inverter or green gen set LAN facility available in computer lab and accounts department.

- Computers of computer labs are interconnected with WLAN LAN facility available in computer lab and accounts department. Other computers in college campus are interconnected with WLAN.

- For discontinuation of government subsidy coupled with problems like poor connectivity and irregular service, the college switched from BSNL broadband connections under NME project to a high-speed, sophisticated and resilient campus network infrastructure based on Fast Ethernet and WiFi Wireless LAN technologies. Our institute's intranet uses advanced fibre optic cables. It gives a wealth of information via connectivity of 2 Mbps to the entire campus including the hostel blocks. The entire campus has password protected Wi-Fi facility with more than 16 wireless access points. The network infrastructure is managed with enforcement of high security measures, spam and virus filtering. However, at present there is no plan to provide off campus internet connectivity

- College Auditorium is equipped with large scale image and video projection system with a ceiling mount projector and laptop and laser pointer (along with public address system)

- Number of nodes/ computers with Internet facility is shown below in tabular form

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

101

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

33.72357

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The institution follows a well-defined procedure for utilizing and maintaining the facilities created over the years. Since due to COVID pandemic the college was closed, so all the stake holders could not enjoy the established facilities.

Utilization:

Special Time Table were prepared during lock-down period and theoretical classes were taken through ONLINE mode and practical classes were performed through virtual mode. All types of support such as academic, financial and mental were provided during this period by the teachers. Students got support from libraries through online links. College administration also helped the students financially during pandemic situation by webbing the tuition fee partially.

Maintenance:

To ensure proper maintenance of computers, the college has resolved to employ the selected Computer vendor (through Purchase and Finance committee) following the proper norms and procedures. For the maintenance of water purifiers and aquaguards, the college has signed AMC (Annual Maintenance Contract) with a local agency. The maintenance of the generators is done through outsourcing. The maintenance of laboratory equipment is done through the help of the faculties and external experts, if necessary. 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. In other cases the office refers the matter to the Building Committee or Purchase Committee, as the case may be, and the committee takes initiative to redress the complaint expeditiously. Wooden furniture like chairs, tables, desks, high and low benches, and platforms are repaired and painted/polished as and when required by enlisted carpenters. . As regards maintenance of power line and electrical articles, the college takes the help of an electrician whose service may be requisitioned around the clock.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

1646

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**3**

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

E. none of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and

E. None of the above

ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

5

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

260

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

15

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

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

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

A student representative from each Semester of each subject present students' demands for protecting the interest of the student community. The constitution of Students' Council has been pending by the State Government for the last few years. Previously there was provision for democratically elected Students' Council to ensure the participation of students in major academic and administrative decisions. In 2020-21, as COVID pandemic situation prevailed, teaching-learning as well as different co-curricular and extracurricular activities of students was conducted in online mode. Only a few cultural activities like the celebration of Independence Day, Republic Day, Saraswati Puja were celebrated in the college premises with participation of minimum number of student representatives maintaining COVID protocol.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

CHIRAYATA is the registered alumni association of M.U.C. Women's college. It was formed in 2003. Mrs Shanti Bandyopadhyay, the Secretary of the Association, is one of students of the first batch of undergraduate course (1955) of this college. 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 • Celebration of Independence Day, birthday of Swami Vivekananda and Vidyasagar • Organization of seminar in college. In 2020-21, in spite of COVID pandemic situation, the alumni association performed most of their above-mentioned activities in online mode and also a few in offline mode. Like every year they donated to the college development fund to bear the fees of four students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The college possesses a well-articulated vision, and all the actions taken by the college are geared towards the translation of that vision into reality. The well-matched coordination between the long-term Perspective Plan and the Strategic Plan conduces to the smooth governance of the college.

- Committees reshuffled and new committees built so as to manouvre the action in such a way as to reflect the vision of the college

- Manual of committees prepared outlining the composition, tenure, function and jurisdiction of each committee.

- Democratic functioning of GB in policy making

- Decentralization of administration through constitution of committees.

- Time Table of service prepared and hosted on the College Website to ensure accountability in rendering service to the students.

- Team spirit encouraged among the staff

- Initiated Online admission

- Leave application sent through e-mail

- Intimation to GB members done through e-mail

- The institution sees to the fact that there should not be any student drop-out on account of financial straits

- An elaborate performance appraisal system - each faculty required to mention in the Attendance Register the duty performed

on the day of attendance.

