1.

NAAC
NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL

INSTRUCTIONS

This questionnaire is designed to make a survey of the basic processes related to quality management efforts in your institution. The survey consists of five sections.

1. General Profile
2. IQAC (Internal Quality Assurance Cell) activities
3. Academic and Research Outputs
4. Student Mentoring and Support System
5. Governance and Innovation

The activities of the institution in the above five sections or in other relevant areas are being surveyed to create a quality profile for the year in relation to institutional vision and goals. The survey results would enable the institution and IQAC to create a quality index profile, which would be a self learning exercise. Apart from the responses to the online survey, in case the NAAC requests for any further evidence, the information may be sent by hard copy. This would enable NAAC to make a diagnostic survey of national higher education scenario and the feedback will be provided to each participating institution. No judgement or categorization on institutional quality is intended.

IMPORTANT

In order to enable institutions to have a preview of the questionnaire, the PDF version is available on the NAAC website.
When answering this questionnaire, please ensure that no question is omitted in order to have a holistic analysis.
This survey does not allow you to have access to the filled-up form, i.e., once the 'done' button is clicked, the information will automatically reach NAAC.
In case you wish to retain printouts of the filled-up questionnaire, please take a printout of each completed page before proceeding further.

MUC WOMEN'S COLLEGE

BURDWAN

ANNUAL REPROT

IQAC

2011 -2012

1. Kindly provide the details of the institution

Name of the institution:	Maharajadhiraj Uday Chand Women's College

**Year of Establishment of
the Institution**:	1955

Address Line 1:	B.C. Road

Address line 2:	Burdwan

City/Town:	Burdwan

State:	West Bengal

Posatal Code:	713104

Email Address:	mucwcburdwan@gmail.com

2. NAAC Accreditation/Reaccreditation Details

**Year of Accreditation/
Reaccreditation**:	2012

Current Grade:	B

CGPA:	2.72

3. Institutional Status

Government sponsored

4. Contact Person Details

**Name of Head of
Institution**:	Dr. Sukriti Ghosal

Contact Phone:	9434062597

Email:	gbodhon@gmail.com

Website URL:	www.mucwcburdwan.org

**Name of IQAC co-
ordinator**	Munshi Azimbar Rahman

Email:	ajimbur@gmail.com

SECTION 1

This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building

5. Number of academic programmes existing (Enter a number; 0 for nil)

Undergraduate (BA/BSc/Bcom etc.)	18
Post Graduate (MA/MSc/M.Com. etc.)	01
Research Programmes	05
Certificate Programmes	01
Professional Programmes	0
(B.Tech /M.Tech /B.Ed /M.Ed /Medicine /Pharmacy /Paramedical / Nursing etc.)	
Other value added programmes	0
Any other programme offered (specify)	01 (SSC coaching)

6. Details on Programme Development (Enter a number; 0 for nil)

New programmes added during the year	0
New programes designed	01 (Education)
Programes under revision	01 (Computer Science)
Interdepartmental collaborative programmes	01 (Environmental Studies)
Inter institutional collaborative programmes	0
Number of review committee recommendations implemented (Total)	0
Number of NAAC peer team recommendations implemented	09 (as per Quest for Excellence)
Number of UGC/any other expert committee recommendations implemented	01 (Saralabala Hostel guard wall)
Number of review committee recommendation under implementation	0
Number of NAAC peer team recommendations under implementation	06 (recommendations by NAAC in 2012)
Number of UGC/ any other expert committee recommendations under implementation	0

7. Faculty Details (Enter a number; 0 for nil)

Total faculty strength required as per norms for all programmes	105

Total faculty on rolls	86 (FT: 51+Contc.: 05+ PT: 15+Guest Faculty: 15)
Faculty added during the year	04 (AR in micro+Jaydeep in Compu.+ GF in math: 02)
Faculty positions vacant	18 (FT: 69 – 51) = 18
Faculty left during the year	02 (Gita Pal BENG. + SG Bot)
Total number of visiting faculty	0
Total number of guest faculty	15

8. Qualification of Faculty

PhD and Above	31
MPhil	16 (FT 4 + PT 12)
Masters	30
Any other (Specify)	0

9. Faculty qualification improvement

PhD awarded to existing faculty	02 (SB Eng, SKG Phys)
MPhil awarded to existing faculty	0
Any other degree awarded to existing faculty	0

10. Administrative Staff Details (Enter a number; 0 for nil)

Administrative staff (total sanctioned)	46
Administrative staff (Actual strength)	37
Added during the year of reporting	0
Left during the year	04
Number of posts vacant	**13**

11. Technical Support Staff Details (Enter a number; 0 for nil)

Technical Support Staff (Total sanctioned strength)	01
Technical Support Staff (Actual strength)	01
Added during the year	0
Left during the year	0
Number of posts vacant	0

SECTION II

This section surveys the quality sustenance and development activities during the year taken up by IQAC. It reflects quality management structure, strategies, and processes which would enhance academic quality of the institution as perceived by faculty, students, alumni, and other stakeholders (social perception of the institution) inline with the vision, mission and goals of the institution.

