



## **YEARLY STATUS REPORT - 2021-2022**

### **Part A**

#### **Data of the Institution**

##### **1.Name of the Institution**

**M.U.C. Women's College, Burdwan**

- Name of the Head of the institution
- Designation
- Does the institution function from its own campus?

**Dr Banibrata Goswami**

**Principal**

**Yes**

- Phone no./Alternate phone no.

**03422533168**

- Mobile no

**8637863226**

- Registered e-mail

**mucwcburdwan@gmail.com**

- Alternate e-mail

**bbratakalyani@gmail.com**

- Address

**B.C. Road, Purba Bardhaman, West Bengal, India, PIN - 713104**

- City/Town

**Burdwan**

- State/UT

**West Bengal**

- Pin Code

**713104**

##### **2.Institutional status**

- Affiliated /Constituent

**Affiliated**

- Type of Institution

**Women**

- Location

**Urban**

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **The University of Burdwan**
- Name of the IQAC Coordinator **Dr Anupama Chowdhury**
- Phone No. **0342 2533168**
- Alternate phone No. **0342 2531900**
- Mobile **9475762120**
- IQAC e-mail address **iqacmucwc@gmail.com**
- Alternate Email address **anupamaenglis@gmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

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

**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
<b>Cycle 3</b>	<b>B+</b>	<b>2.64</b>	<b>2018</b>	<b>26/09/2018</b>	<b>25/09/2023</b>
<b>Cycle 2</b>	<b>B</b>	<b>2.72</b>	<b>2012</b>	<b>21/04/2012</b>	<b>20/04/2020</b>
<b>Cycle 1</b>	<b>B++</b>	<b>81.05</b>	<b>2004</b>	<b>16/09/2004</b>	<b>15/09/2009</b>

**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
<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>

**8. Whether composition of IQAC as per latest NAAC guidelines**

**Yes**

- Upload latest notification of formation of [View File](#)

## IQAC

**9.No. of IQAC meetings held during the year** 4

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **No**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year?** **No**

- If yes, mention the amount

**11.Significant contributions made by IQAC during the current year (maximum five bullets)**

Organized seminar regarding post covid health issues

Organized eye check up camp in post covid state

Special drive taken for campus sanitization

Organized covid vaccination programme for college students

**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
Initiate offline classes and to maintain blended mode	Implemented
Initiatives for eco-campus	Partially implemented
Initiative for gender audit	Partially implemented
Initiate renovation for old building	Continuing
Purchase of computers for student support	Achieved
Competence building in English	Implemented
Using at least 15% alternative energy	Process ongoing for implementation
Allocation of funds and ensuring budgetary provision for infrastructure development	Implemented
Taking initiative for inclusive education	Process ongoing for implementation
Promoting govt. supported educational loan and scholarships	Achieved

**13. Whether the AQAR was placed before statutory body?** **Yes**

- Name of the statutory body

Name	Date of meeting(s)
GB	09/12/2022

**14. Whether institutional data submitted to AISHE**

**Part A****Data of the Institution**

<b>1.Name of the Institution</b>	<b>M.U.C. Women's College, Burdwan</b>
• Name of the Head of the institution	<b>Dr Banibrata Goswami</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>03422533168</b>
• Mobile no	<b>8637863226</b>
• Registered e-mail	<b>mucwcburdwan@gmail.com</b>
• Alternate e-mail	<b>bbratakalyani@gmail.com</b>
• Address	<b>B.C. Road, Purba Bardhaman, West Bengal, India, PIN - 713104</b>
• City/Town	<b>Burdwan</b>
• State/UT	<b>West Bengal</b>
• Pin Code	<b>713104</b>
<b>2.Institutional status</b>	
• Affiliated /Constituent	<b>Affiliated</b>
• Type of Institution	<b>Women</b>
• Location	<b>Urban</b>
• Financial Status	<b>UGC 2f and 12(B)</b>
• Name of the Affiliating University	<b>The University of Burdwan</b>
• Name of the IQAC Coordinator	<b>Dr Anupama Chowdhury</b>

• Phone No.	0342 2533168				
• Alternate phone No.	0342 2531900				
• Mobile	9475762120				
• IQAC e-mail address	iqacmucwc@gmail.com				
• Alternate Email address	anupamaenglis@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://www.mucwcburdwan.org/">https://www.mucwcburdwan.org/</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	No				
• if yes, whether it is uploaded in the Institutional website Web link:					
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
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Cycle 2	B	2.72	2012	21/04/2012	20/04/2020
Cycle 1	B++	81.05	2004	16/09/2004	15/09/2009
<b>6.Date of Establishment of IQAC</b>			18/01/2005		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NA	NA	NA	NA	NA	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>No</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
Organized seminar regarding post covid health issues		
Organized eye check up camp in post covid state		
Special drive taken for campus sanitization		
Organized covid vaccination programme for college students		
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**Yes**

