



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

MAHISHADAL GIRLS' COLLEGE

VILL.-RANGIBASAN, P.O. MAHISHADAL, DIST. PURBA MEDINIPUR

721628

mahishadalgirlscollegewb.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Mahishadal Girls' College stands on an intricate net work of roads, railways and canal at Rangibasan, Mahishadal, Purba Medinipur, West Bengal to impart quality education to the women folk of its locality. It started its noble journey on the **1st August, 1969** with a modest number of 75 students, 07 teaching and 06 non-teaching staff. Right now, its roll strength has reached up to 2530. They are being imparted quality education in 15 honours, 22 general courses, 01 P.G. subject and 02 UGC Add-on-Courses.

Besides, it has opened certificate course on 05 subjects as some job orientation courses. There are **04 NSS Unites** and **01 NCC Unit** which have been successfully run by some dedicated programme officers and ANO in-charge to serve the growing needs of our society. Last year it has started to celebrate its **Golden Jubilee** with different activities / programme to mark this day as a land mark of college history and it will be continued up to the 1st August, 2019. After forty nine years of proud journey, it has been able to register its name in the sphere of education, research, co-curricular and extracurricular activities.

Vision

To make Mahishadal Girls' College a centre of quality learning

Mission

- To impart higher education among the women folk of our society.
- To emancipate women from all social evils and injustices.
- To empower women through higher education.
- To create smart, sincere and responsible women citizen.
- To make our student self sufficient and self reliant

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The college fosters a spirit of very friendly and convivial relationship among students and staff.
- The college has a **500 bedded hostel** within its campus
- It has a very active **Women Study Centre** to address urgent needs of the students.
- There are **04 NSS Units** and **01 NCC Unit** within this college

- It has **01 Indoor Sports Hall** and **01 Indoor Shooting Range** with in its campus.
- The college is implementing **Kanyashree Prakalpa** provided by both ~~central~~ and state government.

Institutional Weakness

- The college is yet to install Biometric Verification system
- Its class room and laboratory are not sufficient enough to serve the needs of students
- The college play ground also is not sufficient enough to conduct all events of sports and games.
- Its campus is yet to be encroached by any concrete boundary wall to provide safety and security of its students and staff
- The college is yet to receive sufficient grant both from current MLA and MP LAD.

Institutional Opportunity

- It is the first womens' college of this district to provide higher education irrespective of caste creed, religion and economic status
- Both teaching and non-teaching staff of this institution are very much keen to serve the needs of students
- The college has introduced Add-on-Courses in some disciples as job orientation course to build its students future
- It has regularly organized, UGC sponsored seminar/lecture/workshop on some burning questions and on some remarkable advancement in the realm of education and research.

Institutional Challenge

- Paucity of fund has stood as a great barrier for providing sufficient infrastructure facility to our students as well as staff in terms of full fledged computer centre, laboratory, museum, auditorium and staff quarter etc.
- The college is very keen to open some value added courses but is unable to do so due to lack of fund, space and qualified teachers and university approval.
- The student, library collection ratio and the student, computer ratio are not adequate enough to serve their growing needs

- The drop-out rate has recently been growing very high due to attraction of some job orientation courses and students desire of starting early marital life leaving apart their education
- **Boarder unrest in college hostel** and very alarming introduction of high definition android cell phone and social media (virtual world) stands very activity to disturb students' concentration.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Planning and implementing college curricular is done very effectively by the college authority. In order to introduce its students and stake holders about the vision and mission, it usually organize **Introduction Classes** at the very beginning of the new session. Large **hoarding/signboard** and **flex** are placed at the very entrance of college campus to greet students on arrival. For diffusing exact information, the college regularly publishes **College Prospectus, College Magazine** and updates college website. Academic calendars, teaching module, university syllabus and lesson plan are duly framed and circulated to all to ensure and maintain the time schedule. Teachers receive all possible procedural and practical support from both college and university in implementing the curriculum. Considering the growing needs of the students, college authority has opened some courses in UG, PG and UGC Add-on-Courses, other than the university stipulated courses. The IQAC is facilitating the organization of various extension and co-curricular activities and fostering computer skill, communication skill to ensure self development, value based education and environmental awareness.

