



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution

Malda Women's College

• Name of the Head of the institution **Dr. Mandira Chakraborty**

• Designation **Principal**

• Does the institution function from its own campus? **Yes**

• Phone no./Alternate phone no. **03512252597**

• Mobile No: **9434076525**

• Registered e-mail **mwc.m70@gmail.com**

• Alternate e-mail **mwc.iqac@gmail.com**

• Address **Santi Gopal Sen Sarani, Pirojpur**

• City/Town **Malda**

• State/UT **West Bengal**

• Pin Code **732101**

2.Institutional status

• Affiliated / Constitution Colleges

• Type of Institution **Women**

• Location **Semi-Urban**

• Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **University of Gour Banga**
- Name of the IQAC Coordinator **Dr. Uma Basak**
- Phone No. **9434682748**
- Alternate phone No. **03512252597**
- Mobile **9434076525**
- IQAC e-mail address **mwc.iqac@gmail.com**
- Alternate e-mail address **mwc.m70@gmail.com**

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

<https://www.mwc.ac.in/iqac/aqar/>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://www.mwc.ac.in/academics/academic-calender/>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.28	2007	22/12/2007	21/12/2012
Cycle 2	B+	2.59	2017	30/10/2017	29/10/2022

6. Date of Establishment of IQAC

07/03/2014

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	NIL	NIL

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year **04**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

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

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

- If yes, mention the amount

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

***Submission of AQAR 2020-2021**

***Preparation for Submission of AISHE**

***CAS Preparation for Five Teachers**

***Seminars/Webinars/Workshops Organized**

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Orientation Programme and Parent-Teachers Meeting	Organized
Initiation for Promotion of Teachers (CAS)	Under Process
Students Awareness Programme	Celebration of International Yoga Day, International Environment Day, International Women's Day
Organizing Extra Curricular Activities	Sports Organized
Organizing of Seminars, Special Lectures	Organized
Beautician/Handicraft/Tailoring Course	Under Processing
Soft-Skill Course and Career Counselling Workshop	Organized
Adoption of Village	Under Processing

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

- Name of the statutory body

Name	Date of meeting(s)
Administrator/Governing Body	12/04/2023

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Name of the Head of the institution	Dr. Mandira Chakraborty
• Designation	Principal
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• Address	Santi Gopal Sen Sarani, Pirojpur
• City/Town	Malda
• State/UT	West Bengal
• Pin Code	732101
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• Affiliated / Constitution Colleges	
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• Alternate e-mail address	mwc.m70@gmail.com				
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4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.mwc.ac.in/academics/academic-calender/				
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6.Date of Establishment of IQAC			07/03/2014		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	NIL	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			04		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional			Yes		

website?		
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
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*Preparation for Submission of AISHE		
*CAS Preparation for Five Teachers		
*Seminars/Webinars/Workshops Organized		
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Organizing Extra Curricular Activities	Sports Organized
Organizing of Seminars, Special Lectures	Organized
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Adoption of Village	Under Processing
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<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Administrator/Governing Body	12/04/2023
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2021-2022	19/01/2023
15.Multidisciplinary / interdisciplinary	
16.Academic bank of credits (ABC):	

17.Skill development:
Skill Enhancement Courses are included in the CBCS syllabus designed by the University of Gour Banga. Apart from that we are interested to guide our students on other skill enhancement areas. In the academic year 2021-2022 our English Department had organized a soft-skill course in collaboration with Mahendra Group of Industries. Department of Geography had organized a Career Counselling Workshop in collaboration with Malda College and Serampore Girls' College. We have also encouraged our students to practice Yoga in every day life. We are also interested to aware our students on Physical fitness and to maintain Hygiene. Our NSS UNIT celebrated FIT INDIA and CLEAN INDIA. Through these programme they gave the message to the students for health awareness and to maintain cleanliness in their daily life.
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
20.Distance education/online education:

Extended Profile

1.Programme

1.1 355

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

File Description	Documents
Data Template	View File

2.Student

2.1 3772

Number of students during the year

File Description	Documents
Data Template	View File

2.2 **804**

Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 **780**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 **39**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **31**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 355

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

File Description	Documents
Data Template	View File

2.Student

2.1 3772

Number of students during the year

File Description	Documents
Data Template	View File

2.2 804

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 780

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 39

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2	31
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	19
Total number of Classrooms and Seminar halls	
4.2	3.22
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	37
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Being affiliated to Gour Banga University we follow the curriculum designed by the University. Our faculty members always participate in the syllabus upgradation through members of Board of Studies, participation in syllabus revision workshop organized by the university. The institution ensures effective curriculum delivery by academic committee meeting. The Principal organizes the meeting of academic committee. Faculty members of each department join and discusses on framing academic calendar following university schedule. IQAC and Academic Committee plan the academic calendar of the year. The curricular and co-curricular activities are planned in the academic calendar to achieve the set outcomes. Through departmental meeting distribution of workload and syllabuses are discussed. Each department prepares its own teaching plan allotting term-wise topics to be taught within the stipulated time. Faculty members refer to the standard reference books prescribed by university and to the latest information available through online resources

for effective implementation of curriculum. Besides the use of conventional chalk and duster methods, various other teaching methods are used for effective implementation of curriculum like: Quizzes, Group Discussions, Demonstrations, Debates, Power Point Presentations, displaying of films in accordance with the syllabus, Case studies etc.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	NIL

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

Before the commencement of the session, the IQAC prepare an academic calendar based on the guidelines prepared by the affiliating Gour Banga University. Academic Calendar contains tentative dates of admission, commencement of classes, registration, examinations (internal and final). It also reflects the dates for internal examinations, proposed seminars, workshops, special lecture series and other co curricular and extra-curricular activities. Following this routine committee frame class routine and each department prepares the class timetable following the main routine and prepares course plan for the semester. At the beginning of the semester, the syllabus is distributed by the faculty members. The students are informed about various components in the assessment process and internal assessment test schedule. In the online mode, the internal assessments are conducted through the online platforms like Google Meet or Zoom where the students have to go through the viva or seminar paper presentation. For the tutorial part, students have to submit their assignments to the departments. For the better communication and the transparency of the assessment each department has its different mail id and WhatsApp groups for the students' submission of their internal assignments. IQAC periodically monitors the coverage of syllabus, quality of question papers and assignments.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	NIL

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

21

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

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

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

As colleges are nurturing the youth of the country, our curriculum of some regular courses tries to address issues related to environment, sustainability, Gender and Professional Ethics while some value-added courses aim to inculcate social, human values, thereby leading to the holistic development of lives. The college offers Women's Studies as an optional subject in B.A. general course. In the curriculum of English, Political Science and Philosophy the concept of Feminism and Gender are included. In Economics (Hons and general courses), DSE 5.1 is related to Environmental Economics. DSE 5.2 is related to gender and development. Environment sustainability (DC-6.2) and gender budgeting are also incorporated in the syllabus of Economics.

