Annual Quality Assurance Report (AQAR)

For the session: 2013-2014

Submitted by

Internal Quality Assurance Cell (IQAC)

Mahishadal Girls' College

Mahishadal, Rangibasan, Purba Medinipur

West Bengal

Submitted to

National Assessment and Accreditation Council (NAAC)

Bengaluru

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

> MAHISHADAL GIRLS' COLLEGE

1.2 Address Line 1

> Rangibasan, P.O. & P.S. : Mahishadal

Address Line 2

> Dist: Purba Medinipur

City/Town

> Mahishadal

State

> West Bengal

Pin Code

> 721628

Institution e-mail address

> mgc_104@yahoo.co.in

Contact Nos.

> 03224 240520

Name of the Head of the Institution:

> Dr. Utpal Kumar Utthasani
> Principal and Secretary

Tel. No. with STD Code:

> 03224-240520

Mobile:

09434063854

Name of the IQAC Co-ordinator:

Dr. Debasis Mahapatra

Mobile:

+91- 9932090915

IQAC e-mail address:

iqacugcmgc@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

14567

1.4 **NAAC Executive Committee No. & Date:**
   (For Example EC/32/A&A/143 dated 3-5-2004.
   This EC no. is available in the right corner- bottom
   of your institution's Accreditation Certificate)

EC/38/157 Dated 02/02/2006

1.5 Website address:

http://mahishadalgirlscollegewb.in

Web-link of the AQAR:

http://mahishadalgirlscollegewb.in/new-web/pdf/aqarssr/AQAR-13-14.pdf

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	71.95	2006	2011
2	2nd Cycle	NA	NA	NA	NA
3	3rd Cycle	NA	NA	NA	NA
4	4th Cycle	NA	NA	NA	NA

1.7 Date of Establishment of IQAC :   DD/MM/YYYY | 04/12/2004 (As per G.B. Resolution) |

1.8 AQAR for the year *(for example 2010-11)* | 2013-14 |

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

   i. AQAR 2013-2014 12/12/2018(DD/MM/YYYY)
  ii. AQAR_____ _____ (DD/MM/YYYY)
 iii. AQAR_____ _____ (DD/MM/YYYY)
 iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University   State [ ]   Central [ ]   Deemed [ ]   Private [ ]

Affiliated College   Yes [√]   No [ ]

Constituent College   Yes [ ]   No [√]

Autonomous college of UGC   Yes [ ]   No [√]

Regulatory Agency approved Institution   Yes [ ]   No [√]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [ ]   Men [ ]   Women [√]

    Urban [ ]   Rural [√]   Tribal [ ]

Financial Status   Grant-in-aid [√]   UGC 2(f) [√]   UGC 12B [√]

    Grant-in-aid + Self Financing [√]   Totally Self-financing [ ]

1.11 Type of Faculty/Programme

Arts [√]   Science [√] Commerce [ ]   Law [ ]   PEI (Phys Edu) [√]

TEI (Edu) [ ] Engineering [ ]   Health Science [ ]   Management [ ]

Others   (Specify)   [NA]

1.12 Name of the Affiliating University *(for the Colleges)*   [Vidyasagar University]

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   [NA]

University with Potential for Excellence   [NA]   UGC-CPE   [NA]

DST Star Scheme   [NA]   UGC-CE   [NA]

UGC-Special Assistance Programme   [NA]   DST-FIST   [NA]

UGC-Innovative PG programmes   [NA]   Any other *(Specify)*   [NA]

UGC-COP Programmes   [NA]

2. IQAC Composition and Activities

2.1 No. of Teachers   [08]

2.2 No. of Administrative/Technical staff   [03]

2.3 No. of students   [01]

2.4 No. of Management representatives   [01]

2.5 No. of Alumni   [01]

2. 6 No. of any other stakeholder and
                                                             [01]
       community representatives

2.7 No. of Employers/ Industrialists   [01]

2.8 No. of other External Experts   [00]

2.9 Total No. of members   [16]

2.10 No. of IQAC meetings held   : 07

2.11 No. of meetings with various stakeholders: No. [01]   Faculty [03]

        Non-Teaching Staff Students [02]   Alumni [01]   Others [00]

2.12 Has IQAC received any funding from UGC during the year?   Yes [√]   No [   ]

        If yes, mention the amount   [Rs 3,00,000]