Teaching-learning and Evaluation

The excellent academic result (over 89% success rate of this institution duly justifies the smooth and justified functioning of existing process of teaching-learning and evaluation process of this institution. The most cordial and vibrant interaction between teachers and students (learners) creates suitable atmosphere to enhance this scholarly pursuit. The knowledge imparted to the student enhances their knowledge and the teachers engaged in teaching unknowings learn some new things because, the pursuit of knowledge is our common goal. The knowledge being imparted here mainly comprises the university syllabi. While a student becomes individually empowers, she can diffuse the idea to other, thus, the knowledge has been percolating from one to another. Mainly NSS and NCC is giving these yeomen service to our society. This spirit is being inculcated through a continuing preoccupation with cleanliness and beautification of the premises and by sensitizing staff and student on gender and inclusivity by following government reservation policy (SC/ST/OBC), differently-abled (Divyangjan) and extending all forms of necessary support to them. The IQAC of this college plays a pivotal role in continuously monitoring the teaching-learning process, facilitating constant engagement in academic activities by students and teachers analyzing inputs from the feedback system and using these for improvement of education, research and curricular and co-curricular activities.

Research, Innovations and Extension

The college is primarily an undergraduate institution with only one post graduate department, so there is not enough scope of conducting research activities. Nevertheless, the college has a good ambience of conducting research. It 15 Teachers have done Ph. D. with their credit and 06 Minor Research Project (MRP) have been

completed in due course. Moreover, one teachers is also empaneled as a Ph. D. supervisor. Very recently, the university has set embargo on supervising Ph. D. for the college teachers which has create a very hopeless situation in college involvement in research. Nevertheless, the pass outs are provided the access of college library (study tools, rare book and journals, e-library resources) for their research work and for quality teaching. Teachers with Ph. D., continue to remain engaged in scholarly works in their specializations and publish book and articles, which definitely enhance the standard of quality teaching. Students also participate enthusiastically in scholarly activities, field work and preparing projects papers.

Infrastructure and Learning Resources

The college has seen a considerable growth in infrastructure commensurate with the academic developments that have taken place over the past fourteen years. The number of classrooms has increased, the existing ones have been upgraded with new improved technology. **ICT, LAN** and **WiFi** facilities have provided to college to central library, seminar hall, indoor sports hall, indoor shooting range and college assembly hall, consequently, the demand for greater supply of electricity has led to the installation of **25 KVA-DG** to generate electricity. Similarly, the college has installed 72 thousand liter (124X3) Panel of **Rain Water Harvesting Plant** for supplying water which reduces the demand of water resources. The science laboratories, smart class rooms, computer labs have undergone effecting modernization of instruments both students and teachers. The increased demand for basic current requirements and needs like **clean toilet** with sufficient water supply, **drinking water** and food, medical requirement with pad-men's are being supplied from separate college toilets, water filter, college canteen and number of vending machines. The office and college library have undergone extensive renovation and up-gradation to facilitate administrative and academic work respectively. The college has different committees and subcommittees for maintenance of instruments and infrastructures of college and to grab optimum utilization from those infrastructure and learning resources. Maintenance of all these given primary importance.

Student Support and Progression

Quality education in Mahishadal Girls' College is a shared commitment between dedicated teachings, non-teaching staff motivated students, and enthusiastic parents. Teachers of this college work tirelessly towards the development of students knowledge, personality and confidence through some curricular, co-curricular and extracurricular activities. The education imparted to students aims to inculcate the spirit of inquiry, urge of creativity, power of leadership as well as sense of social responsibility. In order to alleviate the rigours of a demanding college curriculum, the students are being encouraged to participate in some co-curricular activities, sports, cultural programme, academic tour etc. The college appropriate their performance by conferring prizes and certificate. It keeps continue its interaction with students even after they formally left the college for higher education through its vibrant Alumnea Association named **Praktini Sabha** (Reg No: S/IL 34202 of 2005-2006). A Parent-Teachers Association(at the Departmental level) has just also been formed where parents also can give constructive advice and feedback and are considered as valued stakeholders of the college. The college has an active Grievance Redressal Cell and Private Counselling Cell for the protection of the students.