Department of Economics has organized a webinar on gender sensitization. Department of Geography has organized webinar on environment and Department of Philosophy has organized webinar on sustainability. The department of English has created a short, animated video on gender equality which is available on the You-tube channel of the faculty. Gender issues have been incorporated in the syllabus of Political Science (Fifth SEM, DSE 1 B). Besides the regular courses programs conducted under N. S. S. help to inculcate human values among students.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

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

NIL

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

1.3.3 - Number of students undertaking project work/field work/ internships**NIL**

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	NIL

TEACHING-LEARNING AND EVALUATION**2.1 - Student Enrollment and Profile****2.1.1 - Enrolment Number Number of students admitted during the year**

2.1.1.1 - Number of sanctioned seats during the year**1778**

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	No File Uploaded

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**2.1.2.1 - Number of actual students admitted from the reserved categories during the year****434**

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Being affiliated to Gour Banga University, the learning curriculum and the evaluation process of the college follows the university guidelines. In the Internal and Tutorial Evaluation part, the students have to go through class tests, assignments, paper presentations, and survey project. Through these internal and tutorial evaluation processes, the teachers of every department recognize and differentiate the advanced learners from the slow learners. For the advanced learners, the teachers recommend more standard and critical books about the specific topics of their syllabus. In this case, the teachers also motivate them for higher studies according to their interest. For the slow learners, the teachers take extra classes and try to make things comprehensive true to their levels. In this case, the teachers specifically make students feel free to address their specific problems and try to resolve the problems accordingly. The teachers also suggest and provide some easier materials for the comprehensive understanding of the respective topics of the subjects.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
3772	39

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

In the teaching-learning process, the teachers use the student centric methods such as experiential learning, participative learning and problem-solving methodologies in the classroom. In both the online and offline mode, for the conceptual understanding of a subject matter the teachers use the examples related to the students' everyday experience and organizes special lectures. The students are given project works and assignments for encouraging self learning. They also enjoy the facility of educational tour. Different student support systems are available in the college like Library, Computer Lab, Reading Room, ICT based classrooms (Smart Classrooms).

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	NIL

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

In the teaching-learning process, the faculty members of the college use different ICT enabled tools in the classroom, such as, projector, laptop etc. In the present circumstance, as the

teaching-learning method is partially operated through online mode, the ICT tools are used in the forms like computer, laptop, Smartphone etc. Within these electronic devices, the teachers of the college most preferably use Google Meet, Zoom, Google classroom, you-tube etc. For the better communication with the students the mediums like WhatsApp, E-mails are also used by the teachers. In keeping mind the present circumstance, these are the ICT based mediums used for the effective teaching-learning process in the institute. College website is used for uploading, important announcements. Departmental whatsapp are used by the teachers for uploading study materials, syllabus, sharing information. Apart from that, there are different webinars and lecture series organized for the students by the respective departments through online mode for better understanding of the subject matters. The institute is following the mode of blended teaching-learning process in terms of conducting classes both in the offline and online mode for the effective teaching-learning activities.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	NIL

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

28

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

40

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

13

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

367

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

As per the guidelines of CBCS pattern, students of the college must go through the process of internal assessment which is of 18 marks. The internal assessment is divided into two parts, i.e., internal assessment and Tutorial assessment. The part of internal assessment is again divided into two parts where the students face a Contact Evaluation Test (CET) carrying 6 marks and are also evaluated on the basis of her attendance out of 4 marks. The tutorial part covers the rest 8 marks where the students face a written test or are given class assignments, projects etc. as per the different criterion of different subjects. Some departments conduct viva, seminar paper presentation, and power point presentation for the students' evaluation and others take laboratory-based activities and field activities. In the online mode, the internal assessments are conducted through the online platforms like Google Meet or Zoom where the students have to go through the viva or seminar paper presentation. For the tutorial part, students have to submit their assignments to the departmental mails or WhatsApp groups. Notification is well circulated in the classroom and uploaded to the college website and also circulated through teachers' whatsapp group.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	NIL

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

The internal assignments are given to the students within a set time frame. The students are given enough time to prepare project report and seminar papers. The Institution carries out effective planning to solve discrepancies or grievances of the students regarding internal assessment. These are assessed and resolved by the departments before submission to the College Exam Committee. Each department verifies the internal assessment data of the students before it is uploaded in the university portal. Students can inform about their grievances directly to

their respective departmental mail address or can inform their teachers by making a phone call. Internal Assessment Data was sent to the University after portal is open. The College has a system of Student Feedback, which reflects effective implementation of evaluation processes. All faculty members, the Examination committee and other office staff take utmost care for any discrepancy, doubt and grievances received from the part of students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	NIL

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The College has a proper mechanism of communication of the learning outcomes of the Programs and Courses. For each program run by the college, affiliating university provides the detailed curricula. The Head of the respective department explains the po and course outcomes to their departmental colleagues during meetings of syllabus distribution. At the beginning of the session the Programme outcomes and Course outcomes are communicated to the students through introductory lectures conducted by the concerned subject teachers. The hard copy of syllabi and lesson plan are distributed to the students by the respective departments. Copies of syllabi are also available in library. Departmental teachers guided them to achieve the stated goal. We take initiatives to complete the coursework within the stipulated time. Alumni are invited in the departmental union to communicate with students and teachers. They share their views regarding how they shaped their career with specified course outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	NIL
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The institute is continuously evaluating the course outcomes through class test, students' participation in the seminar, group discussion etc. In the internal part which is an important part of CBCS system, the students have to go through an internal test exam conducted by the college examination sub-committee. In the tutorial part, the students have to prepare assignments, presentation, PPT or go through other modes of evaluation according to the criterion of the different subjects. Study materials and useful links related to the course work are provided through departmental mail and what app group. Through internal assessment we are able to evaluate the programme outcome. Based on student's performance in internal and external exam marks in respective course, the attainment levels for the said course have been calculated. Finally they can evaluate themselves by the result of final university exam uploaded in institutional website. Gradation is done centrally by the parent university. The respective department analyses the final result in the departmental meeting. Accordingly, necessary steps are taken.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

784

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	NIL

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.mwc.ac.in/student-zone/student-feedback-system/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0.175

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

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

NIL

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	NIL

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

16

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

7

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

5

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Every year N.S.S. units (I and II) undertake many activities in the nearby areas. World Environment Day, N.S.S. Day, International Women's Day, International Yoga day etc are organized in the college every year. During pandemic period the students have participated in Clean India and Fit India program in the college campus. These programs are organized for awareness among students. The college organized a disaster management workshop in collaboration with District Civil defense team, Malda ('Emergency Response'). The objective is to encourage the students in tackling any Disaster situation in their locality. The students have joined on seven day workshop (14th June 2022 to 21st June 2022) on the occasion of International Yoga Day. Through these events and activities they are sensitized to social issues.

Besides NSS activities our students also participated in Youth parliament competition. Through rigorous practices they are trained on parliamentary activities. This certainly helps for their holistic development.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

NIL

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

11

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1566

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

NIL

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

At present, there are around 3000 students' learning capacities in the institute. Computers are installed in Principal's chamber, staff room, IQAC office room, college office rooms, and cash section. There are total 19 classrooms for the teaching-learning programme. Amidst them, there are projector screens in around 10 classrooms. The classrooms are well organized with around 80-100 students' seat capacities.

In every department, there is a laptop and a desktop computer for the departmental activities. There is one laboratory in the Geography department with 15 computers. The library is well organized with books, newspapers and computer devices. There is also a reading room for both the students and the faculty members. In the reading room computers are accessible for the students and teachers. Students can also visit to the library website and from where they can search e-resources through web-opac, NDL, N-List etc. They also fill up the book requisition form the website.

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

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institute has adequate facilities for cultural activities and games. There is an auditorium in the college for conducting the cultural programmes, competition and other institutional activities. It is also used as a seminar hall where the different national and international seminars are organized by the various departments. The auditorium has the sitting capacity for around 300 people with a well-organized stage and other necessary equipments. There is a small open space within the college campus which is used as a playground. In this playground, both the students and teachers equally participate in the games like badminton volley ball etc. Indoor games like carrom, table tennis also played by the students and teacher altogether in the college premises. Students are provided with sports equipments and dress materials for performing different

events. The institution has one gymnasium for regular practice. The student-teacher participation in these activities encourages the students to learn not only through the classroom education but also through participative learning outside the classroom. There is a girls' common room with around 80 students' sitting capacities.