2.13 Seminars and Conferences (only quality related)

    (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

      Total Nos. [Ni] International [   ] National [   ] State [   ] Institution Level [   ]

      (ii) Themes   [Nil]

2.14 Significant Activities and contributions made by IQAC

        * Development of Value Education course syllabus
        * Establishment of Indoor sports hall
        * Extension of the internet facility

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
To undertake initiatives of up gradation of academic quality during this session.	Performance of the students in various internal assessment tests, as well as the final result have been improved to a great extent.
Encouraging the faculty members to get involved in active research work	Some teachers registered for Ph.D in different disciplines
Motivating the faculty members for quality research publications	18 papers in national/ international Journal and 20 chapters in national/ international book have been published by the faculty members.

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes √   No ☐

Management √   Syndicate ☐   Any other body √

Provide the details of the action taken

Management appreciated the IQAC body. They approved all the decision of IQAC.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	NA	NA	NA	NA
PG	NA	NA	NA	NA
UG	20	NA	NA	NA
PG Diploma	NA	NA	NA	NA
Advanced Diploma	NA	NA	NA	NA
Diploma	01	NA	01	NA
Certificate	01	NA	01	NA
Others	NA	NA	NA	NA
Total	22	00	02	00

Interdisciplinary	NA	NA	NA	NA
Innovative	NA	NA	NA	NA

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	NA
Annual	20

1.3 Feedback from stakeholders*   Alumni [Yes]   Parents [Yes]   Employers [Yes]   Students [Yes]
   (On all aspects)

   Mode of feedback   :   Online [ ]   Manual [√]   Co-operating schools (for PEI) [ ]

Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> The decision is taken by concern University. Some faculty of our college are involved in this programme.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

> Nil

Annexure- 1.3

Analysis of the feedback:

The college, through its various permanent and temporary bodies, functions by organising regular meetings and its members exchange ideas at frequent intervals. The college's staff members (academic and non-academic), along the students and alumni, actively engage themselves to collect feedbacks from one another. This process brings to light important developments. The feedbacks and the gather information are then passed although certain pipeline, ultimately reaching the highest concerned division. On a regular basis the feedbacks collected from present students, alumni, parents and employers are discussed, analysed and become the basis for future plans.

The college holds regular meetings with its college staff. The minutes of previous meetings are presented and measures are taken to advance the fluidity and functionality of the administration. These meetings also discuss the feedbacks obtained from various strata of the college and decide upon future strategies. Discussions are held where the Principal presides and the members discuss teaching-learning challenges, co-curricular activities, new updates, upcoming seminars and conferences, improvement and upholding of college environment, infrastructure and a holistic approach to ameliorate the college body. These meetings concern themselves with preventive measures against negative feedbacks. Upcoming exam schedules, attendance issues, planning of various activities, guidelines for various departmental teachers and students, among other issues, are often important topics discussed.

Teachers from each department conduct Parents' Teacher Meetings (PTM) frequently where parents also give their valuable suggestions to the departmental development. The alumni associations offer an interactive platform where the ex-students exchange ideas and information.

The Staff Council meetings and Governing Body meetings are often organised, to plan and address significant, concerned issues. These meetings ensure the routine functioning of the college.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
22	17	03	00	02

2.2 No. of permanent faculty with Ph.D.

04

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
00	15	00	00	00	00	00	00	00	15

2.4 No. of Guest and Visiting faculty and Temporary faculty   28   04   35

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	10	06
Presented	01	13	00
Resource Persons	00	00	00

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Student Feedback System,
- Audio-Visual System by Overhead Projector & 3D Model.

2.7 Total No. of actual teaching days
      during this academic year

      212

2.8 Examination/ Evaluation Reforms initiated by
      the Institution (for example: Open Book Examination, Bar Coding,
      Double Valuation, Photocopy, Online Multiple Choice Questions)

      NA

2.9 No. of faculty members involved in curriculum
      restructuring/revision/syllabus development
      as member of Board of Study/Faculty/Curriculum Development workshop

      | 03 | 03 | 05 |

2.10 Average percentage of attendance of students

      78

2.11 Course/Programme wise
      distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	333	NA	8.10	77.17	41.71	96.99
B.Sc	28	NA	14.28	67.85	10.71	92.85