Governance, Leadership and Management

The Governing Body(G.B.) of the college work in close collaboration with the Principal to regulate and maintain an amicable and scholastic environment required for this purpose. The Principal as Head of the Institution along with the member of both teaching and non-teaching staff implement the decision and policies of the management. The Teachers Council(T.C.) and Academic Sub-committees meet regularly to further implement important decisions regarding academic and co-curricular activities of the college. The college authority also encourages individual research in the form of Faculty Development Programme (FDP), Minor Research Project (MRP) undertaken by the teaching members of the college. It is also a duty of the management to send teachers to join Orientation and Refresher Courses for their Placement and Promotion. To follow existing admission process (Online Admission) is also considered as a primary activity of the college management. It always tries to keep the Fee Structure at a reasonable level. Financial aid is also extended to economically backward students. **NSS units, NCC wing, Anti Ragging Cell, Sexual Harassment Protection Cell** have been recently set up to provide students safety and security. Our **IQAC** has been formed on 04.12.2004 as per UGC guideline. IQAC usually collect feedback from final year students to help and upgrade its students and academic fraternities. Teachers, Government representative, University representative and alumnae effectively contribute towards successfully function of **IQAC**. **Academic Audit** is being conducted every year and submitted to the university. Both Internal and External (Statutory) Audit is conducted regularly in order to keep college account updated and audited college website is regularly updated to provide current and exhaustive information regarding overall functioning of the college. The college usually passes **Budget** at the very beginning of any new financial year.

Institutional Values and Best Practices

The college can take pride in environment based activities to create consciousness among students and staff. Measures including removal of hazards and waste materials from laboratories, segregation of garbage, nonuse of plastic material, rainwater harvesting plant, regular cleaning of college lawn and campus and beautification of college surroundings, supply of purified drinking water and regular cleaning of toilets have created its campus very clean and pollution free. A **Green Campus Project** is it's under consideration for the renovation and beautification of college surroundings. ICT based class room and active **medical unit** including first aid and **cheap store, cheap canteen and Xerox centre** existing this college campus.

The college library has subscribed INFLIBNET and installed SUL(Software for University Library) Digitalization of the college library is in progress. Students are encouraged to make advance study for presenting papers, submitting project work in and outside of the college. Some newly introduced undergraduate and post graduate courses have become very popular among the students. The college has an active NSS units and NCC unit as a part of social extension programme. Some students of this college have participated in the **NSS Republic Day Parade** at New Delhi (Ministry of Youth Affair and Sports) in 2016, Department of Parliamentary Affairs youth Parliament's comptetion Govrnment of West Bengal in 2015,Ministry of Skill Development Ebtreprenurship Youth Affairs & Sports's estern zone Republic Day Parade bhbaneswar in 2014, Pre-Republic Day Parade Camp at Bodoland University Assam in 2015, Local Republic Day Camp in 2015and so on. One of our students has led our National Kabadi Team in 2018. Our women Study Centre, Alumnea Association, Career Counselling Cell, Personal Counselling Cell and Student Welfare Committee constitute other best practices of the college which are aimed at addressing students' needs and common welfare without least possible delay.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	MAHISHADAL GIRLS' COLLEGE
Address	VILL.-RANGIBASAN, P.O. MAHISHADAL, DIST. PURBA MEDINIPUR
City	HALDIA
State	West Bengal
Pin	721628
Website	mahishadalgirlscollegewb.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	UTPAL KUMAR UTTHASAN I	03224-240520	9434063854	-	mgc_104@yahoo.c o.in
IQAC Coordinator	DEBASIS M AHAPATRA	03224-241820	9932090915	-	dmahapatramgc@g mail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details

Date of establishment of the college	01-08-1969			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name		Document	
West Bengal	Vidyasagar University		View Document	
Details of UGC recognition				
Under Section	Date		View Document	
2f of UGC	01-08-1969		View Document	
12B of UGC	01-08-1969		View Document	
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	VILL.-RANGIBASAN, P.O. MAHISHADAL, DIST. PURBA MEDINIPUR	Rural	7.76	14308.03