- Service Book of the incumbents are checked regularly
- CAS promotion of incumbents is done expeditiously
- Pay Fixation of newly recruited staff done on the basis of priority

File Description	Documents
Paste link for additional information	http://mucwcburdwan.org/data/uploads/other_s/time-table-for-service.pdf
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The demand for new quarters was a long overdue demand of the Non-teaching Staff. Their old staff quarters were lying in a wretched and shabby condition, and needed extensive renovation. The cost of renovation being exorbitant, this was not viable, and the college considered construction of new college staff quarters for Non-teaching staff. The Principal therefore considered their demand with priority, and forwarded their demand to the Finance Committee for Budget allocation from RUSA Grant. The Finance Committee Okayed their demands, and the matter was referred to the GB. The GB ratified the decision of constructing new staff quarters from RUSA grant, and referred the matter to the Building Committee. The members of the Building Committee discussed the pros and cons of the entire matter, and initiated the process of the construction of staff quarters. After a gruelling hard work of more than a year, the construction of new staff quarters has been completed. The Non-teaching staffs have shifted to the new quarters, and have been residing in them.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1cH6KLueHa42n0FvvjjhFbfqQWyGwTf2k/view?usp=sharing
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In keeping with its Perspective Plan, the college has installed Solar Water Heater in the three hostels. It was an indisputable fact that during the nipping cold winter the boarders would face tremendous difficulties. Thus, they rightly demanded for geyser in the hostels. The college authority acquiesced in the justification of their demands, and resolved to implant geysers in the hostel. To maximize the use of renewable energy and to minimize the cost effect, the college decided to utilize the Solar Water Heater system. After passing through the various stages of official formalities i.e. Finance Committee & Purchase Committee, the Solar Water Heater Units were finally implanted. The boarders can now get the facility of having hot water during winter.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://mucwcburdwan.org/data/uploads/other_s/perspective-plans-2-files-merged.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The college administration structure may be conceived of as concentric circles with the Principal forming the central core circle and the various committees as the surrounding outer circles. The GB acts as the fulcrum on which the administration of the college functions. A crucial decision taken in the GB is translated by the Principal through the different committees into reality. Broadly speaking, the staff of this college follow The West Bengal College Teachers (Security of Service) Act 1975, the relevant part of which is also recorded in the Statutes of Burdwan University. A few major decisions implemented in recent times are:

- Ø The age of superannuation being 65 years
- Ø Provision for Child Care Leave for women employees.

Ø Mutual transfer of teachers

Recruitment of teachers & principals are monitored by the West Bengal College Service Commission (WBCSC) following proper government norms. The recommendation of WBCSC is implemented through the GB. Appointment of Substitute Teacher due to sanction of Teacher Fellowship under FDP scheme is done as per UGC norms. Appointment of non-teaching staff is maneuvered through the Standing Committee, in compliance with government rules. The promotional policies stipulated by UGC are implemented through IQAC which guides the incumbents in preparing their API score properly. Promotion of non-teaching staff is done through the Standing Committee, and finally ratified by the GB.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	http://mucwcburdwan.org/data/uploads/other_s/organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The college has resorted to a host of Staff Welfare measures as

the following ones:

- a.) Festival Advance: Just before the Durga Pujas, any staff may apply for this advance to be reimbursed in 10 equal installments
- b.) Loan Facility: the College Cooperative Credit Society provides loan to the members
- c.) Special medical leave is given to a temporary staff on fixed pay when the case is genuine, and when the staff concerned has exhausted the casual leave.
- d.) Daily Wage workers have been elevated to Fixed consolidated Pay workers
- e.) Teachers can take printouts of research papers/ articles
- f.) When the sole earning member of family dies in harness, the college makes provision for ad hoc appointment of one member on compassionate ground
- g.) College teacher are allowed to take printouts of all papers and official documents related to their promotion. Furthermore, it is the college which bears the entire expenses of the experts who come to the college for CAS promotion of teachers. We need to mention this because there are colleges where the incumbent teachers have to bear the entire expenses of the experts.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

7

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Even during this prolonged lockdown the college tried to get feedback from all its stakeholders, namely the students, the alumni, and the teachers. The students had to give two feedbacks: one on the syllabus and the other on the overall assessment of the college. The comprehensive overall assessment feedback included all major aspects like infrastructure, library, sanitation, teaching, administration, office, etc. The feedback forms were sent online and the stakeholders were required to send their feedback online, usually an email id. After collecting that feedback from the mails, the teachers analyzed them and prepared the summary of these feedbacks. These summaries are sent to the teachers in charge of feedback. Later these feedbacks are openly analyzed for self-assessment.