- Name of the statutory body

Name	Date of meeting(s)
GB	09/12/2022

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2021	06/01/2022

**15. Multidisciplinary / interdisciplinary**

The aim of M.U.C. Women's College is to promote



multidisciplinary/ interdisciplinary approach towards formal learning so as to strive for a holistic development amongst the students. Though the students take up particular subjects for their Under Graduate degrees or Post Graduate degree (English), throughout their semesters they are encouraged to look at a specific academic discourse (both within the syllabus and outside that) from multiple approaches/perspectives and, thus, to develop a synchronized coordinated viewpoint which would help them in contextualizing their studies with the contemporary society, combining theory with precept. The institute ensures this in the following ways:

1. Both in the UG (English, Bengali, History, Political Science, Sanskrit, etc.) and PG syllabi(English) there are interdisciplinary components taking up cross cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the curriculum (1.3.1). Special lectures and programmes are also arranged keeping focus on some other important areas like fashion, popular culture, music, films, current affairs and politics, media culture, inter-textual analysis, etc. To accomplish this the teachers from other departments, for example- Mass Communication, Bengali, Philosophy, History, Political Science, Science faculty, et al. are invited to take classes on those areas. Even teachers from other institutes, media persons, and persons engaged with NGO, Psychiatry, Film Studies, Gender Studies, etc. also are invited to give lectures and to conduct workshops round the year.
2. The college encourages the departments to organize joint seminars/conferences/workshops and webinars in collaboration with other bodies, colleges and also with other departments. Interested teachers from all such departments are invited to present their research papers in these seminars or webinars. The interested students from all departments also attend and participate in these programmes.
3. Cultural Programmes are organized where relevant portions of the syllabus through interdisciplinary approaches are performed through dances, drama performances, etc. The NSS wings, poetry club, drama club and the magazine and wall magazine committees also take up inter-disciplinary approaches.
4. The institution offers flexible and innovative curricula that includes credit-based courses (in the CBCS model), and projects in the areas of community engagement and service,

environmental education, and value-based education towards the attainment of a holistic and multidisciplinary education. Many subjects have environmental education as a part of the syllabus. Environmental Studies is a Compulsory subject for all students of the college. Community engagement and service are instilled in the students through NSS and NCC.

5. Landscaping, gardening and environmental awareness projects are taken up both by the students and teachers. Gender Sensitization programmes, Women Empowerment programmes, legal awareness programmes, nutritional awareness programmes, environment and sustainable development awareness programmes, etc are also conducted regularly by the college to ensure interdisciplinary approach to formal education offered by the institution.
6. Computer courses, language courses, skill enhancement courses, etc. are conducted regularly.
7. Add on courses on communication, grooming, leadership, personality development, value based education, research ethics, training on computer courses and application, Research Methodology, IPR, Photography, and other interdisciplinary subjects are organized on a regular basis.
8. The college tries to look after the mental wellness of both the students and teachers through yoga programmes and other art of living programmes which are interdisciplinary in approach.
9. The college offers internship through skill development of the Students in interdisciplinary fields.
10. The college also offers martial arts and self defense programmes alongside formal learning to boost up the confidence of the students.
11. For women empowerment, lessons on culinary art, aesthetic DIY, interior decoration, etc. are also given in synchronization with the core learning subjects.

#### **16.Academic bank of credits (ABC):**

Our college fulfils the requirement of Academic bank of credits as proposed in NEP 2020, as it follows the CBCS system, as chalked out by the UGC. The syllabus, too, is based on the UGC model syllabus, and credits are given, accordingly. The mark sheet given to the students after each semester by the University of Burdwan, to which the college is affiliated, provides the number of credits attained by the students. The marking system is based on the grading system, as directed in the CBCS model which

allows the institution to lodge and maintain the integrity of the credits, the authenticity and confidentiality of student credits, easy credit transfer through digital mode, and faster credit recognition. The college is affiliated to The University of Burdwan which has registered under the ABC, and follows the ABC model.

#### **17.Skill development:**

As per the CBCS curricula framed by the UGC and followed diligently by the college, all Honours students have to complete two papers of Skill Enhancement Course (SEC), that are related to their Honours subject, and in every Programme Course a student has to complete four papers of SEC, related to their 1st subject (of the two subjects that they have opted for). Each SEC paper has two credits each. These SEC papers aim at skill enhancement in the respective fields of the students.

#### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

1. The college has taken appropriate steps for integration of the Indian Knowledge system (teaching in Indian Language, culture etc,) into the curriculum. Sanskrit and Bengali are taught in the college, and the institution offers both Honours and Pass degrees in these subjects.

2. Most of the subjects in both the Arts and Science streams are taught in the bi-lingual mode in the class -- that is, both Bengali and English, and examination question papers are set in both languages. Students submit answer papers and project papers in both languages. All seminars and webinars, except those in particular language subjects like English, Bengali, Hindi, or Sanskrit, are conducted in the bi-lingual mode.

3. The subjects taught in bi-lingual mode are -- History, Political Science, Philosophy, Economics, Education, Physical Education, Mathematics, Botany, Zoology, Environmental Science, Nutrition, Computer Science, etc.