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Bengali	36	HIGHER SECONDARY	Bengali	137	108
UG	BA,Education	36	HIGHER SECONDARY	English + Bengali	98	98
UG	BA,English	36	HIGHER SECONDARY	English	98	74
UG	BA,History	36	HIGHER SECONDARY	English + Bengali	119	28
UG	BA,Music	36	HIGHER SECONDARY	English + Bengali	32	8
UG	BA,Philosophy	36	HIGHER SECONDARY	English + Bengali	85	18
UG	BA,Sociology	36	HIGHER SECONDARY	English + Hindi,English + Bengali	65	14
UG	BA,Political Science	36	HIGHER SECONDARY	English + Bengali	85	14
UG	BA,Sanskrit	36	HIGHER SECONDARY	Bengali	98	42
UG	BSc,Anthropology	36	HIGHER SECONDARY	English + Bengali	45	32
UG	BSc,Chemistry	36	HIGHER SECONDARY	English + Bengali	34	16
UG	BSc,Comput	36	HIGHER SE	English +	40	4

	er Science		CONDARY	Bengali		
UG	BSc,Geograp hy	36	HIGHER SE CONDARY	English + Bengali	65	43
UG	BSc,Matham etics	36	HIGHER SE CONDARY	English + Bengali	55	21
UG	BSc,Nutritio n	36	HIGHER SE CONDARY	English + Bengali	47	47
UG	BA,Ba General	36	HIGHER SE CONDARY	English + Bengali	121	75
UG	BSc,Bsc General	36	HIGHER SE CONDARY	English + Bengali	121	4
UG	BVoc,Bvoc In Theater And Stage Craft	36	HIGHER SE CONDARY	English + Bengali	50	0
UG	BVoc,Bvoc In Software Developmen t	36	HIGHER SE CONDARY	English + Bengali	50	0
PG	MSW,Maste r Of Social Work	24	GRADUATI ON OR EQ UIVALENT	English + Bengali	43	43

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				2				30			
Recruited	0	0	0	0	0	2	0	2	19	9	0	28
Yet to Recruit	0				0				2			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				11
Recruited	11	0	0	11
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				16
Recruited	10	6	0	16
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				30
Recruited	19	11	0	30
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				34
Recruited	17	17	0	34
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	7	2	0	9
M.Phil.	0	0	0	0	1	0	4	1	0	6
PG	0	0	0	0	1	0	8	6	0	15

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	0	0	1
M.Phil.	0	0	0	0	0	0	3	0	0	3
PG	0	0	0	0	0	0	10	6	0	16

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	4	0	0	4
M.Phil.	0	0	0	0	0	0	2	1	0	3
PG	0	0	0	0	0	0	11	16	0	27

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
		14	6	0	

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Certificate	Male	0	0	0	0	0
	Female	19	0	0	0	19
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
PG	Male	4	0	0	0	4
	Female	39	0	0	0	39
	Others	0	0	0	0	0
UG	Male	0	0	0	0	0
	Female	646	0	0	0	646
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	4	1	0	0
	Female	80	73	63	65
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	7	9	7	5
	Others	0	0	0	0
OBC	Male	0	1	1	0
	Female	31	37	0	24
	Others	0	0	27	0
General	Male	4	2	3	3
	Female	654	695	671	512
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		780	818	772	609

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 27

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
27	27	27	27	27

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1505	1915	1220	1429	1512

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1270	1220	1175	1030	1030

File Description	Document
Institutional data in prescribed format	View Document

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
387	337	342	397	398

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
30	19	17	17	16

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
32	32	32	32	32

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 50

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
87.28	177.55	183.75	103.91	81.30

Number of computers

Response: 23

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Mahishadal Girls' College is formerly affiliated to the University of Calcutta and then to Vidyasagar University, Paschim Medinipur, West Bengal and it follows the university prescribed curriculum. Different steps which are followed by the institution to ensure effective curriculum delivery through a well planned and documentation process are as follows:

- The **Annual Academic Calendar** is prepared according to the university academic calendar prior to the commencement of the academic year by IQAC, specifying available dates for significant activities to ensure proper teaching-learning process and continuous evaluation and it is displayed in the students, professors, notice board & college website.
- Meeting is held in each department at the end of the academic year to discuss about the course distribution for the next academic session. Based on expertise of individual Professor, the syllabus is allotted to them by the Head of the Department. Every department prepares **teaching plan**, allotting term wise topics to be taught.
- Syllabus of each subject for the academic session is provided to the students. Some Professors maintain a personal diary for effective academic planning, implementation and review of the curriculum.
- Theory and practical classes are held according to the **Time Table** which are prepared prior to the commencement of the academic year by the **Routine Committee** and is published in the notice boards and college website.
- Conventional class room teaching is blended with reasonable use of **ICT** to make the teaching-learning process more **learner-centric**. **YouTube assisted learning, experiential learning, participative learning & problem solving method** are also used for effective curriculum delivery.
- Class room teaching is implemented with seminars, workshops, special lectures, group discussions, tutorials. Departmental Quiz, and Paper Presentation are done by the students which builds up their confidence and improves their soft skills. Effective delivery of curriculum are done in a planned manner. Records are maintained by each department and information is provided to IQAC for documentation.
- The **college central library** provides teachers with necessary learning resources for effective delivery of curriculum. All faculty members have been provided with unique **User ID and password for accessing NLIST** site that offers e-books and e-Journals. In addition to the general library. **Seminal library** has been setup in each department in order to enhance the in depth

knowledge of the students. Library related information are well maintained and are provided to IQAC for documentation.

- All Internal Examinations like class test, tutorial, internal assessment, eligibility test are conducted to check whether the students have acquired knowledge, as outlined in the objectives of the curriculum. All examinations are conducted according to the **Academic Calendar**. Tutorials are held regularly to monitor the progress of the students. **Remedial/Special** classes are conducted for low achievers. Advance learners are made to solve university question papers and efforts are made by Professors to improve their performance. Record of regular attendance, mark lists and progress of the students are maintained and preserved by the respective department

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 3

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	3

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 151.52

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	7	7	6	4

File Description	Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility

<p>1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</p> <p>Response: 29.63</p>	
<p>1.2.1.1 How many new courses are introduced within the last five years</p> <p>Response: 8</p>	
File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document

<p>1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented</p> <p>Response: 70.37</p>	
<p>1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.</p> <p>Response: 19</p>	
File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	View Document

<p>1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years</p> <p>Response: 1.47</p>	
<p>1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years</p>	

2017-18	2016-17	2015-16	2014-15	2013-14
23	21	29	21	13

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

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

Response:

The college can take pride in environment based activities to create consciousness among students and staff. Measures including removal of hazards and waste materials from laboratories, segregation of garbage, nonuse of plastic material, rainwater harvesting plant, regular cleaning of college lawn and campus and beautification of college surroundings, supply of purified drinking water and regular cleaning of toilets have created its campus very clean and pollution free. A **Green Campus Project** is it's under consideration for the renovation and beautification of college surroundings. The college offers one compulsory undergraduate course which addresses gender, environment and sustainability of human values. The course is affiliated to the Vidyasagar University. The General Undergraduate course is

Environmental Studies

This is a control course offered to final year/second semester UG students. It consists of 100 marks and includes the following topic in its curriculum.

1. Fundamental Environment
2. Nature and natural processes
3. Ecosystem
4. Population and Environment
5. Land and water use of the Earth
6. Pollution
7. Energy source
8. Environment and Public Health
9. Waste management
10. Environment Policies

Our Women Study Centre and Student Welfare Committee constitute other best practices of the college which are aimed at addressing students' needs and common welfare without least possible delay. The Women Study Center, NCC, NSS, Department of Sociology have taken initiative to sensitize students on

the issues of women and Gender Rights through workshop, Women's day, wall magazine, Street play by pressing on different issues on women and environment and so on.