The institution has a performance appraisal system for both Teaching and non-teaching staff. There is a formal mechanism for obtaining feedback from students on the performance of the teachers. The key aspects of teaching-learning have been brought under the purview of this feedback system. First introduced in 2004, the feedback is taken in a format having 10 questions covering major aspects of Teaching-Learning. Students are required to award marks assessing the performance as Average, Good, Very Good and Outstanding. The Feedback form has been so designed as to give the learners scope for giving their views frankly and without any inhibition, for disclosing identity has not been made mandatory for students. But due to pandemic, in the session 2020-21 Performance Appraisal System for teaching and non- teaching staff have not carried out.

File Description	Documents
Paste link for additional information	http://www.mucwcburdwan.org/index.php?id=feedback
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Various systems of auditing the institutional accounts are in place.

External Audit: The institution has a mechanism for auditing the accounts by one firm of Chartered Accountants appointed by the DPI. The auditor visits the college, checks the cashbook, the vouchers of expenditure, the receipt payment statement, income expenditure statement, the different schedules and the Balance Sheet, and verifies the Bank balance from Passbook. As and when required the accounts are also audited by a team sent by CAG. Audit of accounts up to the Financial Year 2019-20 has been completed and audit for 2020-21 is expected to be completed before 31 March 2022.

Internal Audit: Apart from general audit, the college makes special Internal Audit of all Government grants from whichever source - UGC, RUSA, State Government, University - the grant is received. In such case, the audit report showing utilization of grant is sent to the appropriate authority

Some other Check-points for financial control are scheme-wise audit of grants received from UGC, State and Central Government. Checking of all construction related bills by a qualified engineer. Checking of Bills above Rs 20,000/- by the members of the Finance Committee and checking of all bills by the Bursar before payment by cheque.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

25000

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Since ours is a Government sponsored College, our own resources are limited. The tuition fee, collected (@ of Rs. 50 for Arts General Course, Rs 75 for Arts Hons Course, Rs 85 for Science General Course & Rs 110 for Science Hons Course per month) is the main source of College income. Half of the amount of this collection is to be deposited to Treasury as per Govt. rule. So the College is literally fund crunched. In order to overcome financial stringency, the college makes utmost effort for resource mobilization

The following are the institutional strategies for resource mobilization:

Collecting rent from users of college buildings, Claiming HRA from the State Government for College Quarters occupied by TS & NTS, Accepting donations from alumni and other well-wishers, sale of Admission Form/Collection of Registration fee, auction of scrap items, collecting hiring charge for holding external examination in the college, bringing greater number of students

under the purview of stipends/scholarships granted by Government & Private agencies.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

College IQAC acts as a nodal agency for quality assurance and is pro-active in strengthening the culture of excellence.

Two Best Practices institutionalized at the initiative of IQAC:

1. IQAC resolved to collect stakeholders' feedbacks on institution as a whole, administration, performance of teaching and non-teaching staff, course curriculum and its transactions on a regular basis. IQAC has also prepared an online Course exit Survey Form, covering all important aspects of the academic support service. These feedbacks had been collected through online mode this year due to lockdown. Because of the pro-active initiative of the IQAC, Exit Survey' has over the years emerged as an important practice of getting reliable data for assessing the quality of service, identifying weak points and making priority of work for further development of the institution
2. Regularity (one volume each year) in the matter of publication of the college journal JAST, (acronym of Journal of Arts, Science & Teaching) (ISSN 2395-4353) in a standard format has been ensured by IQAC. Response from contributors is inspiring, for articles of a number of dedicated researchers have already figured in volumes published. Efforts are being made to get the journal enrolled in UGC journal list.

File Description	Documents
Paste link for additional information	http://www.mucwcburdwan.org/index.php?id=jast-journal-of-arts-science-teaching
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

After the second cycle of accreditation the IQAC, resolved that special emphasis be given on ICT-enabled teaching. So the college utilized the RUSA fund and personal donation to set up of 10 Smart Classroom in nine departments. Thus greater number of teachers could be involved in making use of ICT which has proved useful during prolonged lockdown.