4. Indian culture is promoted in all the cultural programmes and functions of the college.

5. Yoga is taught regularly by the Dept. of Physical Education in our college, and training sessions are also conducted in the college.

**19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

1. The CO, PO, and PSO-s of all the courses and programmes of the college have been uploaded on the college website, and are communicated to the students at the beginning of the First Semester.

2. The prospects of each course are communicated to the students by the teachers of respective departments, through mentoring activities and also by the Career Counselling Cell in its various programmes throughout the year.

3. The courses follow the CBCS pattern, and have skill-oriented components, which help the students in developing employability skills. Each Honours course student has to complete two Skill Enhancement Course (SEC) papers, and each Programme/ General degree Course student has to complete four SEC papers in order to obtain Graduation degree from the University through the college.

**20.Distance education/online education:**

There is no such course at present in the college. But during and after Covid pandemic situation, the college has gone through on line education system and after the reopening of college campus, blended mode of 'teaching learning evaluation system' has also been taken care of as per situational demand and requirement.

**Extended Profile****1.Programme**

1.1	19
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

**2.Student**

2.1	3434
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	1000
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	1089
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	97
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	105
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	54
Total number of Classrooms and Seminar halls	
4.2	41.02
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	107
Total number of computers on campus for academic purposes	

## 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

- MUCWC takes adequate measures to ensure effective curriculum delivery. A well planned academic calendar is proposed and approved by the Authority & distributed at the commencement of 1st Sem. Provides the date of commencement of academic session, Term work submissions, Parent-Teachers Meeting, Internal Assessment Dates, Tentative Practical/Oral exam dates, final semester examinations etc.
- Time table committee prepares the time tables for all semesters in accordance to BU syllabus.
- Course modules uploaded
- Traditional classroom teaching vis-a-vis ICT tools and active learning strategies.
- Wi-fi enabled campus
- Central Library working on KOHA software with open access system
  - Fourteen classrooms with either OHP / LCD projectors or smart boards.
  - Sharing of teaching material in blended mode by teachers.
  - Lecture videos in Central Library.
  - Seminars, conferences, workshops are conducted.
  - Paper presentation by the students
  - Mentoring
  - Instruments & lab facility given to the students for their practical classes.
- Review of coverage of the syllabus
- Remedial and tutorial classes conducted based on requirement.
- Departments maintain the detailed record of the classes, assessments, project reports.
- Feedback from students obtained for faculty, curriculum and infrastructure. Necessary actions taken

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.mucwcburdwan.org/index.php?id=course-module">https://www.mucwcburdwan.org/index.php?id=course-module</a>

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

Academic Calendar is prepared which mentions the number of working days, and teaching days, the list of holidays, the tentative dates of College Examination for Semester/Part, and also the tentative date of commencement of class and also of university examinations.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://mucwcburdwan.org/data/uploads/others/new-academic-calendar-2021-22.pdf">http://mucwcburdwan.org/data/uploads/others/new-academic-calendar-2021-22.pdf</a>

**1.1.3 - Teachers of the Institution participate in 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**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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**

05

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)**

06

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

161

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

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



To be successful in personal as well as social sphere, the learners must get scope in the institution to develop general awareness about cross-cutting issues along with acquiring good subject knowledge. So, emphasis has been laid on interdisciplinary sensitization programmes. To integrate these cross-cutting social issues to the curriculum, college periodically organizes seminars/workshops on GenderEquality, Environment and Sustainability, Human Values and Professional Ethics.

The Women Study Centre carries out various programmes throughout the year to sensitize the learners to the question of Gender Equality.

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 of rational, critical approach to life to liberate the mind from obscurantism and superstition is another issue that is promoted on regular basis. Therefore, the college at regular intervals promotes civic and human values by organizing seminars and other awareness programmes.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

13

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
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	<a href="#">View File</a>

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

1289

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 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
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File Description	Documents
URL for stakeholder feedback report	Nil
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	<a href="#">View File</a>

1.4.2 - Feedback process of the Institution may be classified as follows		B. Feedback collected, analyzed and action has been taken
File Description	Documents	
Upload any additional information	<a href="#">View File</a>	
URL for feedback report	Nil	
TEACHING-LEARNING AND EVALUATION		
2.1 - Student Enrollment and Profile		
2.1.1 - Enrolment Number Number of students admitted during the year		
2.1.1.1 - Number of students admitted during the year		
1408		
File Description	Documents	
Any additional information	<a href="#">View File</a>	
Institutional data in prescribed format	<a href="#">View File</a>	
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		
422		
File Description	Documents	
Any additional information	No File Uploaded	
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>	
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		
<ul style="list-style-type: none"><li>Diagnostic tests are conducted by each department at the begining of semesterto assess the learning levels.</li></ul>		

