MUC WOMEN'S COLLEGE

BURDWAN

ANNUAL QUALITY ASSURANCE REPORT IQAC 2013 -2014

B.C. ROAD, BURDWAN – 713 104

Email: iqacmucwcburdwan@gmail.com

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

> Maharajadhirajadhiraj Uday Chand Women's College, Burdwan

1.2 Address Line 1

> B.C. Road

Address Line 2

> Burdwan

City/Town

> Burdwan

State

> West Bengal

Pin Code

> 713104

Institution e-mail address

> mucwcburdwan@gmail.com

Contact Nos.

> 0342- 2531900

Name of the Head of the Institution:

> Sukriti Ghosal

Tel. No. with STD Code:

> 0342-2634144

Mobile:

> 943402597

Name of the IQAC Co-ordinator:

| Munshi Azimbar Rahaman |

Mobile:

| 9434673666 |

IQAC e-mail address:

| iqacmucwcburdwan@gmail.com |

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* | 13836 |

1.4 **NAAC Executive Committee No. & Date:**
   (For Example EC/32/A&A/143 dated 3-5-2004. | EC/59/RAR/03 |
   This EC no. is available in the right corner- bottom
   of your institution's Accreditation Certificate)

1.5 Website address: | www.mucwcburdwan.org |

Web-link of the AQAR: | http://www.mucwcburdwan.org/AQAR |

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++	81.05	2004	2009
2	2nd Cycle	B	2.72	2012	2017
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC :   DD/MM/YYYY | 18/01/2005 |

1.8 AQAR for the year *(for example 2010-11)* | 2013-2014 |

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 2012-13 submitted to NAAC on 29/08/2013 _____ (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) [-]

1.12 Name of the Affiliating University *(for the Colleges)* [. The University of Burdwan]

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

Autonomy by State/Central Govt. / University [   ]

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

DST Star Scheme [   ]   UGC-CE [   ]

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

UGC-Innovative PG programmes [   ]   Any other (*Specify*) [Kanyashree Prakalpa (First in district)]

UGC-COP Programmes [   ]

2. IQAC Composition and Activities

2.1 No. of Teachers [11]

2.2 No. of Administrative/Technical staff [01]

2.3 No. of students [01]

2.4 No. of Management representatives [02]

2.5 No. of Alumni [01]

2. 6 No. of any other stakeholder and

     community representatives [01]

2.7 No. of Employers/ Industrialists [0]

2.8 No. of other External Experts [01]

2.9 Total No. of members [18]

2.10 No. of IQAC meetings held   03

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

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

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

   If yes, mention the amount   [`75000/-]

2.13 Seminars and Conferences (only quality related)

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

   Total Nos. [1]   International [   ]   National [1]   State [   ]   Institution Level [   ]

   (ii) Themes   [Quality Assurance Initiatives in Higher Education In India: Challenges, Trends and Priorities]

2.14 Significant Activities and contributions made by IQAC

   [Planning and monitoring execution of works - academic as well as infrastructural]

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
Establishment of Women's Study Introduction of add-on courses Day Care Centre	Day Care centre

   * *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

   [Provided a grant of `2,00,000/- for the completion of Day-Care Centre and the same has been built for the purpose.]

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	0	-	-	-
PG	1	-	-	-
UG	18	-		-
PG Diploma	0	-	-	-
Advanced Diploma	0	-	-	-
Diploma	0	-	-	-
Certificate	0	-	-	-
Others	0	-	-	1
Total	19	-		1

Interdisciplinary	Women's Study Centre + ENVS	-		
Innovative				

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

Pattern	Number of programmes
Semester	PG (ENG)
Trimester	x
Annual	√

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

      Mode of feedback   :   Online [x] 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.

    NIL

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

    No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
45	34	10	-	1 (L.I.)

2.2 No. of permanent faculty with Ph.D. | 22 |

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
-		-	4	-		-		-	4

2.4 No. of Guest and Visiting faculty and Temporary faculty | 18 | | 14 | | 4 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	98	1
Presented papers	5	34	1
Resource Persons	-	3	-

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

Computerized class teaching, Filmy teaching, Open book exam
system, seminar presentation

2.7 Total No. of actual teaching days
     during this academic year | 203 |

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

2.9 No. of faculty members involved in curriculum
     restructuring/revision/syllabus development
     as member of Board of Study/Faculty/Curriculum Development workshop | 3 | 3 | 3 |