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

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

1

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

19

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	NIL
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

3.46

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The library has function with KOHA Version 20.11 Library Management System which was installed in 2016. This ILMS system has been partially automated and provides Web-OPAC, Circulation services to the patrons. Documentation work has been done regularly. We are providing hands-on training to the students for searching Web-OPAC, E-resources through N-List. The library has also separate website which has been linked with the college website and students can also get information.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://mwc-opac.kohacloud.in/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals

during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.11620

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

44

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college IT infrastructure was upgraded when financial assistance was accorded to the college in 2019 after receiving RUSA grant. There is one smart classroom, 14 projector based classrooms. Microphone system and speakers were installed. A well equipped Geography laboratory is also functioning in the college with fully internet connectivity. The college library building is also facilitated with Wi-Fi connectivity and users can search their required documents through WEB-OPAC. The library is enriched with rich collections, , providing DATABASE, E-Journal/E-books, WEB-OPAC facilities. In the college library there are 10 computers with internet connectivity for the students. The number of computers has been increased after getting RUSA grants. All the staff, students and teachers can access Wi-Fi according to their requirements. The whole college campus is under CCTV surveillance. All the teaching staff uses

the ICT tools in the classroom whenever they needed. The teaching-learning process and the best practice have been done through digital mode with the help of online portals. Most of the official works being done with the help of ICT. The college is regularly maintaining the IT facilities by updating computers. Anti-virus is regularly installed in computers. Wi-Fi connectivity is available in all departmental rooms.

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

4.3.2 - Number of Computers

37

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

0.6934

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

In the college campus, there are different established systems for maintaining and utilizing the physical, academic and support facilities such as, laboratory, library, playground, computers, and classrooms. The departmental teachers of Geography and the lab attendants maintain the laboratory. In the library, reading room and computers are accessible for students and teachers. The institute has adequate facilities for performing cultural activities, indoor games and yoga. There is an auditorium with a proper stage, projector screens, microphones and 300 sitting capacities. Within the college campus, there is a small playground. Sports amenities are maintained by the sports committee. The ground is maintained by the college authority and sports subcommittee. There are computers in every department for the departmental activities. These are maintained by the departments with the help of college authority. The college has appointed one electrical expert for regular maintenance of electrical equipments such as pump house, generator rooms, etc. The CCTV, Lifts are maintained under Annual Maintenance Contracts. For the maintenance of IT infrastructures (wifi, computers and servers), the college has appointed local vendor. There are 2 personnel for cleaning of campus area as well as classrooms and labs. Security staff provides safety to the students.

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

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

261

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

6

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and

B. 3 of the above

hygiene) ICT/computing skills

File Description	Documents
Link to institutional website	NIL
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**180****5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year****180**

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

D. Any 1 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

1

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

90

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year**1**

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.****NIL**

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college encourages active students' participation in day to day work. At present we have no student representatives or students' union. They are mostly attached with different departments and committees like cultural, sports, hostel and NSS unit. They organize program for the departments, take active part in managing seminar at the departmental level. They organize Teachers 'Day, Fresher's Welcome, Cultural Program, and Students Credit Card for Students. They are enthusiastic in organizing health check up and other extension activities.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

2

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The institution has an active non-registered Alumni Association. They are involved in cultural activities, and also participate in departmental seminar. They are invited to organize vocational training for the interested students. The IQAC has started the process of registering the Alumni Association.

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

5.4.2 - Alumni contribution during the year E. <1Lakhs

(INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision of the college is to provide quality education to girl students and help them to become active participants in shaping the future world. The mission of the college is to develop the community sense through extension activities and to inculcate moral values and leadership qualities among students. Since its inception in 1970 it has significantly provide ample scope for women's education in different fields irrespective of religion, caste and socioeconomic status of the students. In keeping mind the vision and mission of the college the subject of Women's Studies is included as a separate discipline or subject in the college curriculum. The Principal as the Head of the Institution, and the Governing body/Administrator constitute the apex administrative setup. IQAC takes major role in quality assurance strategies of the institutional functioning and Careers Advancement Scheme of teaching staff. The Teachers' Council and Academic Sub-Committee meet regularly to discuss important decisions regarding academic and co-curricular activities of the college. Various statutory and non statutory committees comprising members of teaching and non teaching members are involved in curricular and cocurricular affairs and administrative functions of the institution. The administration encourages them and supports them at all levels.

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

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution functions in a well managed participative

environment. The Principal of the college holds regular meetings with the teaching and non-teaching staff. Academic responsibilities are fairly divided among all the staff members. Committees are suggested in the TC meeting and ratified in GB. The list of committees is displayed in the staff notice-board. The heads of the departments are authorized to monitor overall functions at the departmental level. Sub committees are assigned with their respective responsibilities. The Principal and Conveners of the sub committees and their members take decision regarding the activities. The examination subcommittee assigns duty of examinations to all the members according to the schedule. The whole activity is performed by participative management. Cultural competition and other activities are planned and executed by cultural subcommittee and carried out by all members (assigned duties) of the institution. Sports subcommittee prepares budget of Annual Sports Meet and other activities and places budget to the finance committee for approval. After receiving necessary approval the committee executes the Annual Sports Meet and other activities with the help of other teacher and non teaching members. The institution always encourages a participative atmosphere to conduct activities in smooth and satisfactory manner.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional strategic plan is effectively deployed through a participatory approach. We give emphasis on quality enhancement, healthy teaching-learning environment and enhancement of student support systems. The institution takes initiatives to improve student success rate with a strong emphasis on effective integration of technology in the teaching-learning process. We take initiative to implement Kanyashree, Ekyashree and minority development facilities provided by the government of West Bengal for the students. We have successfully implemented RUSA 2.0 under component 9; grant for updating technology in the institution. This has been utilized in renovation of student's hostel, staff quarter and administrative building and purchasing various equipments, books, desktops,

laptops, kitchen equipments for student's hostel. We have successfully utilized Minority grant received for new student's hostel (minority). We have purchased sports material for student's health support. At the end of academic year, the Principal along with IQAC members and academic council review the progress of the academic session and prepare the Action Plan for the next year. The action plan is in tune of the strategic plan of the institution.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	NIL
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institution is under government undertaking by Higher Education Department, government of West Bengal. We follow service rules as made by the Higher Education Department. Full time teachers are appointed by West Bengal College Service Commission. Besides that, state aided college teachers (SACT) are also appointed by the higher education department, government of West Bengal. In the institution, the Principal along with governing body/ administrator is in the apex of administration. All the major administrative decisions regarding new policies, formation of statutory bodies are taken by the administrator in consultation with the principal of the institution. The principal is involved in the implementation of plans of the College through various subcommittees comprising teaching and non- teaching staff. The Academic Council, Teachers' Council, Admission Committee, Examination Committee, function under the chairmanship of the Principal. Committees are also formed for curricular and extracurricular activities for the development of students. All the committees conduct meetings and make their own action plan within the frame work of institutional plan.

File Description	Documents
Paste link for additional information	NIL
Link to Organogram of the Institution webpage	https://www.mwc.ac.in/administration/administrative-body/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

Being a government undertaking, the institution enjoys all the facilities of welfare scheme for employees provided by the Govt. of West Bengal. The Government Order is strictly followed in case of maternity leave, earned leave, casual leave; pay fixation, CAS, retirement benefit, provident fund etc. Teachers and non-teaching staffs are also entitled to get financial assistance from provident fund in case of dire need. The institution also provides staff quarter for faculty members on rented accommodation. In addition to this casual non-teaching staff of the institution enjoys festival Bonus. The college administration attempts to ensure promotional benefit to all staff.

