Annual Quality Assurance Report (AQAR)

For the session: 2015-2016

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-15-16.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)* | 2015-16 |

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 2014-2015 14/12/2018 (DD/MM/YYYY)
 iii.   AQAR 2015-16 17/12/2018 (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   00

2.4 No. of Management representatives   01

2.5 No. of Alumni   00

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   14

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   Nil

2.13 Seminars and Conferences (only quality related)

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

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

   (ii) Themes   Nil

2.14 Significant Activities and contributions made by IQAC

- Taking significant steps for career advancement schemes (CAS) for teachers
- Proposal of regular cleaning activities in the college campus
- Surveillance on disciplinary sub committee
- Supervision on newly formed garden
- Supervision of campus lighting system to conserve the electricity

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 for up-gradation of academic quality of teachers	Some teachers achieved promotion and placement under CAS
Environmental awareness program	Environmental awareness program through NCC and NSS
Installation of microphone in large classrooms	To increase the audibility of the teacher in the room.

 * 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

The governing body approved all the recommendation made by 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	1	1	1	NA
UG	21	1	NA	NA
PG Diploma	NA	NA	NA	NA
Advanced Diploma	NA	NA	NA	NA
Diploma	01	NA	01	NA
Certificate	03	NA	03	NA
Others	NA	NA	NA	NA
Total	26	02	05	NA

Interdisciplinary	NA	NA	NA	NA
Innovative NSS Oriented training Programme (Training orientation and research center Ramkrishna Mission Ashram, Narendrapur, Kolkata)	01	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	05
Trimester	NA
Annual	21

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.

NA

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

B.Voc.

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 aloghthrough certen 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
19	15	02	00	02

2.2 No. of permanent faculty with Ph.D.   06

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	14	00	00	00	00	00	00	00	14

2.4 No. of Guest and Visiting faculty and Temporary faculty   26   04   34

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	00	09	01
Presented	00	07	02
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
- Smart class room
- Online access through INFLIBNET facility

2.7 Total No. of actual teaching days
during this academic year   210

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

University has modified the internal examination system reducing the number of examination.

2.9 No. of faculty members involved in curriculum
     restructuring/revision/syllabus development

03	03	05

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

83%

2.11 Course/Programme wise
     distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	285	NA	7.02	69.12	18.24	94.38
B.Sc.	63	NA	23.81	71.43	4.76	100

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.
- Monitoring and analysing the students of all departments
- Insist the faculty members of every department to organize seminars

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	03
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	08	04	00	00
Technical Staff	04	00	00	00

Criterion – III

3. Research, Consultancy and Extension

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

IQAC encourages all faculty members to keep themselves up to date with the evolving nature of their respective disciplines .The faculty members are facilitated with the requirements needed for advance research as Ph.D and Refresher course and Orientation programme for CAS .The teachers are also promoted to conduct local surveys.

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	05	01	Nil
Outlay in Rs. Lakhs	Nil	Nil	380000/-	Nil

3.4   Details on research publications

	International	National	Others
Peer Review Journals	21	03	02
Non-Peer Review Journals	01	Nil	03
e-Journals	04	Nil	Nil
Conference proceedings	01	03	02

3.5 Details on Impact factor of publications:

Range 3.762-4.69   Average 4.62   h-index Nil   Nos. in SCOPUS Nil

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	Nil	Nil	Nil	Nil
Minor Projects	Nil	Nil	Nil	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil

Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects *(other than compulsory by the University)*	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	Nil

3.7 No. of books published   i) With ISBN No.   05   Chapters in Edited Books   03

ii) Without ISBN No.   08

3.8 No. of University Departments receiving funds from

UGC-SAP   Nil   CAS   Nil   DST-FIST   Nil

DPE   Nil   DBT Scheme/funds   Nil

3.9 For colleges   Autonomy   Nil   CPE   Nil   DBT Star Scheme   Nil

INSPIRE   Nil   CE   Nil   Any Other (specify)   Nil

3.10 Revenue generated through consultancy   Nil

3.11 No. of conferences

organized by the Institution

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

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

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

3.14 No. of linkages created during this year   01

3.15 Total budget for research for current year in lakhs :

From Funding agency | Nil | From Management of University/College | Nil |

Total | Nil |

3.16 No. of patents received this year

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

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
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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

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 | Nil | SRF | Nil | Project Fellows | Nil | Any other | Nil |

3.21 No. of students Participated in NSS events:

University level | 01 | State level | Nil |

National level | 01 | International level | Nil |

3.22 No. of students participated in NCC events:

University level | 39 | State level | 02 |

National level | Nil | International level | Nil |

3.23 No. of Awards won in NSS:

University level	01	State level	Nil
National level	Nil	International level	Nil

3.24 No. of Awards won in NCC:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.25 No. of Extension activities organized

University forum	00	College forum	01		
NCC	01	NSS	04	Any other	Nil

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:

A) Awareness programme taken on against dowry & smoking , alcoholism ,consumer behaviour.