**Organizing special programmes:**

1. Special lectures are arranged
2. Bridge courses are conducted to enhance the quality of the slow learners
3. Seminars are arranged for selected topics for advanced learning
4. Library orientation programmes are arranged for all students (for both advanced and slow learners) to make them aware about the most effective use of library.
5. Remedial and special tutorial classes are taken regularly
6. Mentoring is done on regular basis
7. Special study tour, field work and research orientation are undertaken for advanced learners (with specific fund allocation for each department)

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

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

Number of Students	Number of Teachers
3434	97

File Description	Documents
Any additional information	<a href="#">View File</a>

**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

**Student centric approach:**

- Seminar presentation by students
- Class demonstration by students
- Preparation of charts ,diagrams, pictures for stall presentation
- Annual Stall-Exhibition and Demonstration by students
- Home Assignments,
- Conduction of Field-Survey,

- Quiz competition and Publication of Wall

#### Experiential learning:

- Experiments and its analysis are performed in laboratories (Science departments),
- Post viewing Discussion on a video clip/ performance (Literature departments),
- Methodology of arrangement of data and analysis after field survey (Geography and social science departments),
- Educational films and documentaries are shown and its critical analysis are done in order to be updated and socially aware (mostly Social Science departments) etc.

#### Participative learning:

- Participation in Youth Parliament (Political Science Departments),
- Opinion exchange programs (Social 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:

- Various problems are set and asked the students for solving it (by all depts.)
- Students are asked to prepare problems on a particular topic and also find its solution (by all depts.)
- Audio-visual aids and projectors are used while teaching.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

- The studentcentric methodology of teaching is supported for effective teaching -learning method.

- The use of ICT enabled tools are inspired by the college more often than before.
- Both collections with judicious processing as well as recording and subsequent editing of voice clips, animated and non-animated video clips, and lecture videos are done using various tools viz Smart classrooms (~ 11 in numbers) with basic editing software.
- Transportable document e.g. camera is employed for digitalization of books so that they can be shared through online mode.
- 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 demonstrated through digital microscope, LED projector, laptop and multimedia PC, PC-free LED projector
- For sharing e-content Google Chromecast android mobile, digital video camera and editing software, language lab etc. are used.
- 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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

### 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

97

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

97

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

### 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

50

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

840

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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 for each semester following strictly the University prescribed rule. MCQ type questionnaires are preferred.
- Evaluated scripts are shown to the learners so that they can identify their mistakes. Examiners discuss the errors and justify the score to make examinee realize the transparency of the evaluative process.
- Subject specialists from different institutions are taken to run practical examinations for the sake of transparency.
- In CBCS, Internal Assessment is conducted by the college and the end Semester examination is conducted by the University.
- Verbal queries on topics taught especially in English honours are conducted to test communicative skills of the learners.
- Use of scientific tools in practical based subjects and Seminar Presentation by the students in various departments are the few initiatives taken by the college to prove the transparency and robustness in terms of frequency and variety.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

- Internal examination related grievances are dealt with utmost sincerity. Both at the undergraduate and postgraduate level, a date is set for internal examination and notified



in college website.

- After the completion of examination, the evaluated scripts are shown to the students so that they can resolve disputes, if any, through interaction with the examiner in question.
- Arrangement of supplementary internal tests is made for those who missed the exam dates. 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	<a href="#">View File</a>
Link for additional information	Nil

## 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 have been prepared.
- PO, PSO and CO are posted in college website for awareness of the students.
- Hardcopy of PO, PSO & CO have been kept in both the Central Library and the respective departments for consultation.
- Photocopy service is provided to the students if they are interested to collect the hardcopy.
- Newly admitted student in any program may get this as softcopy from the respective faculty members through e-mail.
- The mentors are instructed to provide this to their mentees to make them aware of this facility.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://www.mucwcburdwan.org/index.php?id=course-outcome">http://www.mucwcburdwan.org/index.php?id=course-outcome</a>
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

## 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 for effective switching 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 performance: 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 2021 (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	No File Uploaded
Paste link for Additional information	Nil

## 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

1089

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
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/data/uploads/others/student-satisfaction-survey-naac-ugc-2022.pdf>

## 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)**

50

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

**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**

5

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

### 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

1

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
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

Within constraint-parameters of a constituent/affiliated college, our institution has created an ideal ambience for the generation and transfer of knowledge.

To facilitate research, projects and consultancy in the college a research committee has been formed.

- Convener: Dr. Sisir Kumar Garai (Department of Physics)
- Joint-convener: Dr. PradiptaSengupta (Department of English) & Dr. Pritam Chattopadhyay (Department of Botany)
- Member: Dr. Somnath Roy (Department of Physics), Dr. Nayan Roy (Department of Zoology), & Dr. Paromita Choudhuri (Department of Geography)

The objective of the committee:

- To motivate the faculty to publish research articles on a

regular basis

- To identify emerging areas of research
- To publish the College multidisciplinary peer-reviewed journal, JAST To ensure that books and equipments procured for a particular research can be further utilized by other researchers
- To preserve & make accessible fruits of research

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

0

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)	<a href="#">View File</a>

### 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

1

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)	<a href="#">View File</a>
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

27

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 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

21

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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. Dry Food and new dresses, mask & sanitizer distribution to COVID affected needy people from Balir Bagan Slum (Adopted slum MUCWC NSS UNIT II).Date: 7/10/2021.