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

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

NIL

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

NIL

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

12

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

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

The institution strictly follows UGC regulation in monitoring Performance based Appraisal system (PBAS) for faculty members. Appraisal system of teaching staff is done through Career

Advancement Scheme for promotion to higher stages. The procedure is supervised by IQAC. The Principal and IQAC take initiatives in reviewing the performance appraisal of the concerned teacher. Annual Progress Report reflects details of performance of teachers including participation in orientation course/ workshop/ presentation of papers in seminar, and classes taken, resource material given to the students. The teaching performance is also graded considering participation of the teacher in curricular, co-curricular and extracurricular activities. After necessary scrutiny IQAC coordinator submit all the documents to the Principal for forwarding to the governing body. After being satisfied all papers are submitted to the Directorate of Public Instruction, Government of West Bengal. Nominees of the government and from University are invited to assess the performance appraisal of the concerned teacher. For non teaching staff, appraisal is done with the internal members of the IQAC and the Principal. The proposal for promotion is then sent to DPI.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution strictly conducts internal and external audit regularly. All the process in the college is monitored by the principal. The copies of the audit are also preserved in the college for records. The external / statutory auditor is appointed by the Department of Higher Education, Government of West Bengal. The external audit has been completed for the financial year 2019-2020. Audit has done by DPI appointed Auditor, Mr. Chayan Gupta and Associates, for the financial year 2019-20 on 7th and 8th December 2021. We have already requested for the external statutory audit for the year 2020-21 and 2021-22.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0.25

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

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institution strictly follows finance rule of Government of West Bengal. We try to maintain transparency in mobilization of funds and optimum utilization of resources. All transactions are entered in accounts and are subjected to audit by DPI, government of West Bengal. Money collected from students and different fees are part of college fund (after depositing 50% to government fund through TR form-7 every year). These funds are utilized for the benefit of students and for meeting other minor expenses of the college. The college also receives fund as seat rent for external examinations conducted by other agencies. We have received funds from RUSA grants. The principal and finance committee take initiative in tender procedure for the utilization of fund.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

In order to enhance the quality of the institution in all spheres, various quality assurance strategies were initiated by the IQAC of the institution. Meetings of teachers Council were conducted under the chairmanship of Principal with the fixed agenda and suggestions were taken from all the members for improvement and better implementation of curriculum.

All the teachers were encouraged to use smart classroom for effective teaching-learning processes. LCD projectors are installed in all the classrooms of the college. Students were particularly encouraged to use computers in library for preparation of project reports and advanced studies. To enhance quality education IQAC encouraged departments to organize seminar, special lectures, career counseling, workshop, webinars, and skill enhancement initiatives. The institution had taken the initiative to organize Mahindra Pride Classroom(MPC) Employability Skills' Program for its students. The program was undertaken to develop life skills amongst the students and make them learn various aspects of soft skills required for the jobs. The programme was conducted by the Department of English in collaboration with the IQAC.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews its teaching learning process, structure and methodologies of operations and learning outcomes at periodic intervals. The whole process of monitoring is maintained by IQAC.

IQAC has taken initiatives to use ICT in teaching learning process. General students have access of using computers in library reading room. They are encouraged to use library and prepare projects (as prescribed by different departments) and take active part in presentation of paper at the time of internal assessment. E resources and other learning materials are given by the concerned departments. Regular class attendance by teachers is maintained by the IQAC. The principal is informed accordingly. The principal keeps a record on completion of syllabus by the departments. Special lectures are arranged for the learners to enhance teaching learning mechanism. Student feedback and parent teacher meeting at the departmental level help us to review the teaching process.

Class tests are taken by the departments. Internal examinations are arranged and managed by the examination committee and supported by the teaching and non-teaching staff. This result reflects the efforts given to the student.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	NIL
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Describe Gender equity and sensitization in curricular and co-curricular activities and facilities for women in campus.

The institution is the only women college in the district and attempts to provide a gender sensitized academic environment for women empowerment. We take special attention to our girls students and maintain a cordial relation so that they are free to express their personal problems with the teachers. There is no report of ragging and sexual harassment by the students. The institute also provides a common room and attached washroom for the students. The college provides hostel (Suchetana Bhavan) for the students with night guard and superintendent and assistant super. the college and hostel building are under CC TV surveillance.

Every year the institution celebrates International women's Day. We offer Women Studies as an optional subject in B.A general program. Gender equity and other related topics are included in syllabus and courses of many subjects. We also organize seminar, webinar on gender sensitized topics. The Department of Economics has organized a gender sensitized webinar. The webinar intends to explore the women empowerment through self help group. We also encourage our student for self reliance through Yoga classes.

File Description	Documents
Annual gender sensitization action plan	NIL
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	NIL

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Our college is devoted solely to the study of humanities group. We have no such toxic chemical wastes. Most of the waste collected is biodegradable. Dustbins are installed for collecting the solid waste from every corner of the campus. Solid wastes are deposited in the municipality van. The solid biodegradable wastes are dumped in ground for decomposition and to be used as a source of bio fertilizer. All the liquid waste from washroom, bathroom is disposed off through systematic drainage. We always take care that there is no waste of water in the campus, and hostel. The college has minimum e-waste. The waste if any is sold to vendors. E wastes are kept in separate room. We attempt to maintain a plastic free campus. Smoking is strictly prohibited in the college premises.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	NIL
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

B. Any 3 of the above

- 1.Restricted entry of automobiles**
- 2.Use of Bicycles/ Battery powered vehicles**
- 3.Pedestrian Friendly pathways**
- 4.Ban on use of Plastic**
- 5.landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and

energy initiatives are confirmed through the following
1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading **E. None of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal, socioeconomic and other diversities. Our institution boasts of an inclusive environment where students come from diverse religious and socio-economic background. We always encourage and endorse tolerance and harmony in every sphere of life. Annual sports and cultural activities are organized to promote harmony towards each other. In our institution students from different community participate in Saraswati Puja, "BasantaUtsab" (Holi celebration) and other commemorative days like Independence Day, Republic Day, and Foundation Day, Environment day, International Women's Day and others. They are also encouraged to take part in different competitions organized by our institution and other institutions. The institute organizes Annual Sports every year. Students also participate in inter college Sports competition. The institution also encourages students to participate in indoor games. Through active participation they gain team spirit and tolerance. We take initiative to maintain healthy environment through our NSS units. Students are given opportunity to avail minority scholarship, SC/ST/OBC Scholarship provided by the government of West Bengal. All students enjoy equal facilities of participation in various activities irrespective of religion, and community and cultural and socioeconomic differences.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution aims to sensitize students and employees to the constitutional obligation through different programs and

policies. Every year the department of Geography observes Environment Day. The department of Economics had arranged a gender sensitization seminar. Department of Philosophy had arranged a webinar on Philosophy of Yoga to give a message of life skill. Our students took responsibility to celebrate Teachers' Day. We also celebrate other international and national commemorative days, events and festivals on various occasions. We all participate in Saraswati Puja, Annual sports. These events make a sense of responsibility for all. We, the teachers, the non-teaching staff and students celebrate Independence Day in our campus. There is a Youth Parliament committee and a team of mock parliament in the institute. The group functions well in order to sensitize the students and employees about the constitutional values, rights, duties and responsibilities. Apart from this our students actively join in NSS activities. Through this activity they are sensitized for rights and duties.

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File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff. 4. Annual awareness programmes on Code of Conduct are organized

E. None of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

The institute celebrates different national and international commemorative days, events and festivals on various occasions. The events and festivals are specifically organized by the Cultural committee, NSS committee of the college, and departments. They prepare a plan to properly celebrate the events and festivals. For instance, the national and international events like Netaji's birthday, Republic day, Saraswati puja, International Women's day, World Shakespeare day, World Environment day, Teachers' day, Yoga day are celebrated in the college campus. Every event is celebrated through various activities performed by the students and faculty members. The activities like flag hoisting and singing are performed on 23rd & 26th January, 15th August and on 10th August (the Foundation Day). World Environment day is observed by organizing seminar and plantation program. Teachers' day are celebrated through the activities of staged drama, and various cultural programs. The celebration of these national and international events makes students conscious about their national duties and helps to be a responsible citizen of the nation.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. To live a healthy life

After opening of college, our primary attention was cleanliness and health awareness. In the academic session 2021-22, we face a turmoil situation due to covid-19. Our NSS units had taken the initiative to engage the students in such program that is highly demanded. For health awareness they organized the programmes like 'Fit India'. International Yoga Day is observed through seven day workshop (14th June to 21st June 2021). Students are encouraged to practice yoga.