Establishment details

	DD MM YYYY
Year of establishment of IQAC	18 / 0 1/ 2005

13. Composition of IQAC (Enter a number; 0 for nil)

Number of IQAC members	17
Number of Alumni in IQAC	0
Number of Students in IQAC	0
Number of Faculty in IQAC	15
Number of Administrative Staff in IQAC	01
Number of Technical Staff in IQAC	0
Number of Management Representatives	0
Number of External experts in IQAC	0
Number of any other stakeholder and community representatives	01

14. IQAC Meetings

Number of IQAC meetings held during the year	05
Whether Calendar of activities of IQAC formulated	
for the academic year	No

16. IQAC Plans for Development (Enter a number; 0 for nil)

Number of academic programmes proposed	01 (Education)
Number of value added programmes proposed	01 (Interdisciplinary seminar by faculty)
Number of skill oriented programmes proposed	01 (Certificate course in Computer)
Number of faculty competency and development programmes proposed	01 (Knowledge sharing by OP/RC attendant)
Number of other staff development programmes proposed	0
Number of student mentoring programmes proposed	0

Number of co-curricular activities proposed	01 (Debate club)
Number of inter departmental cooperative schemes proposed	01 (Computer Sciene classes are taken by Phys deptt.)
Number of community extension programmes proposed	04
Any other programmes proposed (Specify)	05 (PG study material, Idea of the week, Clippings, Feedback analysis, Attendance of student)

17. IQAC Plans for development & Implementation (Enter a number; 0 for nil)

Number of academic programmes implemented	01
Number of value added programmes implemented	01
Number of skill oriented programmes implemented	01
Number of faculty competency and development programmes implemented	01
Number of other staff development programmes Implemented	0
Number of student mentoring programmes implemented	0
Number of co-curricular activities implemented	0
Number of inter departmental cooperative programs implemented	01
Number of community extension programmes Implemented	04
Any other programmes suggested that are implemented (Specify)	05 (PG study material, Idea of the week, Clippings, Feedback analysis, Attendance of student)

18. IQAC Seminars and Conferences (Enter a number; 0 for nil)

Number of seminars/ conferences/ workshops organized by IQAC within the institution	0
Number of participants from the institution	0
Number of particpants from outside	0
Number of external experts invited	0
Number of external conferences/seminars/ workshops on institutional quality attended	02 (BKS+SG; Principal + Azimbar Rahman)
Number of events conducted with IQACs of other institutions as collobrative programs	0

19. Did IQAC receive any funding from UGC during the year?

◯ Yes   (√) No

If the response to Qn. 18 is Yes, please provide the amount received from UGC - (Input 0 - if NA/NIL-) Any other source including internal financial support from the management (Specify amount)

Amount Received from UGC   0

Amount Received from any other source including
the college management   0

21. Any significant contribution made by IQAC on quality enhancement during current year

(Please provide details in bullet format)

- **Strengthening Seminar libraries**

- **Display the Idea of Week**

- **Feedback Analysis**

- **SSC coaching**

SECTION III

In this section the events, activities, and outputs in the field of research and academic areas are being surveyed.

22. Academic Programmes

Number of new academic programes developed or designed by faculty	0
Number of faculty members involved in curriculam restructuring/revision/syllabus development	04
Number of programes in which evaluation process reformation taken up and implemented	0
Number of active teaching days during the current academic year	228
Average percentage of attendance of students	60%
Percentage of classes engaged by guest faculty and temporary teachers	5%
Number of self financed programmes offered	0
Number of aided programmes offered	18
Number of programmes discontinued during the year	0

23. Whether any systematic student feedback mechanism is in place ?

Yes

24. Feedback Details (If answer to Question 20 is Yes)

Percentage of courses where student feedback is taken	84%

25. Is feedback for improvement provided to the faculty?

Yes

26. Faculty Research, Projects, and Publication details for the year

Number of major research projects undertaken during the year	**0**
Number of minor research projects undertaken during the year	**0**
Number of major ongoing projects	**0**
Number of minor ongoing projects	**02**
Number of major projects completed	**0**
Number of minor projects completed	**02**
Number of major project proposals submitted for external funding	**0**