2. AIDS Day celebration - Awareness Programme (Online) on World AIDS Day. Date: Wednesday, 1st December, 2021. Time: 12.00 - 2.00 PM
3. International Human Rights Day: A Student's Awareness Program on 10/12/2021 Time: 10.30 AM - 12.00PM.
4. A free Eye- Check Up Camp for students of M.U.C. Women's College and an Awareness talk by Dr Sourav Ghosh. Date: 14/12/2021; Time: 1 PM - 4.30 PM
5. Awareness Programme on blood donation and AIDS "Share Blood, Save a Life" (Seminar) Date: 31/3/2022; Time: 2 PM - 3.30 PM.
6. Free Blood Donation Camp on 2nd April, 2022, Saturday from 10.30 AM
7. Celebration of World Health Day on 7th April, 2022. Time: from 9.30 AM
8. Celebration of World Bicycle Day - Bicycle rally and awareness campaign by NSS volunteers on 03/06/2022
9. Online Celebration of "World Environment Day" on 05/06/2022 (Sunday)
10. International Yoga Day Celebration on 20/6/2021 and on 21/06/2022

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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

3

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
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	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**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**

807

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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**

5



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	<a href="#">View File</a>

### 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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## 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.

The college has an adequate infrastructure that is spread across a vast area of lush green environment . Classrooms are equipped with all necessary ICT facilities to enhance the teaching learning process . The institution is continuously striving to build up adequate facilities for effective implementation of the teaching-learning process. 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. 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 with centrally fed LPG fuel store. All science departments including Geography and Economics departments have separate computer labs. The college has a well-equipped auditorium. The College Library is equipped with a large number of books and journals with Open access facility supported with 100 Mbps Internet. Almost all the departments have separate seminar library.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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.

The institution established a Physical Education department in 2005 to promote games and sports activities in the college. A playground (size 70x35 square meters) is there within the premises of the institution. Of the indoor games, students prefer Yoga, Badminton, Table tennis, Carrom, Chess & Gymnastics. There is one hall (size 30X20 square feet) in the Physical Education department used as Yoga Centre and for gain 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 every day and many learners use the Gym regularly. 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. Also 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	<a href="#">View File</a>
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.****12**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<b>Nil</b>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**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)****27.38**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Upload audited utilization statements	<b>No File Uploaded</b>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**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. 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.**

**CIRCULATION**

For the purpose of circulation, use of barcode in a book is essential. Since barcoding is convenient from the point of view of processing, so the college library has started the process of barcoding the books.

#### AUTHORITIES

Library is following Anglo American Cataloguing Rules 2 (AACR2R) for cataloguing and DDC 22nd edition for classification of books.

#### SERIALS

Purchasing and ordering of serial subscription is done through suppliers maintaining the procedure.

#### 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.

#### 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.

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

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-**

**A. Any 4 or more of the above**

<b>books Databases Remote access toe-resources</b>	
File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>
<b>4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)</b>	
<b>4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>	
<b>1.11</b>	
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)	<a href="#">View File</a>
<b>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)</b>	
<b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>	
<b>1</b>	
File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>
<b>4.3 - IT Infrastructure</b>	
<b>4.3.1 - Institution frequently updates its IT facilities including Wi-Fi</b>	
Number of computers in campus is 107 including recently updated computers in three Labs. Every department has individual desktop PC • Computer-student ratio in the campus is nearly 107:3717 =	

1:35 •The institution has five Computer Labs, one Computer Centre, ten smart classrooms. Besides, there is one Language lab run on advanced software and one Virtual classroom for creating e-resource • 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. •Now the institution has a high-speed internet .Our institute's intranet uses advanced fibre optic cables. It gives a wealth of information via connectivity of 100 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. College Auditorium and IQAC room is equipped with large scale image and video projection system with a ceiling mount projector and laptop and laser pointer

Page 84/113 27-12-2021 05:23:41 Annual Quality Assurance Report of our college.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

107

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**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)****17.24118**

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)	<a href="#">View File</a>

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 for the students through online mode.

**Maintenance:**For the maintenance of water purifiers and aquaguards, the college has signed (Annual Maintenance Contract) with a local agency. The maintenance of the generators is done through outsourcing. 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". Maintenance of different items and all kinds of microscopes are done regularly. Building Committee of college takes special care to ensure the overall maintenance of the college building and infrastructure. 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**

2275

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
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)	<a href="#">View File</a>

**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**

32



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>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</b>	<b>C. 2 of the above</b>
File Description	Documents
Link to Institutional website	<b>Nil</b>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>0</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>0</b>	
File Description	Documents
Any additional information	<b>No File Uploaded</b>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student</b>	<b>C. Any 2 of the above</b>

**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**

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

07

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 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

241

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

### 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

18

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

### 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.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
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)	<a href="#">View File</a>

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 )

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 representation and participation of students in major academic and administrative decisions.