2. Best Practice

Title: Participation in Co-curricular activities

The institution always encourages our students to participate in every sphere of life. Annual sports are organized for the students. A number of events were selected in Annual sports for mass participation of students. They had also participated in competition organized by District Sports Association, Malda. The active participation increases, skill of collaborative learning, leadership quality and working skill. Within a short time of physical practice they got prize in external competition organized by District Sports Association, Malda. They also practice badminton in the small open space in the college campus. The Institution has limited space for outdoor games. In the present pandemic situation, the students got limited scope of practice.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Due to covid-19 we had to continue e mode of activities. We also used blended mode of instruction. For the benefit of our students we organized a number of online webinar/seminar during 2021-22. Department of English had organized special lecture on Phonetics, British Poetry, and Research Methodology and lectures on Bernard shaw, Satyajit Ray, comparative study on classical literature. The students of the Department of English paid homage to William Shakespeare by performing a small skit based on the play 'The comedy of Errors'. Department of History highlighted on Bengali Muslim intelligentsia during colonial period and also arranged lectures on Prof. Amallesh Tripathi. Department of Philosophy gave a stress on contemporary Indian Philosophy. Department of Economics gave emphasis on Women Empowerment. Department of English also arranged an Employability Skills' Training Programme, in collaboration with Mahindra Pride Classroom. The main objective of the programme was to develop life skill amongst the students and to acquire various aspects of soft skills vital for the jobs. Department of Geography also arranged a career counseling programme in collaboration with Malda College and Serampore Girl's College. All the seminar /lectures programmes were planned for the overall development of students in academic and beyond that.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Being affiliated to Gour Banga University we follow the curriculum designed by the University. Our faculty members always participate in the syllabus upgradation through members of Board of Studies, participation in syllabus revision workshop organized by the university. The institution ensures effective curriculum delivery by academic committee meeting. The Principal organizes the meeting of academic committee. Faculty members of each department join and discusses on framing academic calendar following university schedule. IQAC and Academic Committee plan the academic calendar of the year. The curricular and co-curricular activities are planned in the academic calendar to achieve the set outcomes. Through departmental meeting distribution of workload and syllabuses are discussed. Each department prepares its own teaching plan allotting term-wise topics to be taught within the stipulated time. Faculty members refer to the standard reference books prescribed by university and to the latest information available through online resources for effective implementation of curriculum. Besides the use of conventional chalk and duster methods, various other teaching methods are used for effective implementation of curriculum like: Quizzes, Group Discussions, Demonstrations, Debates, Power Point Presentations, displaying of films in accordance with the syllabus, Case studies etc.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	NIL

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

Before the commencement of the session, the IQAC prepare an academic calendar based on the guidelines prepared by the affiliating Gour Banga University. Academic Calendar contains tentative dates of admission, commencement of classes, registration, examinations (internal and final). It also reflects the dates for internal examinations, proposed seminars, workshops, special lecture series and other co curricular and extra-curricular activities. Following this routine committee frame class routine and each department prepares the class timetable following the main routine and prepares course plan for the semester. At the beginning of the semester, the syllabus is distributed by the faculty members. The students are informed about various components in the assessment process and internal assessment test schedule. In the online mode, the internal assessments are conducted through the online platforms like Google Meet or Zoom where the students have to go through the viva or seminar paper presentation. For the tutorial part, students have to submit their assignments to the departments. For the better communication and the transparency of the assessment each department has its different mail id and WhatsApp groups for the students' submission of their internal assignments. IQAC periodically monitors the coverage of syllabus, quality of question papers and assignments.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	NIL

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment

B. Any 3 of the above

/evaluation process of the affiliating University	
File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded
1.2 - Academic Flexibility	
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented	
21	
File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
0	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

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

As colleges are nurturing the youth of the country, our curriculum of some regular courses tries to address issues related to environment, sustainability, Gender and Professional Ethics while some value-added courses aim to inculcate social, human values, thereby leading to the holistic development of lives. The college offers Women's Studies as an optional subject in B.A. general course. In the curriculum of English, Political Science and Philosophy the concept of Feminism and Gender are included. In Economics (Hons and general courses), DSE 5.1 is related to Environmental Economics. DSE 5.2 is related to gender and development. Environment sustainability (DC-6.2) and gender budgeting are also incorporated in the syllabus of Economics. Department of Economics has organized a webinar on gender sensitization. Department of Geography has organized webinar on environment and Department of Philosophy has organized webinar on sustainability. The department of English has created a short, animated video on gender equality which is available on the You-tube channel of the faculty. Gender issues have been incorporated in the syllabus of Political Science (Fifth SEM, DSE 1 B). Besides the regular courses programs conducted under N. S. S. help to inculcate human values among students.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

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

NIL

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

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

NIL

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	D. Any 1 of the above
File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	View File
1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed
File Description	Documents
Upload any additional information	View File
URL for feedback report	NIL
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of sanctioned seats during the year	
1778	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	No File Uploaded
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST,	

OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

434

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Being affiliated to Gour Banga University, the learning curriculum and the evaluation process of the college follows the university guidelines. In the Internal and Tutorial Evaluation part, the students have to go through class tests, assignments, paper presentations, and survey project. Through these internal and tutorial evaluation processes, the teachers of every department recognize and differentiate the advanced learners from the slow learners. For the advanced learners, the teachers recommend more standard and critical books about the specific topics of their syllabus. In this case, the teachers also motivate them for higher studies according to their interest. For the slow learners, the teachers take extra classes and try to make things comprehensive true to their levels. In this case, the teachers specifically make students feel free to address their specific problems and try to resolve the problems accordingly. The teachers also suggest and provide some easier materials for the comprehensive understanding of the respective topics of the subjects.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
3772	39

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

In the teaching-learning process, the teachers use the student centric methods such as experiential learning, participative learning and problem-solving methodologies in the classroom. In both the online and offline mode, for the conceptual understanding of a subject matter the teachers use the examples related to the students' everyday experience and organizes special lectures. The students are given project works and assignments for encouraging self learning. They also enjoy the facility of educational tour. Different student support systems are available in the college like Library, Computer Lab, Reading Room, ICT based classrooms (Smart Classrooms).

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	NIL

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

In the teaching-learning process, the faculty members of the college use different ICT enabled tools in the classroom, such as, projector, laptop etc. In the present circumstance, as the teaching-learning method is partially operated through online mode, the ICT tools are used in the forms like computer, laptop, Smartphone etc. Within these electronic devices, the teachers of the college most preferably use Google Meet, Zoom, Google classroom, you-tube etc. For the better communication with the students the mediums like

WhatsApp, E-mails are also used by the teachers. In keeping mind the present circumstance, these are the ICT based mediums used for the effective teaching-learning process in the institute. College website is used for uploading, important announcements. Departmental whatsapp are used by the teachers for uploading study materials, syllabus, sharing information. Apart from that, there are different webinars and lecture series organized for the students by the respective departments through online mode for better understanding of the subject matters. The institute is following the mode of blended teaching-learning process in terms of conducting classes both in the offline and online mode for the effective teaching-learning activities.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	NIL

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

28

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

40

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

13

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

367

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

As per the guidelines of CBCS pattern, students of the college must go through the process of internal assessment which is of 18 marks. The internal assessment is divided into two parts, i.e., internal assessment and Tutorial assessment. The part of internal assessment is again divided into two parts where the students face a Contact Evaluation Test (CET) carrying 6 marks and are also evaluated on the basis of her attendance out of 4 marks. The tutorial part covers the rest 8 marks where the students face a written test or are given class assignments, projects etc. as per the different criterion of different subjects. Some departments conduct viva, seminar paper presentation, and power point presentation for the students' evaluation and others take laboratory-based activities and field activities. In the online mode, the internal assessments are conducted through the online platforms like Google Meet or Zoom where the students have to go through the viva or seminar paper presentation. For the tutorial part, students have to submit their assignments to the departmental mails or WhatsApp groups. Notification is well circulated in the classroom and uploaded to the college website and also circulated through teachers' whatsapp group.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	NIL