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

IQAC contributed towards the following activities:

- To introduce internal & external examination on regular basis,
- Preparing smart and effective class routine,
- Maintaining students feedback system,
- To conduct seminar, tour and fieldwork on regular basis.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	02
Faculty exchange programme	00

Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	00
Others	00

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	07	04	00	00
Technical Staff	05	00	00	00

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

This institution is furnished with a highly active and efficient IQAC to frame the policy for the academic as well as administrative growth of the institution. It maintains and monitors the proper implementation and analysis of overall academic and administrative performances of the college activities. IQAC ensures maximum utilization, expansion and development of infrastructural facilities .IQAC suggested the college to furnish computer facility, internet and introduce INFLIBNET facility in college. It maintains a strong students' support system and it concerned about and all round development of the students of the students not at only academically, but also culturally and socially through programmes like NCC, NSS etc. Finally, IQAC monitors the well being of the college in all respect.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	00	00	00	00

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	00	00	00	00

3.4   Details on research publications

	International	National	Others
Peer Review Journals	02	02	00
Non-Peer Review Journals	00	09	12
e-Journals	02	00	00
Conference proceedings	00	04	00

3.5 Details on Impact factor of publications:

Range 0.0-3.2   Average 2.388   h-index 03   Nos. in SCOPUS 02

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	00	00	00	00
Minor Projects	00	00	00	00
Interdisciplinary Projects	00	00	00	00
Industry sponsored	00	00	00	00
Projects sponsored by the University/ College	00	00	00	00
Students research projects *(other than compulsory by the University)*	00	00	00	00
Any other(Specify)	00	00	00	00
Total	00	00	00	00

3.7 No. of books published   i) With ISBN No.   02   Chapters in Edited Books   09

ii) Without ISBN No.   00

3.8 No. of University Departments receiving funds from

UGC-SAP   00   CAS   00   DST-FIST   00

DPE   00   DBT Scheme/funds   00

3.9 For colleges   Autonomy   00   CPE   00   DBT Star Scheme   00

INSPIRE   00   CE   00   Any Other (specify)   00

3.10 Revenue generated through consultancy   00

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	00	00	00	00	00
Sponsoring agencies	00	00	00	00	00

3.12 No. of faculty served as experts, chairpersons or resource persons   00

3.13 No. of collaborations   International 00   National 00   Any other 00

3.14 No. of linkages created during this year   00

3.15 Total budget for research for current year in lakhs :

From Funding agency 00   From Management of University/College 00

Total 00

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	00
	Granted	00
International	Applied	00
	Granted	00
Commercialised	Applied	00
	Granted	00

3.17 No. of research awards/ recognitions   received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
00	00	00	00	00	00	00

3.18 No. of faculty from the Institution   01
who are Ph. D. Guides
and students registered under them   01

3.19 No. of Ph.D. awarded by faculty from the Institution   01

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF 00   SRF 00   Project Fellows 00   Any other 00

3.21 No. of students Participated in NSS events:

University level	00	State level	15
National level	00	International level	00

3.22 No. of students participated in NCC events:

University level	49	State level	20
National level	00	International level	00

3.23 No. of Awards won in NSS:

University level	00	State level	00
National level	00	International level	00

3.24 No. of Awards won in NCC:

University level	00	State level	00
National level	00	International level	00

3.25 No. of Extension activities organized

University forum	00	College forum	03		
NCC	01	NSS	04	Any other	02

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Four NSS and one NCC units have been established on the college campus .The students of these units perform the following activities:
- Awareness programme taken on against dowry &smoking ,alcoholism ,consumer behaviour.
- Seven days fully residential NSS winter recess camp.
- Adult literacy programme.

- College campus cleaning.
- Sathish Samanta halt cleaning.
- Nivedita Girls Hostel campus cleaning.