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 0

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 11.63

1.3.3.1 Number of students undertaking field projects or internships

Response: 175

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 28.59

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
780	818	772	609	611

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3169	3029	2926	2746	1429

File Description

Document

Institutional data in prescribed format

[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 8.91

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
122	121	98	94	78

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

Teachers review the academic performances of students from class room lecture and discussion, laboratory practical, unit tests, tutorial and previous boards, and class seminars. This helps in assessing the number of advanced learners and slow readers amongst the students.

Slow Learners:

- Special attention is given to the students in the tutorial classes who are identified as the weaker students. Doubts and personal difficulties regarding the subject are solved in the tutorial special classes.
- In the start of the session fundamentals are taught for the better understanding of the subject, concepts which could not be grasped easily are repeated in consequent classes. Sometimes, the students are encouraged to do board work before the class so that their level of comprehension could be increased and teachers could rectify their problems.
- Extra special classes are conducted for the full coverage of the syllabus where the involvement of the students is ensured which result in the interactive teaching-learning process.
- Slow learners are specially advised and counseled by the class teacher. Remedial classes are conducted for the weaker students based on the results of class tests.
- Mentoring System for students to minimize drop outs through personal counselling. Evidence of success-better results in the Examination, more regular attendance increase participation in co-curricular activities better discipline in campus and respectful relationship between teachers and students.

The Advance Learners:

Advanced learners are motivated to strive for higher goals. They are provided with additional inputs for better career training and growth like:

- Experts from the different colleges/universities are invited to conduct the classes for the difficult subjects in the curriculum. Faculty exchange programme may be included as a future plan.
- Motivating them to make involve in projects as per prescribed by university. The university to inculcate research orientation (Environmental Studies) and practical awareness. The different departments organize students seminars, group discussion on various topic to develop their analytical power and problem solving abilities and more importantly, to improve their presentation skills.
- Encouraging them with extra care to obtain University ranks.
- Motivating them with awards and prizes for departmental activities.
- Computer facility and internet connection and WiFi connectivity for fast and pre use access of information for independent learning.

Use of **Proctors in Teaching Learning Process**: Proctors are the advanced students of the class who help others to learn. Advanced learners are encouraged to become proctors. Thus the college ensures that advanced learners needs are met and they are supported in their quest for knowledge.

2.2.2 Student - Full time teacher ratio

Response: 50.17

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.2

2.2.3.1 Number of differently abled students on rolls

Response: 3

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document

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

Response:

The college undertakes many student-centric methods for enhancing learning experience. One such method is **Mentoring System** for Students.

Objective of the practice: To minimize drop-out through personal counselling.

Need Addressed & The Context: Students undergo various problems and stress.Considering the **students-**

teacher ratio in class room it is impossible at times to give personal attention to students in class. One solution therefore is a Mentor who can form the bond with students in the true sense. Mentoring is required for students to achieve emotional stability and to promote clarity in thinking and decision making for overall programme.

The Practice: The practice is that of creating an efficient mentor ward system. Each teacher is assigned ten to twelve students. They meet at least once a week to discuss, clarify and share various problems which may be personal, domestic, academic etc. The teacher involves local guardians and parents as well, whenever necessary. The students are asked to share their e-mail ID and mobile number with the teacher and their peers, so that a social network is established.

Evidence of Success: It is needless to say that a mentor gets the job satisfaction. Evidence of success of the practice includes better results in the examinations, more regular attendance, increased participation in co-curricular activities, better discipline on campus and respectful relationship between teachers and students. Prospects of turning out as a well-adjusted citizen and a responsible human being also increase through this process.

Resources: The practice requires well-consulted teaching staff who have the design to help students beyond teaching hours and infrastructure to do in terms of classrooms and a conducive atmosphere.

Another such method is Teacher-Ward Tutorial System.

Objective of the Practice: To enable the high achievers to reach excellence and the slow learners to reach the minimum qualifying.

Need Addressed & the Context: An average Indian classroom has students of mixed quality. The achievers are often left without challenges to employ their full potential. The low achievers do not have even the minimum skills to cope with need to learn; appropriate help for holistic development is offered.