After the second cycle of accreditation the IQAC recommended preparation of syllabus modules detailing chapters, sections, number of lectures to be delivered on a topic within the available time. Accordingly the departments prepared syllabus modules and started teaching the prescribed course content in a more organized manner. Although copy of module was available in the Library, there was no system of communicating the modules to the students. So IQAC resolved that 'the modules prepared for the purpose (of methodical teaching) be uploaded on the college website'. With the introduction of CBCS, IQAC felt the need for switching to outcome oriented learning and asked departments to prepare PO, PSO, CO with matrices for all semesters. Next IQAC arranged for uploading the same in college website, and also finalized the methodology of CO-Attainment analysis in a online Google meet. Though due to pandemic, no incremental improvement was recoded in a reproducible manner but reviewing of teaching learning process, structures & methodologies are in main focus of the IQAC.

File Description	Documents
Paste link for additional information	http://mucwcburdwan.org/data/uploads/course-outcome/analysis-pso-po-co.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification,

C. Any 2 of the above

NBA)	
File Description	Documents
Paste web link of Annual reports of Institution	https://www.mucwcburdwan.org/index.php?id=iqac-report
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File
INSTITUTIONAL VALUES AND BEST PRACTICES	
7.1 - Institutional Values and Social Responsibilities	
7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year	
Offline program was not possible as the campus had been under COVID-19 lockdown. However, online webinars and Counselling programs on gender sensitization were organised (Total two: 1. Care Women Health for a Brighter Fututre (2. Dalit Women Writings: A Study of Maharashtra and West Bengal)	
File Description	Documents
Annual gender sensitization action plan	Through online meeting it was resolved that two webinars will be organized for students.
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	a. Safety and Secuirity, b.Counselling
7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management

Due to this prolonged lockdown the waste management practices of this college have been continuing as per its old traditional devices, and nothing new could be done because the college was closed (except office area) by government orders for nearly 19 months. As part of Green Initiative, the College has introduced a system of collecting solid waste in two different vats, one for bio-degradable and another for non-biodegradable matter in its office premises. Here, the metal dustbins have been accordingly classified with Green & Red mark and the accumulated waste material is hygienically disposed by emptying the bins at the Municipality vats earmarked for this purpose.

Liquid waste management

The prolonged lockdown of nearly 19 months did not allow us to introduce new devices of furthering our waste management schemes. Thus it is but a continuation of the old practices in the college office area.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1.Restricted entry of automobiles
- 2.Use of bicycles/ Battery-powered vehicles
- 3.Pedestrian-friendly pathways
- 4.Ban on use of plastic
- 5.Landscaping

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college has a holistic ambience of communal harmony, concord and togetherness. Although the college has always had a glorious tradition of organizing cultural programmes on communal harmonies, such programmes could not be arranged due to the prolonged lockdown of nearly 19 months. But the college does

recognize and value of this communal harmony. We have students belonging to every religion including Christian students. Similarly, we do have faculty members belonging to every religion. The Department of Political Science and English, for example, have Christian faculty members. The Indian spirit of secularism which accepts, tolerates and assimilates every religious belief is preached and practised by this college.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

During the pandemic individual teachers took the responsibility to make the students aware of the social responsibility of strictly following the Covid protocols in their online classes. They had been advised to stay at home, minimize public contact, wear masks during external exposure, and wash their hands intermittently and to use sanitizer.

But internal sanitization and stabilization being of greater import, a few teachers helped them inculcate positive values, so that they may become good human beings and socially responsible citizens. Besides, some of them were equipped with motivational ideas and speeches. For example, Dr. Pradipta Sengupta gave special motivational lectures on "Success Mantra" and "Nothing is Impossible". Students hailing from sound economic background were encouraged to donate generously to the Covid Relief Funds. Finally, the college also recognizes the importance of value based education. Human Values are, admittedly, most precious of all values. Communal Harmony, Dignity of Labour and Concern for the Otherwise Able are the three best Human Values that the institution tries to inculcate in the minds of the learners. Scientific Temper which consists in rational, critical approach to life so as to liberate the mind from obscurantism and superstition is another Human Value promoted on regular basis in the institution. The five Graduate Attributes of the college - Gender Equality, Communal Harmony, Dignity of Labor, Social Accountability, Scientific Temper - in one way or the other also embrace these values. Therefore, the college at regular intervals promotes civic and human values by organizing seminars and other

awareness programme. Although because of the pandemic many programmes could not be arranged, the spirit of the same is being communicated to the students personally and verbally during the online classes.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Though the college had organized / celebrated national and international commemorative days, events and festivals successfully (either in offline mode and/ or online mode), but the participation of students was minimal due to the

lockdown.