2.10 Average percentage of attendance of students | 76% |

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Bengali	44		12	23		
English	38		06	25		
Sanskrit	54		09	32		
History	48		03	42		
Geography	32		05	18		
Economics	20		9	10		
Pol. Science	41		05	27		
Philosophy	44		14	17		
English (PG)	32		4	27		
Mathematics	40		7	26		
Physics	21		1	14		
Chemistry	31		8	17		
Botany	21		15	04		
Zoology	26		3	21		
Nutrition	34		21	11		
Microbiology	29		11	15		
Computer Science	7		5	01		
Physical Education	42		39	03		
Statistics	12		10	01		
Education	46		8	25		

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

By inspiring the teaching faculties to inculcate new methods and use of modern equipments to ensure the quality teaching

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	10
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	4
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0

Summer / Winter schools, Workshops, etc.	0
Others (PhD Awarded)	3

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	20	13	-	04
Technical Staff	09	07	-	-

Criterion – III

3. Research, Consultancy and Extension

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

> Workshops & Seminars at National and State level held.
> Women Study Cell established.
> Study leave under FDP

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	-	-	-	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	8	8	0
Outlay in Rs. Lakhs	-	`7,38,500/-	`8,38,500/-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	38	21	-
Non-Peer Review Journals	-	-	-
e-Journals	36	18	-
Conference proceedings	-	3	-

3.5 Details on Impact factor of publications:

Range | - | Average | 2 | h-index | - | Nos. in SCOPUS | - |

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	0	0	0	0
Minor Projects		`8,38,500/-	UGC	`7,38,500/-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total		`8,38,500/-		`7,38,500/-

3.7 No. of books published   i) With ISBN No. [3]   Chapters in Edited Books [7]

ii) Without ISBN No. [-]

3.8 No. of University Departments receiving funds from

UGC-SAP [-]   CAS [-]   DST-FIST [-]

DPE [-]   DBT Scheme/funds [-]

3.9 For colleges   Autonomy [-]   CPE [-]   DBT Star Scheme [-]

INSPIRE [-]   CE [-]   Any Other (specify) [-]

3.10 Revenue generated through consultancy [-]

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	3	-	-	2
Sponsoring agencies	-	UGC	-	-	College

3.12 No. of faculty served as experts, chairpersons or resource persons [4]

3.13 No. of collaborations   International [-]   National [3]   Any other [4]

3.14 No. of linkages created during this year [-]

3.15 Total budget for research for current year in lakhs : NA

From Funding agency [NA]   From Management of University/College [NA]

Total [NA]

3.16 No. of patents received this year

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

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
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution
     who are Ph. D. Guides   `4`
     and students registered under them   `12`

3.19 No. of Ph.D. awarded by faculty from the Institution   `2`

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

JRF `4`   SRF `-`   Project Fellows `-`   Any other `-`

3.21 No. of students Participated in NSS events:

University level `-`   State level `-`

National level `2`   International level `0`

3.22 No. of students participated in NCC events:

University level `4`   State level `3`

National level `3`   International level `0`

3.23 No. of Awards won in NSS:

University level `-`   State level `2`

National level `1`   International level `-`

3.24 No. of Awards won in NCC:

University level `1`   State level `-`

National level `3`   International level `-`

3.25 No. of Extension activities organized

University forum | - | College forum | - |

NCC | 4 | NSS | 7 | Any other | - |

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

- Weekly rehabilitation programme in correctional home

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	5.43 acres(approx)	-	-	5.43 acre(approx)
Class rooms	43	02	College exchequer	45
Laboratories	17	-	-	17
Seminar Halls	-	-	-	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	2	3	UGC	5
Value of the equipment purchased during the year (Rs. in Lakhs)	250	13	UGC, State, Self	263
Others	-	-	-	-

4.2 Computerization of administration and library

Computerization of administration & library partially done &the process is going on.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	25179	Not calculated	699	1,69,905/-	25878	Not calculated
Reference Books	12679	Not calculated	56	22666/-	12735	Not calculated
e-Books	-	-	-	-	-	-
Journals	20	Not calculated	05	75000/-	25	Not calculated
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	122	Not calculated	2	Not calculated	124	Not calculated
Others (specify)	-					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	68	02	13	-	-	12	42	01
Added	06	02	-	-	-	-	5	01
Total	74	02	13	-	-	12	47	02

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

Internet access through Wi-Fi system provided on the campus

4.6 Amount spent on maintenance in lakhs (approx) :

i) ICT   2,02,143/-

ii) Campus Infrastructure and facilities   5,97,836/-

iii) Equipments   12,87,941/-

iv) Others   5,71,112/-

Total :   13,71,091/-

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> Planning and designing development programmes and monitoring implementation of such programmes