The Practice: Each teacher identifies high and low achievers. Each teacher takes care to attend two to three low achievers as his/her wards under sustained supervision and care to assist them to improve their performance. Advanced learners are helped by providing extra handouts/reading materials and are encouraged to consult reference materials and websites. The college career and guidance cell and faculty help students in their plans for future development and progress.

Evidence of Success: The pass percentage in most of the departments has increased.

Resources: This practice requires willing teachers and reference materials.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 73.33

2.3.2.1 Number of teachers using ICT

Response: 22	
File Description	Document
List of teachers (using ICT for teaching)	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 55.74

2.3.3.1 Number of mentors

Response: 27

2.3.4 Innovation and creativity in teaching-learning

Response:

To facilitate teaching-learning process, the college makes use of ICT. The college faculty uses laptops and L.C.D. projectors in the class room to make learning more interesting for the students. Since the college has internet connection, YouTube assisted learning is being practiced. It becomes easier for a student who understands a subject matter from different perspectives in a convenient and easy manner. To make the students confident of themselves, paper presentation are encouraged. After teaching a topic, the teachers give the students assignments, which may include paper presentation on that topic. Students are divided into groups. They undertake teamwork and finally present papers. It appears like:

Assignment-Teamwork-Paper Presentation: Another important innovative procedure used in the college is the use of proctors. Proctors are the advanced students of class who helps another student to learn. Often there are many students in the class who are slow learners and may need help. The students who are brighter or advanced come forward to help. Since they are of the same age group, they can easily connect and guide the slow learners and help them in their academic difficulties. This will ensure low drop-out rates.

Another innovative procedure is mentoring system for students. Here the teachers undertake personal mentoring of the students. Teachers discuss academic difficulties with students personally and figure remedial measures, there are steps ensure significant percent success rate and minimize failure. In the process, if the teachers find that students have any psychological problems, they are referred to the **college counselor**.

Teachers also undertake tutorial classes to facilitate students performance. Personal care of teachers discourages private tuitions. **Tutorial classes** are allotted in the master routine to help in the process. **Departmental quizzes** are frequently held by the departments to encourage learning among students. It makes teaching more interesting for students. Apart from this, advanced learners programmes are undertaken, bright students are encouraged to solve previous years university question papers. This helps the high achievers to appear in the university examination with more confidence and can assure good university result thereafter

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 61.88

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 23.05

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	6	4	3	2

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 10.07

2.4.3.1 Total experience of full-time teachers

Response: 302

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 5.05

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 3.13

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The college has undertaken following reforms:

- Different committees have been formed to supervise and look after activities of the college. Each committee is headed by a convener e.g. (Examination committee- Part-I, Part-II, Part-III, Semester system and Academic Sub Committee) each committee is assigned with the task of conducting different examinations.
- In addition to tests prescribed by the Vidyasagar University like class test, tutorial and pre test, final examinations. The college made it compulsory for students to attend seminar, lecture, workshop etc.
- Various academic programmes like quiz contest, essay competitions and poster competitions are organized in which students eligibility can be assessed.
- This followed by remedial coaching, parent teacher meeting and personal counselling, if required.

- Besides, field work, excursion, academic tour report and student presentations have been made an essential part of most courses. Project work is also increasingly a part of most courses.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

In all examinations arranged by the college, results are duly intimated to the examinees within 7 to 10 days of publication of result. The students are provided with the corrected answer scripts by the relevant faculty members. The doubt and enquiries of the students regarding the pattern of **optimal answers are clarified by the examiners**. With the commencement of the new session, class tests are scheduled to be held for the honours students. The schedule of class tests continues till the end of the session. The students are provided with the corrected answer scripts of class tests so that they can be aware of their mistake, if the students express their difficulties in understanding the question, which were set in the test, the question and topic on which such questions were set are discussed in the lecture-hour by the faculty members. The students are often suggested to write the answer again at home incorporating the modifications and changes made by the examiners in the test scripts, **if there any tabulation related error** in the assignment, correction are duly made by the examiner and the corrected marks is officially posted against the name of the concerned student. However, since the responsibility of publication of university examination result lies solely with the Vidyasagar University, delay in the publication of the results is something which the college has no way to rectify.