- Gardening in the college premises .
- Cultivation of medicinal plants.
- Thalasemia detection and counselling.
- Dept.of Physical education free training on Kabadi, Kho-kho and Kabadi.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5.0 acres	2.0 acres	College Fund	7.0 acres
Class rooms	33	-	-	33
Laboratories	03	-	-	03
Seminar Halls	01	-	-	01
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	01	02	UGC Grant	03
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs.3,45,000	Rs.3,66,395	-	Rs.7,11,395
Others	-	-	-	-

4.2 Computerization of administration and library

1. Library partially computerised (complete database in SOUL 1.0 software created, OPAC searching facility provided to users).
2. Admission fully computerised.
3. Cash section fully computerised.
4. Account section partly computerised.
5. Administrative activities partly computerised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	9248	-	17	Rs.3550	9265	-
Reference Books	8226	-	92	Rs.46,157	8318	-
e-Books	-	-	-	-	-	-
Journals	13	Rs.8800	-	-	13	Rs.8800
e-Journals	e-journals subscribed under the INFLIB NET-NLIST programme.	Rs. 5000 for the total package of e-books and e-journals.	Subscription of NLIST continued.	Rs.5000	-	Rs.10,000
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	1. E-books and e-journals subscribed under the N-List Programmes (Value Rs. 5000/ Year) 2. 07 magazines , 02 News papers (Value Rs.18927) 3. Internet searching facility. 4. OPAC searching facility.					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	25	01	10	03	06	04	12	-
Added	-	-	-	-	-	-	-	-
Total	25	01	10	03	06	04	12	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

1. Computer and Internet access to students and teachers
2. Computer and Internet access in office
3. Training of students and teachers regarding the use of library software for searching OPAC.
4. Training of teachers and students for use of NLIST resources.
5. Training of students regarding the use of internet.

4.6 Amount spent on maintenance in lakhs :

i) ICT — Rs.43,053

ii) Campus Infrastructure and facilities — Rs.13,33,549

iii) Equipments — Rs. 3,66,395

iv) Others — Nil

Total : Rs.17,42,997

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

There is sufficient arrangement of support services provided for the students. The college common room is very well equipped and also has some recreational facilities. Xerox Centre, Medical Unit. Apart from these facilities the college has formed both private counselling cell and career counselling cell to assist the students with necessary suggestion and information.
The college has just started five separate sections that are:
1. Training for entry in service, rural area development.
2. Career and counselling.
3. Day care centre.
4. Remedial coaching.

5.2 Efforts made by the institution for tracking the progression

Efforts being always made to track the progression as well as the university results of the students in Part I, Part II and Part III exam, through academic committee meeting in different departments. This system has been supplemented by discussions within TC meeting as well.
Every year efforts were taken to analyses and reassess the feedback reports within departments.
To empower the girl students, members of IQAC in association with the institute formed women cell.
The cell identifies various problems both within campus and outside campus and also raise suitable solution of the said problem.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1525	0	0	0

(b) No. of students outside the state

00

(c) No. of international students

00

Men
No	%
0	0

Women
No	%
1525	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1474	194	9	74	4	1755	1303	143	5	72	2	1525

Demand ratio 1:1.82   Dropout 26%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

> 1. Communicative English
> 2. Career counselling cell

No. of students beneficiaries   21

5.5 No. of students qualified in these examinations

NET   1   SET/SLET   0   GATE   0   CAT   0

IAS/IPS etc   0   State PSC   0   UPSC   0   Others   0

5.6 Details of student counselling and career guidance

> We have formed a career counselling cell with the financial assistance from UGC. This cell provides our students relevant information and professional guidance about the prospects of different types of courses. Hopefully, this helps them to face the complex and globalised job market in a better way.

No. of students benefitted   17

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

5.8 Details of gender sensitization programmes

> No such program has been initiated yet, but hopefully it will be organized in near future.

5.9 Students Activities

   5.9.1   No. of students participated in Sports, Games and other events

State/ University level   30   National level   00   International level   00

No. of students participated in cultural events

State/ University level   08   National level   00   International level   00

   5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level   00   National level   00   International level   00

Cultural: State/ University level   02   National level   00   International level   00

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	219	53,519
Financial support from government	45	22,8300
Financial support from other sources	01	3000
Number of students who received International/ National recognitions	00	00

5.11   Student organised / initiatives

Fairs   : State/ University level   00   National level   00   International level   00

Exhibition: State/ University level   00   National level   00   International level   00

5.12   No. of social initiatives undertaken by the students   00

5.13 Major grievances of students (if any) redressed: _____Nil_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The vision of this institution is to render our college into a centre of quality learning and our mission is to shape our students into smart, responsible and sincere citizens by imparting both material and moral education. Considering the changing scenario and the growing needs of the day, we are also very keen to introduce different types of traditional and non-traditional courses, different job oriented courses and vocational training in our institution to ensure their future and make them free from poverty, unemployment and social injustice. We have also our dream to save our students from any kind of material and moral degradation through both moral and ethical education. There have been great deals of probability of prosperity of our institution because it holds all sorts of necessary potency for rendering itself into a leading academic institution and a centre of quality learning.