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

The internal assignments are given to the students within a set time frame. The students are given enough time to prepare project report and seminar papers. The Institution carries out effective planning to solve discrepancies or grievances of the students regarding internal assessment. These are assessed and resolved by the departments before submission to the College Exam Committee. Each department verifies the internal assessment data of the students before it is uploaded in the university portal. Students can inform about their grievances directly to their respective departmental mail address or can inform their teachers by making a phone call. Internal Assessment Data was sent to the University

after portal is open. The College has a system of Student Feedback, which reflects effective implementation of evaluation processes. All faculty members, the Examination committee and other office staff take utmost care for any discrepancy, doubt and grievances received from the part of students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	NIL

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The College has a proper mechanism of communication of the learning outcomes of the Programs and Courses. For each program run by the college, affiliating university provides the detailed curricula. The Head of the respective department explains the po and course outcomes to their departmental colleagues during meetings of syllabus distribution. At the beginning of the session the Programme outcomes and Course outcomes are communicated to the students through introductory lectures conducted by the concerned subject teachers. The hard copy of syllabi and lesson plan are distributed to the students by the respective departments. Copies of syllabi are also available in library. Departmental teachers guided them to achieve the stated goal. We take initiatives to complete the coursework within the stipulated time. Alumni are invited in the departmental union to communicate with students and teachers. They share their views regarding how they shaped their career with specified course outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	NIL
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The institute is continuously evaluating the course outcomes through class test, students' participation in the seminar, group discussion etc. In the internal part which is an important part of CBCS system, the students have to go through an internal test exam conducted by the college examination sub-committee. In the tutorial part, the students have to prepare assignments, presentation, PPT or go through other modes of evaluation according to the criterion of the different subjects. Study materials and useful links related to the course work are provided through departmental mail and what app group. Through internal assessment we are able to evaluate the programme outcome. Based on student's performance in internal and external exam marks in respective course, the attainment levels for the said course have been calculated. Finally they can evaluate themselves by the result of final university exam uploaded in institutional website. Gradation is done centrally by the parent university. The respective department analyses the final result in the departmental meeting. Accordingly, necessary steps are taken.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

784

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	NIL

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.mwc.ac.in/student-zone/student-feedback-system/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0.175

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

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and

non-government agencies during the year**NIL**

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	NIL

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year****16**

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year****7**

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

5

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Every year N.S.S. units (I and II) undertake many activities in the nearby areas. World Environment Day, N.S.S. Day, International Women's Day, International Yoga day etc are organized in the college every year. During pandemic period the students have participated in Clean India and Fit India program in the college campus. These programs are organized for awareness among students. The college organized a disaster management workshop in collaboration with District Civil defense team, Malda ('Emergency Response'). The objective is to encourage the students in tackling any Disaster situation in their locality. The students have joined on seven day workshop (14th June 2022 to 21st June 2022) on the occasion of International Yoga Day. Through these events and activities they are sensitized to social issues.

Besides NSS activities our students also participated in Youth parliament competition. Through rigorous practices they

are trained on parliamentary activities. This certainly helps for their holistic development.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

NIL

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

11

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year****1566**

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year****0**

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year****NIL**

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning. viz., classrooms, laboratories, computing equipment etc.

At present, there are around 3000 students' learning capacities in the institute. Computers are installed in Principal's chamber, staff room, IQAC office room, college office rooms, and cash section. There are total 19 classrooms for the teaching-learning programme. Amidst them, there are projector screens in around 10 classrooms. The classrooms are well organized with around 80-100 students' seat capacities.

In every department, there is a laptop and a desktop computer for the departmental activities. There is one laboratory in the Geography department with 15 computers. The library is well organized with books, newspapers and computer devices. There is also a reading room for both the students and the faculty members. In the reading room computers are accessible for the students and teachers. Students can also visit to the library website and from where they can search e-resources through web-opac, NDL, N-List etc. They also fill up the book requisition form the website.

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

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institute has adequate facilities for cultural activities and games. There is an auditorium in the college for conducting the cultural programmes, competition and other institutional activities. It is also used as a seminar hall where the different national and international seminars are organized by the various departments. The auditorium has the sitting capacity for around 300 people with a well-organized stage and other necessary equipments. There is a small open space within the college campus which is used as a playground. In this playground, both the students and teachers equally participate in the games like badminton volley ball etc. Indoor games like carrom, table tennis also played by the students and teacher altogether in the college premises. Students are provided with sports equipments and dress materials for performing different events. The institution has one gymnasium for regular practice. The student-teacher participation in these activities encourages the students to learn not only through the classroom education but also through participative learning outside the classroom. There is a girls' common room with around 80 students' sitting capacities.

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

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

1

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

19

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	NIL
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

3.46

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The library has function with KOHA Version 20.11 Library Management System which was installed in 2016. This ILMS system has been partially automated and provides Web-OPAC, Circulation services to the patrons. Documentation work has been done regularly. We are providing hands-on training to the students for searching Web-OPAC, E-resources through N-List. The library has also separate website which has been linked with the college website and students can also get information.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://mwc-opac.kohacloud.in/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

0.11620

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

44

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college IT infrastructure was upgraded when financial assistance was accorded to the college in 2019 after receiving RUSA grant. There is one smart classroom, 14 projector based classrooms. Microphone system and speakers were installed. A well equipped Geography laboratory is also functioning in the college with fully internet connectivity. The college library building is also facilitated with Wi-Fi connectivity and users can search their required documents through WEB-OPAC. The library is enriched with rich collections, , providing DATABASE, E-Journal/E-books, WEB-OPAC facilities. In the college library there are 10 computers with internet connectivity for the students. The number of computers has been increased after getting RUSA grants. All the staff, students and teachers can access Wi-Fi according to their requirements. The whole college campus is under CCTV surveillance. All the teaching staff uses the ICT tools in the classroom whenever they needed. The teaching-learning process and the best practice have been done through digital mode with the help of online portals. Most of the official works being done with the help of ICT. The college is regularly maintaining the IT facilities by updating commuturs. Anti-virus is regularly installed in computers. Wi-Fi connectivity is available in all departmental rooms.

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

4.3.2 - Number of Computers

37

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

0.6934

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

In the college campus, there are different established systems for maintaining and utilizing the physical, academic

and support facilities such as, laboratory, library, playground, computers, and classrooms. The departmental teachers of Geography and the lab attendants maintain the laboratory. In the library, reading room and computers are accessible for students and teachers. The institute has adequate facilities for performing cultural activities, indoor games and yoga. There is an auditorium with a proper stage, projector screens, microphones and 300 sitting capacities. Within the college campus, there is a small playground. Sports amenities are maintained by the sports committee. The ground is maintained by the college authority and sports subcommittee. There are computers in every department for the departmental activities. These are maintained by the departments with the help of college authority. The college has appointed one electrical expert for regular maintenance of electrical equipments such as pump house, generator rooms, etc. The CCTV, Lifts are maintained under Annual Maintenance Contracts. For the maintenance of IT infrastructures (wifi, computers and servers), the college has appointed local vendor. There are 2 personnel for cleaning of campus area as well as classrooms and labs. Security staff provides safety to the students.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

261

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

6

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to institutional website	NIL
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

180

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

180

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

D. Any 1 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year**

5.2.1.1 - Number of outgoing students placed during the year**1**

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education****90**

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year****1**

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural**

activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

NIL

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college encourages active students' participation in day to day work. At present we have no student representatives or students' union. They are mostly attached with different departments and committees like cultural, sports, hostel and NSS unit. They organize program for the departments, take active part in managing seminar at the departmental level. They organize Teachers 'Day, Fresher's Welcome, Cultural Program, and Students Credit Card for Students. They are enthusiastic in organizing health check up and other extension activities.