Number of minor project proposals submitted for external funding	**0**
Number of research publications in peer reviewed journals	**22**
Number of research publications in international peer reviewed journals	**07**
Number of research publications in national peer reviewed Journals	**15**
Number of research papers accepted for publication in international peer reviewed journals	**0**
Number of research papers accepted for publication in national peer reviewed journals	**0**
Average of impact factor of publications reported	**2**
Number of books published	**01 (SG Bot)**
Number of edited books published	**01 (SKG Phys)**
Number of books (single authored) published	**01 (SG Bot)**
Number of books (coauthored) published	**0**
Numbers of conferences attended by faculty	**30**
Number of international conferences attended	**02**
Number of national conferences attended	**14**
Number of papers presented in conferences	**09**
Number of papers presented in international conferences	**02**
Number of papers presented in national conferences	**07**
Number of conferences organized by the institution	**10**
Number of faculty acted as experts resource persons	**04 (AB zoo, Principal, PSG eng, GP beng)**
Number of faculty acted as experts resource persons – international	**0**
Number of faculty acted as experts resource persons- national	**02**
Number of collaborations with international institutions	**0**
Number of collaborations with national institutions	**0**
Number of linkages created during the year	**0**
Total budget for research for current year as a percentage of total institution budget	**0**
Amount of external research funding received in the year	**0**
Number of patents received in the year	**0**

Number of patents applied for in the year   **0**

**Number of research awards/ recognitions received by faculty
and research fellows of the institute in the year**   **0**

Number of PhDs awarded during the year   **02**

**Percentage of faculty members invited as external experts/
resource persons/reviewers/referees or any other significant
research activities**   **8%**   **(PM math, Principal, SKG Phys, SG Bot)
(04/51)x100 = 7.8%**

SECTION IV

This section deals with Student Mentoring and Support System existing in the institution. This includes student activities, mentoring, and opportunities for development and inclusive practices.

27. Student Details and Support Mechanisms

The total intake of students for various courses (Sanctioned)	**3960**
Actual enrollment during the year	**4100**
Student dropout percentage during the year	**13%**
Success percentage in the final examination across the courses	**84%**
Number of academic distinctions in the final examination and percentage	**102; 10%**
Number of students who got admitted to institutions of national importance	**12**
Number of students admitted to institutions abroad	**0**
Number of students qualified in UGC NET/SET	**04 (Beng. 1+Eng. 2 +Phil. 1)**
Number of students qualified GATE/ CAT/ other examination (Specify)	**0**

28. Does student support mechanism exist for coaching for competitive examinations?

Yes

29. Student participation, if response is yes to Qn. 27

Number of students participated	**189**

30. Does student counseling and guidance service exist?

Yes

31. Student participation, if answer to Qn. 29 is yes

Number of students participated	**350**

32. Career Guidance

Number of career guidance programmes organized	**01**
Percentage of students participated in career guidance programme	**10%**

33. Is there provision for campus placement?

Yes

34. If yes to Qn. 32

Number of students participated in campus selection programmes	**150**

| Number of students selected for placement during the year | 10 |

35. Does gender sensitization program exist?

Yes

36. If Answer is Yes to Qn 34

| Number of programmes organized | 03 |

37. Student activities

Number of students participated in external cultural events	05 (District youth parliament Quiz competition)
Number of prizes won by students in external cultural events	02
Number of cultural events conducted by the institute for the students	04 (Social, Fresher's Welcome, Baishe shraban, Cultural competition)
Number of students participated in international sports and games events	0
Number of students participated in national level sports and games events	02
Number of students participated in state level sports and games events	04
Number of students participated in university level sports and games events	09
Number of prizes won by students in international sports and games events	0
Number of prizes won by students in national level sports and games events	02
Number of prizes won by students in state level sports and games events	0
Number of prizes won by students in university level sports and games events	04
Number of sports and games events conducted by the institute for the students	01

38. Composition of students

Percentage of Scheduled Caste	11%
Percentage of Scheduled Tribe	2%
Percentage of other backward communities	4%
Percentage of women students	100%
Percentage of physically challenged	1%

Percentage of rural students	**42%**
Percentage of urban students	**58%**

39. Scholarships and Financial Support

Number of students availing financial support from the institution	**573**
Amount disbursed as financial support from the institution	**Rs. 3, 78,835/-**
Number of students awarded scholarship from the institution	**0**
Number of students received notable national/international achievements/recognition	**0**

40. Student initiatives

Number of community upliftment programmes initiated by students	**09 (Blood donation 2, AIDS awareness 1, Youth Parliament 1, Adolescent health 1, Human rights 1, Cancer day 1, Consumer rights 1, NSS special camp 1)**
Number of literary programmes initiated by students	**04 (Magazine, Literary competition, Wall magazine, Stall competition)**
Number of social action initiatives based on science / environment initiated by students	**04 (AIDS, Rainwater harvesting, Plastic management, Health Hygiene)**
Number of student research initiatives	**0**

SECTION V

This section surveys the Governance and Innovation at the institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focused.