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**

07

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)	<a href="#">View File</a>

#### 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 that contributes significantly to the development of the institution through financial and/or other support services. It was founded 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 the first Saturday 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
- Regular visit to correctional home
- In 2021-22, the alumni association performed most of their above-mentioned activities 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	<a href="#">View File</a>

### 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 focussed on materializing that vision into reality.

- The old Committees are reshuffled and reconstructed in in such a way as to reflect the vision of the college
- Prior to assumption of responsibility, the Manual of committees outlining the composition, tenure, function and jurisdiction of each committee, is prepared and distributed among the members concerned..
- So far as policy making is concerned, the GB functions in a democratic way, and allows maximum freedom to the stakeholders concerned.
- Instead of monopolization of power, the college believes in decentralization of administration through constitution of committees.
- The entire blue print of the jobs at hand are done, and the Time Table of service prepared and hosted on the College Website to ensure accountability in rendering service to the students.
- Initiated Online system admission
- In addition to applying through hard copies, Leave application is sent through e-mail
- GB members are intimated in all the three modes: through hard copies( whenever possible); through soft copies via

mail and over the telephone.

- To offset unfortunate dropout of students owing to financial straits, the institution has resorted to students' concession on genuine grounds.

File Description	Documents
Paste link for additional information	Nil
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.

For this session, considering the workload and necessary steps to be taken, the authority after discussion with management, teachers' council, non teaching staff, alumni, and also students formed a decentralized, structured and categorical division of work through 75 committees and subcommittees (Approximate). In the process, all the teaching and non teaching staff along with students' representatives, as and when needed, was included. These was exemplary decentralization of leadership and participative management.

Similarly, the financial budget and its allocation as per the need of different departments, hostel boarders, T/NT committees, subcommittees, students' section, teaching and non teaching and office section, NSS, NCC, Library, etc. was done in accordance with democratic allocation and utilization as per the need, derived from preparatory planning and unanimous decision of authority and management, the staff members, students, and all members concerned.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has installed Solar Water Heater in the three hostels as per its perspective plan. During winter the boarders would face

tremendous difficulties in the nipping cold. Consequently, they demanded for geyser in the hostels. The college authority realized 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 like the 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	No File Uploaded
Paste link for additional information	<a href="http://mucwcburdwan.org/data/uploads/others/strategic-plan.pdf">http://mucwcburdwan.org/data/uploads/others/strategic-plan.pdf</a>
Upload any additional information	<a href="#">View File</a>

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.

Our college administration broadly resembles the structure of concentric circles with the Principal forming the central core circle and the various committees as the surrounding outer circles. The GB is the vital power which runs this system. Any 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:

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

Recruitment of teachers and principals are monitored by the West Bengal College Service Commission (WBCSC), while that of non-teaching staff through the Standing Committee following proper government norms. Appointment of Substitute Teacher due to sanction of Teacher Fellowship under FDP scheme is done as per UGC norms. Promotion of teachers as per UGC norms is monitored by the IQAC, and that of non-teaching staff that by the Standing



**Committee.**

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination****B. Any 3 of the above**

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

**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:**

- **Festival Advance:** The College arranges exgratia and festival advance to willing staff before puja vacation, and such advance is to repay in 10 installments.
- **Loan Facility:** the College Cooperative Credit Society provides loan to the willing members.
- **Special Medical Leave** is given to a temporary staff on fixed pay when the case is genuine.
- **Daily Wage workers** have been elevated to Fixed consolidated Pay

**workers**

- Teachers can take printouts of research papers/ articles and other official documents related to their service.
- When the sole earning member of family dies in harness, the college makes provision for ad hoc appointment of one member on compassionate ground
- Unlike in many colleges, it is the college which bears the entire expenses of the experts who come to the college for CAS promotion of teachers.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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)	<a href="#">View File</a>

**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)	<a href="#">View File</a>

#### **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**

15

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

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

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, administration, office, etc. Later these feedbacks are openly analyzed.

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

#### 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

As regards auditing, the two following forms of auditing are maintained in this college.

**External Audit:** The institution has a mechanism for auditing the accounts by one firm of Chartered Accountants appointed by the DPI. 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.

The apart, 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 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)

#### 1.1

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

#### 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 of the students is the main source of College income. Fifty percent (50%) 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 Quarters. Claiming HRA from the State Government for College Quarters occupied by TS & NTS
- Accepting donations from alumni and other well-wishers,
- Collection of Registration fee
- Auction of scrap items,
- Collection of charge for holding external examination in the college.

- Increase of development fees for PG students
- Collection of fees from Add-on courses offered to students

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

MUCWC has institutionalized the following quality initiatives of IQAC:

### Online Student Feedback:

Online proforma of student feedback to gather information about the courses, objectives, relevance, availability of learning resources, teaching methodology, etc. The Departments have been receiving students' feedback manually for the past few years; however, this online feedback system has been introduced and implemented as a quality initiative and a way to make student feedback system more effective and efficient, as it involves all the students of MUCWC to assess and improve the curriculum of the programmes of study, and quality of teaching and learning in the institution. The entire system has been developed and implemented by IQAC.