File Description	Documents
Paste link for additional information	<u>NIL</u>
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

2

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The institution has an active non-registered Alumni Association. They are involved in cultural activities, and also participate in departmental seminar. They are invited to organize vocational training for the interested students. The IQAC has started the process of registering the Alumni Association.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision of the college is to provide quality education to

girl students and help them to become active participants in shaping the future world. The mission of the college is to develop the community sense through extension activities and to inculcate moral values and leadership qualities among students. Since its inception in 1970 it has significantly provide ample scope for women's education in different fields irrespective of religion, caste and socioeconomic status of the students. In keeping mind the vision and mission of the college the subject of Women's Studies is included as a separate discipline or subject in the college curriculum. The Principal as the Head of the Institution, and the Governing body/Administrator constitute the apex administrative setup. IQAC takes major role in quality assurance strategies of the institutional functioning and Careers Advancement Scheme of teaching staff. The Teachers' Council and Academic Sub-Committee meet regularly to discuss important decisions regarding academic and co-curricular activities of the college. Various statutory and non statutory committees comprising members of teaching and non teaching members are involved in curricular and cocurricular affairs and administrative functions of the institution. The administration encourages them and supports them at all levels.

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

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution functions in a well managed participative environment. The Principal of the college holds regular meetings with the teaching and non-teaching staff. Academic responsibilities are fairly divided among all the staff members. Committees are suggested in the TC meeting and ratified in GB. The list of committees is displayed in the staff notice-board. The heads of the departments are authorized to monitor overall functions at the departmental level. Sub committees are assigned with their respective responsibilities. The Principal and Conveners of the sub committees and their members take decision regarding the activities. The examination subcommittee assigns duty of

examinations to all the members according to the schedule. The whole activity is performed by participative management. Cultural competition and other activities are planned and executed by cultural subcommittee and carried out by all members (assigned duties) of the institution. Sports subcommittee prepares budget of Annual Sports Meet and other activities and places budget to the finance committee for approval. After receiving necessary approval the committee executes the Annual Sports Meet and other activities with the help of other teacher and non teaching members. The institution always encourages a participative atmosphere to conduct activities in smooth and satisfactory manner.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional strategic plan is effectively deployed through a participatory approach. We give emphasis on quality enhancement, healthy teaching-learning environment and enhancement of student support systems. The institution takes initiatives to improve student success rate with a strong emphasis on effective integration of technology in the teaching-learning process. We take initiative to implement Kanyashree, Ekyashree and minority development facilities provided by the government of West Bengal for the students. We have successfully implemented RUSA 2.0 under component 9; grant for updating technology in the institution. This has been utilized in renovation of student's hostel, staff quarter and administrative building and purchasing various equipments, books, desktops, laptops, kitchen equipments for student's hostel. We have successfully utilized Minority grant received for new student's hostel (minority). We have purchased sports material for student's health support. At the end of academic year, the Principal along with IQAC members and academic council review the progress of the academic session and prepare the Action Plan for the next year. The action plan is in tune of the strategic plan of the institution.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	NIL
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institution is under government undertaking by Higher Education Department, government of West Bengal. We follow service rules as made by the Higher Education Department. Full time teachers are appointed by West Bengal College Service Commission. Besides that, state aided college teachers (SACT) are also appointed by the higher education department, government of West Bengal. In the institution, the Principal along with governing body/ administrator is in the apex of administration. All the major administrative decisions regarding new policies, formation of statutory bodies are taken by the administrator in consultation with the principal of the institution. The principal is involved in the implementation of plans of the College through various subcommittees comprising teaching and non- teaching staff. The Academic Council, Teachers' Council, Admission Committee, Examination Committee, function under the chairmanship of the Principal. Committees are also formed for curricular and extracurricular activities for the development of students. All the committees conduct meetings and make their own action plan within the frame work of institutional plan.

File Description	Documents
Paste link for additional information	NIL
Link to Organogram of the Institution webpage	https://www.mwc.ac.in/administration/administrative-body/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	B. Any 3 of the above
File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File
6.3 - Faculty Empowerment Strategies	
6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff	
<p>Being a government undertaking, the institution enjoys all the facilities of welfare scheme for employees provided by the Govt. of West Bengal. The Government Order is strictly followed in case of maternity leave, earned leave, casual leave; pay fixation, CAS, retirement benefit, provident fund etc. Teachers and non-teaching staffs are also entitled to get financial assistance from provident fund in case of dire need. The institution also provides staff quarter for faculty members on rented accommodation. In addition to this casual non-teaching Staff of the institution enjoys festival Bonus. The college administration attempts to ensure promotional benefit to all staff.</p>	
File Description	Documents
Paste link for additional information	NIL
Upload any additional information	No File Uploaded
6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year	
6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the	

year	
NIL	
File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded
6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year	
6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year	
NIL	
File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded
6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)	
6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year	

12

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

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

The institution strictly follows UGC regulation in monitoring Performance based Appraisal system (PBAS) for faculty members. Appraisal system of teaching staff is done through Career Advancement Scheme for promotion to higher stages. The procedure is supervised by IQAC. The Principal and IQAC take initiatives in reviewing the performance appraisal of the concerned teacher. Annual Progress Report reflects details of performance of teachers including participation in orientation course/ workshop/ presentation of papers in seminar, and classes taken, resource material given to the students. The teaching performance is also graded considering participation of the teacher in curricular, co-curricular and extracurricular activities. After necessary scrutiny IQAC coordinator submit all the documents to the Principal for forwarding to the governing body. After being satisfied all papers are submitted to the Directorate of Public Instruction, Government of West Bengal. Nominees of the government and from University are invited to assess the performance appraisal of the concerned teacher. For non teaching staff, appraisal is done with the internal members of the IQAC and the Principal. The proposal for promotion is then sent to DPI.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution strictly conducts internal and external audit regularly. All the process in the college is monitored by the principal. The copies of the audit are also preserved in the college for records. The external / statutory auditor is appointed by the Department of Higher Education, Government of West Bengal. The external audit has been completed for the financial year 2019-2020. Audit has done by DPI appointed Auditor, Mr. Chayan Gupta and Associates, for the financial year 2019-20 on 7th and 8th December 2021. We have already requested for the external statutory audit for the year 2020-21 and 2021-22.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0.25

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

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institution strictly follows finance rule of Government of West Bengal. We try to maintain transparency in mobilization of funds and optimum utilization of resources. All transactions are entered in accounts and are subjected to audit by DPI, government of West Bengal. Money collected from students and different fees are part of college fund (after depositing 50% to government fund through TR form-7 every year). These funds are utilized for the benefit of students and for meeting other minor expenses of the college. The college also receives fund as seat rent for external examinations conducted by other agencies. We have received funds from RUSA grants. The principal and finance committee take initiative in tender procedure for the utilization of fund.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

In order to enhance the quality of the institution in all spheres, various quality assurance strategies were initiated by the IQAC of the institution. Meetings of teachers Council

were conducted under the chairmanship of Principal with the fixed agenda and suggestions were taken from all the members for improvement and better implementation of curriculum.

All the teachers were encouraged to use smart classroom for effective teaching-learning processes. LCD projectors are installed in all the classrooms of the college. Students were particularly encouraged to use computers in library for preparation of project reports and advanced studies. To enhance quality education IQAC encouraged departments to organize seminar, special lectures, career counseling, workshop, webinars, and skill enhancement initiatives. The institution had taken the initiative to organize Mahindra Pride Classroom(MPC) Employability Skills' Program for its students. The program was undertaken to develop life skills amongst the students and make them learn various aspects of soft skills required for the jobs. The programme was conducted by the Department of English in collaboration with the IQAC.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews its teaching learning process, structure and methodologies of operations and learning outcomes at periodic intervals. The whole process of monitoring is maintained by IQAC.