41. Whether perspective plan for overall developmental activities is created?

(√) **Yes**   ( ) **No**

42. If the answer for Qn. 40 is Yes, is the plan implemented and monitored?

(√) **Yes**   ( ) **No**

43. Whether benchmarking is created for institutional quality management efforts?

(√) **Yes**   ( ) **No**

44. If the answer to Question 42 is Yes, please list the benchmarking in various areas of development in bullet format

- Correlation between curricula and time schedule
- Module based, ICT oriented Student participatory teaching
- Valid and reliable testing of Progress
- At least one publication every year
- Optimal use of infrastructure
- No discontinuation for financial constraints
- Equity and inclusion

45. Is a Management Information System (MIS) in place?

(√) **Yes**   ( ) **No**

46. If answer to question 44 is Yes, please provide details of MIS applied to

1. **Administrative procedures including finance**
2. **Student admission**
3. **Student records**
4. **Evaluation and examination procedures**
5. **Research administration**
6. **Others**

(enter the respective details corresponding to the serial numbers)

1. Office and finance computerized
2. Filling up of forms, processing data, preparing merit list digitized

3. Nil

4. Nil

5. Nil

6. Nil

47. Existence of learning resource management

e-database in library	(√) Yes	( ) No
ICT and smartclass room	( ) Yes	(√) No
e-learning sources (e- Books, e-Journals)	(√) Yes	( ) No
Production of teaching modules	(√) Yes	( ) No
Interactive learning facilities	( ) Yes	(√) No

48. Internal resource mobilization: Kindly provide the amount contributed

Research	Rs. 5000.00
Consultancy and training	Rs. 18900.00
Student contribution	Rs. 18,39,095.00
Alumni contribution	Rs. 10,000.00
Well wishers	Rs. 88, 700.00

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development	Rs. 95, 24,070.00
Amount spent for student welfare	Rs. 3, 78,835.00
Amount spent for staff welfare	Rs. 4, 57,000.00

50. Is delegation of authority practiced   (√) Yes   ( ) No

51. Does grievance redressal cell exist?

	Yes	No
Faculty	(√)	( )
Students	(√)	( )
Staff	(√)	( )

52. Grievances received from faculty and resolved (Enter a number; 0 for nil)

Number of grievances received	**01**
Number of grievances resolved	**01**

53. Grievances received from students and resolved (Enter a number; 0 for nil)

Number of grievances received	**01**
Number of grievances resolved	**01**

54. Grievances received from other staff and resolved (Enter a number; 0 for nil)

Number of grievances received	**01**
Number of grievances resolved	**01**

55. Has the institution conducted any SWOT analysis during the year

(√) **Yes**   ( ) **No**

56. The SWOT analysis was done by internal or by external agency

(√) **Internal**   ( ) **External**

57. Kindly provide three identified strengths from SWOT Analysis (in bullet format)

- Enviable performance of the students (Both present and Ex-students)
- Well appreciated student appraisal of faculty performance
- Team spirit and synergy

58. Kindly provide three identified weaknesses from the SWOT analysis (in bullet format)

- Understaffed departments
- Underuse of ICT enabled teaching mode
- Poor consultancy and zero patent

59. Kindly provide two opportunities identified from the SWOT analysis (in bullet format)

- Forward looking mindset of management
- Active support of staff and alumni
- IQAC committed to bring about all round development of Institution

60. Kindly provide two identified challenges/threats from SWOT analysis (in bullet format)
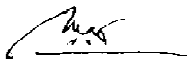
- Unusual delay in filling up teaching and non-teaching posts

- Dwindling of the number of teaching days in present University system

61. Identify any significant progress made by the institution towards achieving the goals and objectives during the year (list below in bullet format)
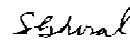
- Reaccreditation by NAAC

62. How do you perceive the role of NAAC in the quality development of your institution (Suggestions in bullet format to be given below)

- NAAC may publish activities of IQAC of accredited / reaccredited Institutions so that these may be kept in focus in devising quality enhancement programme of our institution

18.7.12

Munshi Azimbar Rahman
Name & Signature of the Coordinator, IQAC

18.07.12

Dr Sukriti Ghosal
Name & Signature of the Chairperson, IQAC

8.

CONCLUDING REMARKS

This exercise is intended to make a self analysis of the quality development of the institution during the year. The perspective plan and implementation for every year is to be documented and analysed to get a cumulative index for the period of accreditation and reaccreditation. Any substantial changes / initiative in this direction is to be separately listed. The best practices in various areas can be listed as a separate annexure. The data will be used to create a quality profile based on the total score index arrived at and this would help to map the institutions' strengths and areas of improvement.

NAAC will provide feedback and a quality profile based on analysis of your inputs if you desire so.

Thank you for your participation.