### Implementation of ICT tool

The IQAC has advised the administration to enrich ICT infrastructure by purchasing advanced ICT tools, broadband internet Wi-Fi facility. Periodically IQAC has trained teachers and non-teaching staff to use ICT by arranging different workshop i.e. Google Apps, Video conference, use of e-mail, handling ICT instrument etc. The educational use of social media has also been utilized to establish communication with the students and peers. The IQAC led efforts alternative sources of energy- solar power. Automation of admission, financial, examination, upgradation of Wifi and LAN facilities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

The institution reviews its teaching learning process and methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms.

- The Academic Calendar is prepared in advance, displayed and circulated in the Institute and strictly followed. Admission to various Programmes, summer, winter and mid-term vacations, examination schedule are notified in the Academic Calendar.
- All newly admitted students have to compulsorily attend the Orientation Programme, in which they are made aware of the philosophy, the uniqueness of the Education system, the system of continuous evaluation, compulsory core courses, discipline and culture of the Institute.
- Preparation of lesson plan and modules for each Semester: The lesson plan is prepared by the faculty members for all the subjects they teach in that particular semester.
- Library Orientation Programme
- Effective internal examination and evaluation systems: Institute maintains an effective internal examination and evaluation system.
- Students' result analysis: Institute has the provision of analysis of students' performance after the announcement of their semester results. If the result of the students, in a subject, is not found up to the mark, necessary steps are taken to find out the reasons and the concerned faculty members are counselled and motivated to work towards improvement.

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

<b>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)</b>	<b>B. Any 3 of the above</b>
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File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

- **Safety of girls: 24 hour CCTV surveillance is maintained in the college.**
- **Visitor register, Restricted Entry are maintained**
- **Girls' hostels- female wardens and supervisors. Mandatory for all the students to get their out-passes and leave forms duly signed by the wardens and supervisors.**
- **Hostel mess is available within the hostel. Waiting room for parents**
- **The central gym is situated in the college building.**
- **Sanitary napkin dispensing machine are also available for use.**
- **Grievance Redressal Cell: There is a pick and drop facility for female faculty members working late at night in college campus.**
- **There is a 24x7 psychological counselling cell also.**
- **Women Empowerment Cell is also active in the college.**
- **A Common Room with an attached Wash Room is the primary facility required for the girl students to meet to their**



personal needs. Besides the common room for the girls, there are separate wash rooms for male and female staff.

- Awareness programs and workshops on gender sensitization are regularly organized in the campus.
- The institution has different committees such as Anti - Ragging Committee, Students Grievance Committee and Discipline Committee

File Description	Documents
Annual gender sensitization action plan	Nil
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	Nil

**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**

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
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 partial lockdown the waste management practices of this college have been continuing as per its old traditional appliances, and nothing new could be done because the college was sometimes closed (except office area) and sometimes open by government orders for nearly six months. As part of Green Action, 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 collected waste material is hygienically throw out by emptying the bins at the Municipality vats earmarked for this purpose.

#### Liquid waste management

The large liquid wastes excluded from toilets are collected in separate septic pits. Laboratory waste, mainly chemical mixed water is passes in ring-well for withhold toxicity. Though out campus well conduct water passes drains are connected with municipality drainage systems.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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	<a href="#">View File</a>
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

B. Any 3 of the above

<b>3. Pedestrian-friendly pathways</b> <b>4. Ban on use of plastic</b> <b>5. Landscaping</b>	
File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>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</b>	<b>D. Any 1 of the above</b>
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>
<b>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</b>	<b>C. Any 2 of the above</b>

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	<a href="#">View File</a>

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).

Aim of the institution is to maintain overall harmony and holistic development of the students. For this, it maintains a democratic and secular approach towards all staff and students. Here, at MUCWC, students and staff across cultures, languages, religion and socio-economic status cohabit in a friendly way. We celebrate the arrival of various seasons together and the religious festivals like sarodatsav, Eid, basantotsav, and Christmas. Rakshabandhan was arranged outside college campus for promoting fraternity and social integrity. The teaching, non teaching staff, students, along with the college authority arrange for communal outreach programmes like distribution of clothes, food, Christmas cakes, etc. on those days. We organize events to celebrate not only the mother language day but also, English, Hindi, Urdu, Nepali, and santhali languages because at M.U.C Women's College we have ST students, teachers, and also many from the Nepali communities. Recently we celebrated the Janjatiya Gaurav Divas. As for language departments, we organize interdisciplinary events. Along with chanting of Sanskrit Mantras at the inauguration of different programmes we chant from the Bible and the Holy Quran as well as other exemplary texts that talk about humanism. To bridge the socio-economic gap we arrange for different scholarships for the students.