VISION
- To Make Mahishadal Girls' College a Centre of Quality Learning.

MISSION
- To impart higher education among the women folk of the locality.
- To provide traditional, modern and vocational education for the women masses.
- To make our students self-sufficient and self-reliant.
- To enhance women status and stature.
- To create smart, sincere and responsible women citizen.
- To emancipate women from all social evils and injustice.
- To serve the locality by inculcating general awareness.

6.2 Does the Institution has a management Information System

The college has introduced in house Software Management Information System in its different activities like admission of the students, collection of students fees, disbursement of Salary to staff etc.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- The senior faculty members are on various Academic Bodies like Board of Studies and are actively involved in framing the syllabus.
- In accordance with the provisions of University Statue, Govt. acts and orders the Governing Body of the college takes decisions in any curriculum aspect

6.3.2 Teaching and Learning

- Prepared of Academic calendar and made it available for both teachers and students.
- Organising Tutorial classes for slow learners.
- Emphasised on project work, field work etc.
- Continuous & comprehensive evaluation was done through regular internal tests.

6.3.3 Examination and Evaluation

- Practical and Final Examination were conducted as per Vidyasagar University guidelines.
- Internal Assessment and Class Test held on regular basis.

6.3.4 Research and Development

- Easy access of researchers in the college library with their requisite books and journals.
- 5 (Five) teachers are engaged in Minor Research Project under financial assistance of UGC.
- A research journal named ' **Focus**' (ISSN 2231 – 1408) is published every year in which teachers publish their articles.
- Supplying computer with internet facilities for research work.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Our college library is enriched with near about 17,500 books, current and back volumes of 13 renowned journals and 07 other periodicals. Besides serving the students and staff members of the college, it provides books to the departmental libraries also. The area of the newly constructed library building is 300 sq. meter.
- Central Library provides reading room and lending services to our members. The other facilities are facilities of searching OPAC (Online Public Access Catalogue), searching e-resources through NLIST programme of INFLIBNET, browsing the Internet etc. There is Book Bank facility for the economically backward students. The Library Stock is computerized with the help of SOUL 1.0 software.
- The library uses various ICT tools, photocopier, printers etc. to help library members. The library also has internet connection.
- The college has a library sub-committee for monitoring the activities of the library.
- The work of construction of Library Building with adjacent to **Kala Bhavan** at the college under the head "Development Grant & Merge scheme Grant" of UGC during the 11th Plan period has been completed and is in full fledged use.
- Instrument purchased for modernization and up gradation of laboratory to make it equipped with up to date latest equipment commensurate with changing syllabus.
- Construction of Indoor **Shooting Range** and **Indoor Sports Hall** has been started during the 11th Plan period.

6.3.6   Human Resource Management

- **Student** : Foundation is made at the Under graduate level to give exposure in Cultural, Entrepreneurship, writing skill, Public speaking, Sports, Seminar defence along with Academics. Different co-curricular activities were emphasized for all round development of personalities of the students.
- **Teachers** : Faculty members are involved in academic work as well as Committee work. The various responsibilities are coordinated with academic activities. Teachers were also encouraged and granted duty leave to participate in conferences, workshop, Seminars & short term courses.
- **Non teaching staff** : Non teaching members were educated on how to keep records and digitalize the official documents.

6.3.7   Faculty and Staff recruitment

Notification about vacant posts (for guest and part-time teachers) was circulated through 2 daily newspapers and the college website. Recruitment was done on the basis of merit selection through personal interview, class demonstration, academic achievement in previous qualifying examinations, experiences etc. Full time teachers were recruited by West Bengal College Service Commission.

6.3.8   Industry Interaction / Collaboration

Different resource persons from different industry, academic and professional bodies regularly visited the college last year in order to avail industry interaction as a whole. A team of student with teachers visited the *Trade Fair* and attended the *Seminars* conducted by the State Govt. at Haldia in February, 2014. The **Rice Group** who are renowned professional body in training soft and academic skill were regularly involved in the organizing workshops to educate the student with their expertise to excel in the job field.