B) Seven days fully residential NSS winter recess camp.

C) Nutritional status assessment of the villagers through B.M.I. analysis .

D) Rangibasan village cleaning.

E) Cleaning of Satish Samanta Halt.

F) Nivedita Girls Hostel campus cleaning.

G) Gardening in the college premises.

H) Cultivation of medicinal plants.

I) Thalassemia detection and counselling.

J) Dept.of Physical education free training on Kabadi, Kho-kho and Karate.

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		7.0 acres	-	-	7.0 acres
Class rooms		34	01	College Fund	35
Laboratories		03	-	-	03
Seminar Halls		01	-	-	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		04	-	-	04
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs. 13,42,521	Rs. 6,81,169	U.G.C	Rs. 20,23,690
Others	Indoor Sports Hall	-	01	U.G.C	01
	Indoor Shooting Range	-	01	U.G.C	01
	1st floor of Library building	Ground floor	01	State Govt.	01
	New Canteen building	-	01	College fund	01

4.2 Computerization of administration and library

> 1. Library partially computerised (SOUL software converted from version 1.0 to 2.0. Up to date book database in SOUL 2.0 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	9440	-	55	Rs.20,575	9495	-
Reference Books	8526	-	62	Rs.28,654	8588	-
e-Books	-	-	-	-	-	-
Journals	13	Rs.10,300	-	Rs. 10,300	13	-
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.12,506) 3. Internet searching facility. 4. OPAC searching facility. 5. Collection of 16 manuscripts					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others	
								Library	Staff Room
Existing	25	01	10	03	06	04	12	-	-
Added	15	-	-	-	06	02	02	04	01
Total	40	01	10	03	12	06	14	05	

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. 85,540 |

  ii) Campus Infrastructure and facilities

| Rs. 3,54,335 |

  iii) Equipments

| Nil |

  iv) Others

| Nil |

Total : | Rs. 4,39,875 |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC has arranged multiple support services for the students. The college common room is very well equipped and also has some recreational facilities. We also have Xerox Centre, Medical Unit, Canteen, Shooting range for NCC cadets which are beneficial for the students. 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:
- Training for entry in service, rural area development.
- Career and counselling.
- Day care centre.
- Remedial coaching.
- Self-empowerment workshops

5.2 Efforts made by the institution for tracking the progression

Extensive evaluation system has been development to track the progress of the students. Unit tests and Internal Assessments are done on a regular basis. Efforts are being 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 analyse and re-assess 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
2062	0	0	0

(b) No. of students outside the state

00

(c) No. of international students

00

Men	No	%	Women		No	%
	0	0			2062	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1165	203	13	48	0	1429	1867	134	12	45	4	2062

Demand ratio 1:1.53   Dropout 28%

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   24

5.5 No. of students qualified in these examinations

NET   1   SET/SLET   1   GATE   0   CAT   0

IAS/IPS etc   0   State PSC   0   UPSC   0   Others   08

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   31

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 | 31 | National level | 01 | International level | 00 |

No. of students participated in cultural events

State/ University level | 00 | 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 | 04 | National level | 00 | International level | 00 |

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

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	199	46,084
Financial support from government	Minority and Merit-cum-means	Credited to student's account directly
Financial support from other sources	39	1,62,600
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 | 03 |

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

Yes, the college used in-house software.

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

6.3.1 Curriculum Development

- Governing Body of the college takes decisions in any curriculum aspect.
- The quality policy is monitored and reviewed by the Principal and Teachers' council on the basis of Students' performance in internal assessment, annual results and success in various competitive examinations
- Members of the faculty of our college represent the Board of Studies of Vidyasagar University and they are instrumental in revising the syllabus of the affiliating university from time to time.