5.2 Efforts made by the institution for tracking the progression

> Continuous evaluation of students, formation of different committees etc.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
4715	60	-	-

(b) No. of students outside the state

10

(c) No. of international students

4

Men
No	%
-	-

Women
No	%
14	0.0033

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3008	372	105	959	12	4456	4066	541	100	-	8	4715

Demand ratio : 1:3   Dropout % : 5

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

> Job entrance coaching class for SC/ST/Minority community students organized with UGC assistance

No. of students beneficiaries

96

5.5 No. of students qualified in these examinations

| NET | 06 | SET/SLET | 04 | GATE | 03 | CAT | - |

| IAS/IPS etc | - | State PSC | 02 | UPSC | - | Others | - |

5.6 Details of student counselling and career guidance

Two day programme for grooming students for interviews organized with Mr. Sudipta Nath (MBA) as Resource Person

No. of students benefitted   125

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
WIPRO & TCS	80	-	Four students recruited by TCS

5.8 Details of gender sensitization programmes

Two day Workshop on Gender Awareness organized in collaboration with Ebong Alap

5.9 Students Activities

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

State/ University level   15   National level   8   International level   Nil

No. of students participated in cultural events

State/ University level   Nil   National level   Nil   International level   Nil

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

Sports : State/ University level   4   National level   -   International level   -

Cultural: State/ University level   -   National level   -   International level   -

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	451	250000/-
Financial support from government	1303	1,05,93,600/-
Financial support from other sources	8	26,400/-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs   : State/ University level | Nil | National level | Nil | International level | Nil |

Exhibition: State/ University level | Nil | National level | Nil | International level | Nil |

5.12 No. of social initiatives undertaken by the students | 11 |

5.13 Major grievances of students (if any) redressed: <u>Making arrangement for a Common room adjacent to the student's Union. The room has been provided.</u>

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> More & more use of technology in education apart from chalk and talk method, imparting of value based education opening of career oriented programs for reliance independence etc.

6.2 Does the Institution have a management Information System

> No

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

6.3.1 Curriculum Development

> NO

6.3.2 Teaching and Learning

Student feedback

6.3.3 Examination and Evaluation

Class test

6.3.4 Research and Development

Research Journal Publication

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library clearance before form filling, Data entry, New Antivirus installation. Computer purchased, using facility of specific channels like Animal Planet, Discovery etc.

6.3.6 Human Resource Management

Motivational Session, extension of welfare facility, preparing work schedule

6.3.7 Faculty and Staff recruitment

Recruitment Examination conducted

6.3.8 Industry Interaction / Collaboration

NO

6.3.9 Admission of Students

Online admission

6.4 Welfare schemes for

Teaching	Puja bonus
Non teaching	Puja bonus
Students	Welfare fund

6.5 Total corpus fund generated

03

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	No	No	Yes	College
Administrative	No		No	

6.8 Does the University/ Autonomous College declare 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?

NA

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

No efforts been so far.

6.11 Activities and support from the Alumni Association

28.7.13	Foundation day of College observed
15.8.13	15th August celebration at Correctional Home with male and female inmates
30.8.13	Seminar on 'Do we need to learn parenting"

9.9.13	Health check-up Camp at college
2.10.13	'Old Age Day' observance at Red Cross Hall, Burdwan with Burdwan District Police
13.11.13	'Children Day' observance at Correctional Home with the children of inmates
15.12.13	Programmes with Otherwise abled people on World Disabled day.
26.1.14	68th Republic day celebration at Police line, Burdwan District Police
20.3.14	Students', Staff Awareness camp on Domestic Violence

6.12 Activities and support from the Parent – Teacher Association

> 03

6.13 Development programmes for support staff

> 02

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

> Plantation, Cleaning up of the college campus, Eco projects and bio-projects

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.

> Taking class test performance into account in determining the result of Test Examination.

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

> Finishing the construction of the 2nd floor of RM building

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

> Special preparatory practical session before the university examination, Monthly contribution of teachers to Student Welfare fund

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

7.4 Contribution to environmental awareness / protection

> NSS programes, Plantation, Cleaning up of the college campus, Eco projects and bio-projects

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

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

> Online admission for honours courses

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

> Opening a Second Unit of NSS
>
> Applying for SAAC assistance

Name Munshi Azimbar Rahman   *Name* Dr. Sukriti Ghosal

_____   _____

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

_____***_____

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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