6.3.9   Admission of Students

- Rules and Regulations for admission as laid by the affiliating University and State Government have strictly been followed by the College.
- The entire admission procedure has been conducted through computer with the help of very user friendly software developed by our own institution.
- The college announces its admission process in the College website.
- Prospectus was published with detailed information on various courses and combinations offered along with the fees structure and facilities for the students available. Strict observance of Govt. rules for reserved categories are maintained properly.

6.4 Welfare schemes for

Teaching	Employees Credit Co- operative Society, Group Insurance Schemes, Health Check up Camp etc.
Non teaching	Employees Credit Co- operative Society, Group Insurance Schemes, Health Check up Camp etc.
Students	Fees concession for needy students and meritorious students, Merit cum Means Scholarship Grant from Govt., Minorities Scholarship Grant from West Bengal Minorities Development & Finance Corporation, Scholarship Grant from Sitaram Jindal Foundation etc

6.5 Total corpus fund generated   1,00,000.00

6.6 Whether annual financial audit has been done   Yes √   No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University	Yes	Academic Sub-Committee
Administrative	Yes	University	Yes	IQAC

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes [   ]   No [√]

For PG Programmes   Yes [   ]   No [√]

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

> Not Applicable

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

> Not Applicable

6.11 Activities and support from the Alumni Association

- The Alumni Association of this college actively participates in blood donation camps organised by the NSS Units & Students' Union.
- They organize different cultural activities and an annual athletic meet.
- They organize regular meetings and felicitate renowned personalities.
- They provide feedback and suggestions on various aspects.
- They are engaged in the developmental works of the college.

6.12 Activities and support from the Parent – Teacher Association

- Parent –teachers meeting held annually at the beginning of the academic session.
- Parents of new students are invited to attend the Introduction Class, Freshers' Welcome and Saraswati Puja Festival

6.13 Development programmes for support staff

- Periodical and Annual meeting of all support staff.
- Instructions and updating meetings.
- To continue further study.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Plantation Programme was done by the NSS Units in the college premises and the adopted villages.
- NSS Units of the college regularly undertook programmes to clean the campus.
- Initiatives were taken to make the campus a plastic free & smoking free zone.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Facility of INFLIBNET-NLIST for different users, 2013
- Women Study Centre, 2013
- Formation of Environmental Cell, 2013

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- We have completed the extension of Library Building.
- We have purchased Books and Equipments for Central Library.
- We have completed the computerisation system in Library.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

1. Inclusion of Research activities in the college.
The prime goals of the practice are:
- To inculcate research culture among the teaching faculty members of the college.
- To develop research skills and positive attitude among the students.
- To encourage the faculty members to publish their research articles in the journals of national and international repute.
- To organize seminars and workshops relating to modern trends of multidisciplinary research.
- To encourage to faculty members to submit minor and major research proposals to different funding agencies viz. UGC etc.
- To develop the scientific temper among teachers and students.
.

2. In XII plan Prof. Suman Kalyan Samanta, Department of Anthropology received grant of Minor Research Project from UGC during the year 2013- 2014.

3. Total number of research articles published in journals (national and international) and books: 51.

4. Different types of outreach programmes and awareness programmes among local villagers

These practices were performed by our NSS units among the following villages:
- Rangibasan
- Gazipur
- Purba serampur
- Naikundi
- Environmental awareness programme, tree plantation, outreach programmes were performed.

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

- Proper electricity management
- Particular efforts are expended to ensure carbon neutrality by taking steps such as making the campus a "No Smoking Zone".
- Hazardous waste management through drainage system.

7.5 Whether environmental audit was conducted?   Yes ✓   No

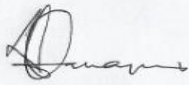7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Nil

8. **Plans of institution for next year**

- Re-accreditation by NAAC

- Opening of different PG courses

- Library Extension

Name _____Dr. Debasis Mahapatra   *Name ____Dr. Utpal Kumar Utthasani__*

Co-ordinator
Internal Quality Assurance Cell (IQAC)
Mahishadal Girls' College

Principal & Secretary
Mahishadal Girls' College

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme

CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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