6.3.2 Teaching and Learning

- Teaching-Learning as a thrust area have been focused for this academic session field Trips, Project works etc. are frequently organised to make the learning more participatory for our students.
- Department days are organised for each department in which students and faculty work as a team. Systematic monitoring, planning and regular evaluation of students are given special attention. Workshops, participative

6.3.3 Examination and Evaluation

- Internal examinations are conducted as per university norms and are strictly monitored at the departmental level.
- Practical and Final Examination were conducted as per Vidyasagar University guidelines.

6.3.4 Research and Development

- Supplying computer with internet facilities for research work.
- A research journal named ' **Focus**' (ISSN 2231 – 1408) is published every year in which teachers publish their articles.
- Build up infrastructure for research work.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The college has a library sub-committee for monitoring the activities of the library.
- The library uses various ICT tools, photocopier, printer etc. to help students. The library also has internet connection.
- Computerization of library is initiated with SOUL 2.0 software supplied by INFLIBNET.
- Administrative Building named 'Kala Bhavan', Library Reading Room and SC ST Remedial Building have been constructed with the financial assistance of W.B. Govt.

6.3.6 Human Resource Management

- Governing Body
- Different Sub-committees approved by G.B.
- Teachers' council
- Students, Teachers and non-teaching staff forming different executive bodies

6.3.7 Faculty and Staff recruitment

- All efforts are made to fill up the vacant posts and requisitions are sent to CSC and Higher Education Department.
- Guest Faculties are recruited time to time considering the Departmental requirements.
- Temporary staff members are recruited in office, laboratories and in the hostel as per requirements.

6.3.8 Industry Interaction / Collaboration

- Industry Interaction or collaboration is not done during the year.

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.
Non teaching	Employees Credit Co- operative Society, Group Insurance Schemes.
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, Late Kabita Bhunia Memorial etc.

6.5 Total corpus fund generated

1,00,000.00

6.6 Whether annual financial audit has been done   Yes   3   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   3

For PG Programmes   Yes   No   3

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.
- President of the Governing Body meets and appraises the Support Staff.

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.

> - Formation of Environmental Cell under NSS, 2015
> - Facility of INFLIBNET –NLIST for different users, 2015
> - Women Study Centre, 2015

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

> - 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)*

BEST PRACTICES:
Inclusion of Research activities in the college.
Objectives Of the Practice:
The college has the responsibility to encourage all teaches to conduct different types of research. So for pursuing their research the college provide them a research ambience ,necessary library ,laboratory etc . Teachers are also encouraged to particitpate different national and international seminars , conferences and to apply for different research projects, both major and minor from reputed national funding agencies. The faculty members also publish their research works and writings regularly in various National And International journals both.
The practice:
The following are the major practices related to the research activities in the college:

- 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.

Evidence of Success:
Total number of research articles published in journals (national and international) and books: 37.

2.Title of the practice: Different types of literacy programmes , cleanliness programmes and training programmes was performed by the NSS students among local villagers
Objectives:
These types of activity was performed throughout the year to irradiacte the mass illiteracy from the local villagers as well as empowered the womens by the training courses. Various types of cleanliness programmes was done by the students to make the local area clean and healthy.
Practices:
These practices were performed by our NSS units among the following villages:

Title of the activities	Organizing unit/agency/collaborative agency	Number of teachers	Number of students
Irradication of mass illiteracy in Purba Sreerampur village	NSS Unit I+II+III+IV	4	190
Cleaning of Mahishadal Geokhali road from Satish Samata halt station to college	NSS Unit I+II+III+IV	4	186
Training on gahana bori preparation	NSS Unit I+II+III+IV	4	193

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

7.4 Contribution to environmental awareness / protection

- Initiative taken for installation of CFL 7 LED lights.
- Tree Plantation programme by NSS are undertaken to ensure a green campus.
- Particular efforts are expended to ensure carbon neutrality by taking steps such as making the campus a "No Smoking Zone".
- Hazardous Waste Management is also on our agenda as well as we plan to introduce chemical treatment to render any toxic waste harmless.
- E-waste management is also on our agenda.

7.5 Whether environmental audit was conducted?   Yes ☑ No ☐

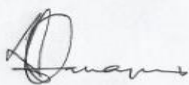7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Nil

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

- Renovation of the play ground.
- Preparation of water distribution plan.
- Staff room and toilet renovation.
- Up-gradation of student quality.

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*

_____***_____