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

- **Constitutional Rights:** awareness programme and seminar related to Independence day and Republic day
- Sensitization programs on women's rights (International Women's Day)
- Nutritional rights: National nutrition week celebration
- Celebration of Human rights day (NSS)
- Covid vaccination programme: Health rights
- Post Covid 19 pandemic programme on health awareness and precautionary measures: Health rights
- Student Credit Card Scheme- Socio economic equality drives
- Awareness about aged person's right (Film Bela Sese)
- Awareness of mental health (Seminar - Uttoron)
- Awareness of labour rights (May day celebration)
- Seminar on Union financial Budget- Socio economic drives

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	No File Uploaded
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	<a href="#">View File</a>

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

- International mother language day celebration
- National Science Day Celebration
- International Women's Day
- Celebrating the contribution of first woman martyr of the world for mother language: Kamala Bhattarcharya
- Birth anniversary of famous personalities (Raja Rammohan Roy, John Milton, Rabindranath Tagore, and Iswarchandra Vidyasagar, Netaji Subhas Chandra Bose).
- Death of famous personalities (Lata Mangeskar)
- National commemorative days (Independence Day, Republic Day, Teachers Day)
- Festivals- Social outreach programmes organized on Mahalaya, Eid, and Christmas: distribution of clothes, food, etc.
- Celebrating the festival of light (Deepavali)
- Worshipping the muse of knowledge (Saraswati Puja)
- Celebrating spring (Vasant Utsav)

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

**Green and Eco-friendly Campus:** The primary objective of initiating the concept of green campus is to lay emphasis on various practices related to environment and sustainability. This mainly consists of harnessing sustainable energy, water conservation, maintaining greenery, used water recycling system. Renewable energy solar PV system has already been installed. We have a medicinal garden, a vegetable garden, and indoor plants which help in increasing the oxygen level. We also have a "no carbon emission" day in college.

### Best Practice: 2

Special drive to celebrate different important days and events for holistic development, cultural harmony, integrated learning, and for inculcating the spirit of nationalism. Observance of birth and death anniversaries of famous personalities through seminars, conferences, workshops, invited talks on those days. Social outreach programmes organized on such relevant days. Institute organizes blood donation camp every year where many students, faculty and staff donate their blood voluntarily. Village Adoption and several other social activities such as CLEAN India, education to under-privileged children undertaken by N.S.S. wing and IQAC. Students work with street and slum children, physically and mentally challenged individuals, orphans, domestic workers, hospital patients and senior citizens. Gender sensitization and women empowerment are primary foci.

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

The mission of women education and empowerment, reflecting through

all round and holistic development is our distinctive feature.

**Holistic Development:**

- Excellence in education (as reflected in University results) and economic and social empowerment of students

**Intellectual development:**

- University curriculum is well implemented.
- Experiential learning through mentors, industry experts, professionals, and innovators.
- Hands-on training programmes for the students.

**Social development:**

- Performing skills are nurtured through drama club, poetry club, language club and women empowerment wing.
- Exposure through social outreach programmes, awareness programmes, and sensitization programmes.
- Regular camps on blood donation, eye check up, health camps (mother and child), disability rights.
- Visits to orphanages, old age and destitute and, correctional homes, rehabilitation centres.
- Distribution of clothes and food among the needy during Durga Puja, Saraswati Puja, Eid, Holi, Christmas for social justice.

**Physical development:**

- The institute promotes training programmes on physical fitness and Gym activities and celebrates international Yoga Day each year.

**Emotional development:**

- The mentor-mentee interaction and guidance system is in full swing.
- Appropriate counselling (psychological, social, legal, professional etc.) is provided by the teacher counsellors.
- Mental health awareness seminars, talks, etc are organized regularly.



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

1. Professional Training and Faculty Development Programme (FDP) for all staff and students.
2. Introduction of training in various sports, games and Martial arts.
3. Green Audit, Gender Audit, Academic audit.
4. College interior decoration by students.
5. Saraswati Puja by students who will also take up Experiential Learning in priesthood.
6. Workshops on sustainable fashion, recyclable waste decors, etc.
7. Introducing cheap store, exhibition counter.
8. Renovating college Museum
9. Renovation/re-structuring: Washrooms, canteens, water supply, drainage, Auditorium, classrooms, smart classrooms, language laboratory, science labs, library, hostels etc.
10. Introduction of more Add-On/Certificate Courses.
11. Courses on computer literacy, capacity building, competence building in languages.
12. Observation of important Days: for holistic development, women empowerment and gender equity.
13. Girls' Common Room- face-lifting.
14. Website revamping and updates.
15. SBI: Garden maintenance through SBI support.
16. Vegetable Garden for Soup n proper diet for nursing mothers or pregnant Staff at college.
17. Eco-campus.
18. Drives for interdisciplinary seminars/workshops /Film Club, Poetry Club.
19. Workshops/training on indigenous and foreign Languages.
20. Drives for Employability
21. Research and Facilities- new initiatives and planned execution
22. New drives for Library automation.
23. MoU with Deaf and Dumb School, Other Colleges, Libraries, Universities.