IQAC has taken initiatives to use ICT in teaching learning process. General students have access of using computers in library reading room. They are encouraged to use library and prepare projects (as prescribed by different departments) and take active part in presentation of paper at the time of internal assessment. E resources and other learning materials are given by the concerned departments. Regular class attendance by teachers is maintained by the IQAC. The

principal is informed accordingly. The principal keeps a record on completion of syllabus by the departments. Special lectures are arranged for the learners to enhance teaching learning mechanism. Student feedback and parent teacher meeting at the departmental level help us to review the teaching process.

Class tests are taken by the departments. Internal examinations are arranged and managed by the examination committee and supported by the teaching and non-teaching staff. This result reflects the efforts given to the student.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	NIL
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities**7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

Describe Gender equity and sensitization in curricular and co- curricular activities and facilities for women in campus.

The institution is the only women college in the district and attempts to provide a gender sensitized academic environment for women empowerment. We take special attention to our girls students and maintain a cordial relation so that they are free to express their personal problems with the teachers. There is no report of ragging and sexual harassment by the students. The institute also provides a common room and attached washroom for the students. The college provides hostel (Suchetana Bhavan) for the students with night guard and superintendent and assistant super. the college and hostel building are under CC TV surveillance.

Every year the institution celebrates International women's Day. We offer Women Studies as an optional subject in B.A general program. Gender equity and other related topics are included in syllabus and courses of many subjects. We also organize seminar, webinar on gender sensitized topics. The Department of Economics has organized a gender sensitized webinar. The webinar intends to explore the women empowerment through self help group. We also encourage our student for self reliance through Yoga classes.

File Description	Documents
Annual gender sensitization action plan	NIL
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	NIL

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to

D. Any 1 of the above

the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Our college is devoted solely to the study of humanities group. We have no such toxic chemical wastes. Most of the waste collected is biodegradable. Dustbins are installed for collecting the solid waste from every corner of the campus. Solid wastes are deposited in the municipality van. The solid biodegradable wastes are dumped in ground for decomposition and to be used as a source of bio fertilizer. All the liquid waste from washroom, bathroom is disposed off through systematic drainage. We always take care that there is no waste of water in the campus, and hostel. The college has minimum e-waste. The waste if any is sold to vendors. E wastes are kept in separate room. We attempt to maintain a plastic free campus. Smoking is strictly prohibited in the college premises.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	NIL
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge

D. Any 1 of the above

Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	
File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1.Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3.Pedestrian Friendly pathways 4.Ban on use of Plastic 5.landscaping with trees and plants 	B. Any 3 of the above
File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following <ol style="list-style-type: none"> 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities 	

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal, socioeconomic and other diversities. Our institution boasts of an inclusive environment where students come from diverse religious and socio-economic background. We always encourage and endorse tolerance and harmony in every sphere of life. Annual sports and cultural activities are organized to promote harmony towards each other. In our institution students from different community participate in Saraswati Puja, "BasantaUtsab" (Holi celebration) and other commemorative days like Independence Day, Republic Day, and Foundation Day, Environment day, International Women's Day and others. They are also encouraged to take part in different competitions organized by our institution and other institutions. The institute organizes Annual Sports every year. Students also participate in inter college Sports competition. The institution also encourages students to participate in indoor games. Through active participation they gain team spirit and tolerance. We take initiative to maintain healthy environment through our NSS units. Students are given opportunity to avail minority scholarship, SC/ST/OBC Scholarship provided by the government of West Bengal. All students enjoy equal facilities of participation in various activities irrespective of religion, and community and cultural and socioeconomic differences.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution aims to sensitize students and employees to the constitutional obligation through different programs and policies. Every year the department of Geography observes Environment Day. The department of Economics had arranged a gender sensitization seminar. Department of Philosophy had

arranged a webinar on Philosophy of Yoga to give a message of life skill. Our students took responsibility to celebrate Teachers' Day. We also celebrate other international and national commemorative days, events and festivals on various occasions. We all participate in Saraswati Puja, Annual sports. These events make a sense of responsibility for all. We, the teachers, the non-teaching staff and students celebrate Independence Day in our campus. There is a Youth Parliament committee and a team of mock parliament in the institute. The group functions well in order to sensitize the students and employees about the constitutional values, rights, duties and responsibilities. Apart from this our students actively join in NSS activities. Through this activity they are sensitized for rights and duties.

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File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

E. None of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

The institute celebrates different national and international commemorative days, events and festivals on various occasions. The events and festivals are specifically organized by the Cultural committee, NSS committee of the college, and departments. They prepare a plan to properly celebrate the events and festivals. For instance, the national and international events like Netaji's birthday, Republic day, Saraswati puja, International Women's day, World Shakespeare day, World Environment day, Teachers' day, Yoga day are celebrated in the college campus. Every event is celebrated through various activities performed by the students and faculty members. The activities like flag hoisting and singing are performed on 23rd & 26th January, 15th August and on 10th August (the Foundation Day). World Environment day is observed by organizing seminar and plantation program. Teachers' day are celebrated through the activities of staged drama, and various cultural programs. The celebration of these national and international events makes students conscious about their national duties and helps to be a responsible citizen of the nation.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. To live a healthy life

After opening of college, our primary attention was cleanliness and health awareness. In the academic session 2021-22, we face a turmoil situation due to covid-19. Our NSS units had taken the initiative to engage the students in such program that is highly demanded. For health awareness they organized the programmes like 'Fit India'. International Yoga Day is observed through seven day workshop (14th June to 21st June 2021). Students are encouraged to practice yoga.

2. Best Practice

Title: Participation in Co-curricular activities

The institution always encourages our students to participate in every sphere of life. Annual sports are organized for the students. A number of events were selected in Annual sports for mass participation of students. They had also participated in competition organized by District Sports Association, Malda. The active participation increases, skill of collaborative learning, leadership quality and working skill. Within a short time of physical practice they got prize in external competition organized by District Sports Association, Malda. They also practice badminton in the small open space in the college campus. The Institution has limited space for outdoor games. In the present pandemic situation, the students got limited scope of practice.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Due to covid-19 we had to continue e mode of activities. We also used blended mode of instruction. For the benefit of our students we organized a number of online webinar/seminar during 2021-22. Department of English had organized special lecture on Phonetics, British Poetry, and Research Methodology and lectures on Bernard shaw, Satyajit Ray, comparative study on classical literature. The students of the Department of English paid homage to William Shakespeare by performing a small skit based on the play 'The comedy of Errors'. Department of History highlighted on Bengali Muslim intelligentsia during colonial period and also arranged lectures on Prof. Amallesh Tripathi. Department of Philosophy gave a stress on contemporary Indian Philosophy. Department of Economics gave emphasis on Women Empowerment. Department of English also arranged an Employability Skills' Training Programme, in collaboration with Mahindra Pride Classroom. The main objective of the programme was to develop life skill amongst the students and to acquire various aspects of soft skills vital for the jobs. Department of Geography also arranged a career counseling programme in collaboration with Malda College and Serampore Girl's College. All the seminar /lectures programmes were planned for the overall development of students in academic and beyond that.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Future plans for action: Academic year 22-23

The college proposes following future plan for the year 2022-23

1. Submission of AQAR for the year 2022-23.
2. Preparation for SSR
3. Opening of tailoring course for students
4. Preparation for installation of Solar Energy
5. New reading room in Library
6. Organize Seminar /webinar, student seminar
7. Organize Yoga training
8. Initiation for CAS of teachers
9. Submission of report to AISHE
10. Washroom for Disable Persons