The college observes some special days like the Republic Day (January 26), International Mother Language Day (February 21), International Women's Day (March 8) the College Foundation Day (July 28), The Birthday Anniversary of Tagore, the Death Anniversary of Tagore, Independence Day (August 15), Teachers' Day (September 5), etc with pomp and festivity. Besides, the Saraswati Puja, the worship of the goddess of learning and knowledge, is being celebrated with festive zeal and a spirit of bonhomie and harmony. These apart, the college also observes the Annual Fest Jagriti and the Annual Sports. But due to the prolonged lockdown imposed by the government, and particularly due to the virulence of the Covid 19 virus, the Annual Fest Jagriti and the Annual Sports could not be held during 2019-2020 and 2020-21 sessions. Students of a few departments organized Teachers' Day through online mode.

It is significant to note that the NCC Unit of the college came and made their performance on the Republic Day & Independent Day, even during the pandemic. Similarly, the participation of teachers, and non-teaching staff was significant in each of these programmes. That the college had to organize these programmes in the midst of the pandemic was itself a challenge.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best Practice-1

Providing Ample Study Materials to Learners in the Online Classes during Lockdown

The session 2020-2021 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

was also unprecedented to all of us. 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.

Webinars of all the Departments

The Covid Pandemic having forced us to stay at home, the college devised a unique way of sharing knowledge. The Principal of the college appealed to all the Departmental HODs to organize at least one webinar. An equal allotment of Rupees Five Thousand (Rs5000/ only) was made for each Department, and a single company was commissioned to prepare the technical paraphernalia of the webinars which included preparation of Web flex, Online Registration procedures, and distribution of Certificates to the participants. All the major Honours Departments responded zealously to the appeal of the former Principal, and thrashed out the whereabouts of their topics, the Resource Persons, etc. in their Departmental meetings. The college monitored the dates and time slots of each webinar in such a way that there was no overlapping or coincidence of two webinars of two different Departments. The idea behind selecting separate dates/time slots was to allow other faculty members of the college to participate

in each of these webinars.

The webinars generated huge response from the participants, and may be attested by the considerable number of participants in each webinar. A good number of participants participated from other parts of the country. But what was more striking about these webinars was the quality of the Resource Persons and their wonderful presentations. The Resource Persons were selected on the basis of their expertise in a particular field, and many of them hailed from academic institutions of great repute from different parts of India. To cut the story short, these webinars proved a huge success in generating, transmitting and sharing knowledge throughout the country.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

M.U.C. Women's College, the only college for women in the district of Purba Bardhaman takes up several initiatives for "support and progression", so that "wastage and stagnation" would be minimized. It focuses on Women Empowerment through education and awareness amongst the masses and opens a new vista for the general students as well. Since the whole country was in a national lockdown because of the Covid Pandemic situation 2020-2021, the students and their families suffered huge financial crunches. The distressed students had approached the Principal with their prayers/applications through email. Keeping in view the financial stringency of the students, the college has taken up the following initiatives apart from wide extension of scope of Government grants, granting free studentship to all applicants: • Waiving the entire Course fee of BPL category as per standing GB decision • 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 help the distressed students. 75% of the Fees

were wavered for the students who had suffered/ whose families had suffered from Covid 19.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- Publication of Online Journal and ISBN books
- Library facility for students sitting for Competitive Examinations
- Compulsory Course for Development of English Competence
- Blogs for each department
- Using at least 15% of alternative energy on the campus
- Developing infrastructure for the Physically Challenged
- Allocation of funds and ensuring budgetary provision for infrastructure development
- Taking initiative for inclusive education
- Promoting various government and non government scholarships and government supported educational loan for students especially those from economically weaker section
- Ensuring environmental management and preservation of ecosystem and biodiversity
- Building an e-learning/online study material repository
- Promotion of vocational training and awareness campaigns
- Promoting effective and efficient waste management initiative to minimize plastic pollution
- Conducting student seminars and interactive discussion sessions as a regular practice.
- Opening a centre for IGNOU
- Introduction of some new courses
- Highlighting the rich cultural heritage and historical glory of the college building and Bardhaman Raj through arrangement of a light and sound show wing and a museum, to be funded by Ministry of Culture and Tourism, Govt. of India