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

Response:

The students are provided with the corrected answer scripts by the relevant faculty members. The doubt and enquiry by the students regarding the pattern of optimal answer are classified by the examiners. If there is any tabulation, related error in the assignment, correction is duly made by the examiner and the corrected marks are officially posted against the name of the concerned student. Contextually, there are also provisions of review and reassessment if the examinee considers her answer paper is not properly examined. The parent-teacher meeting is a regular phenomenon in the college. Such meetings are mainly held after the publication of results. If there is a major discrepancy between class performance and performances in examination of a student, the teachers consider it to be their responsibility to identify the causes behind such discrepancy. The interaction between the parents and the relevant faculty members can be crucial for such identification. If the reason for such discrepancy is purely academic the teachers try whole heartedly to provide the students with a broader understanding of the subject of their study which already taught in the class. In case of the student suffers from psychological instability or examination-phobia, the faculty members try to deal with the suffering students and their parents sympathetically. They suggest the students and their parents to take the help of counsellor.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

B.A./B.Sc. First Year / First Semester classes commence in the month of July every year. Within two months from the commencement of the new session class test are scheduled to be held for the Honours students. The schedule of class test / internal assessment continues till the end of the session. The student are provided with the **university academic calendar** at the very beginning of new session. Apart from this, students are informed about class test / unit test before the test held. The questions/ topic on which such question papers to be set are discussed by the teachers and the students are further advised to write the answer and home assignment repeatedly at home before appearing in the college/ university examination. Since, right now both annual and semester system are being followed by the university, internal assessment for unit-I and unit-II are commencing to the university notification such as university examination notice.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:***UG DEPARTMENTS***

The following courses are offered under Bachelor of Arts Program:

- **Bengali**
- **Education**
- **English**
- **History**
- **Music**
- **Philosophy**
- **Political Science**
- **Sanskrit**
- **Sociology**
- **Physical Education**

After completion of the above mentioned courses, students can opt for their higher education. They can work in various sectors such as education sectors, government sector, non-governmental organizations etc. The students of literature such as Sanskrit, Bengali and English are taught proof reading, reporting, anchoring and news reading which can be useful for them in various fields. They are trained in writing book review that prepare them for jobs in publishing house and broadcasting medias, also as journalists. Students studying music get jobs in Government and Private Schools and College and University Teachers, Music Therapist, Animal Husbandry, Plant growth technician, sound engineering, Indian Railways Clerk (Cultural Quota), Stage Performers, Playback Singers, Theatre Vocalist etc.

The following courses are offered under Bachelors of Science Program:

- **Anthropology**
- **Chemistry**
- **Geography**
- **Nutrition**
- **Computer Science**
- **Mathematics**
- **Zoology (General)**
- **Botany (General)**
- **Physiology (General)**
- **Physics (General)**

After completion of the above mentioned courses, students can opt for their higher education. They can work in various sectors such as education sectors, government sector, non-governmental organizations etc. Anthropology students get jobs in different research institutions, Museums, Cultural Research Institute etc. Computer Science students can pursue career as software developer, computer system analyst etc. Bio Science students (Nutrition, Physiology, Botany, Zoology) can work in biomedical sphere such as Agricultural Researcher, Audiologist, Biochemist, Biotechnologist, CSIRO Researcher, Dietician/Nutritionist, Food Industry Specialist, Food Technologist, Forensic Scientist, Health Economics Specialist, Health Informatics, Health Promotion Researcher, Health Services Worker etc.

PG Course in Social Work prepares students for career as professional social worker in the field of many social work setting by developing knowledge about society and theoretically and field based. And Foster the students Social Work identity including professional use of supervision and consultation, self-awareness and an appreciation for the profession's history and values.

Outcome of the Add-on-Courses under UGC

Clinical Nutrition and Dietetics Department: It is a job oriented course. Schools, colleges, hospitals, nursing homes, foods processing centres and pharmaceutical centres and organizations are recruits dieticians.

Food Processing Department: Multidisciplinary teaching of this course will provide sufficient knowledge to the students in the field of Nutrition education, biotechnology, genetchnology probiotics. They can work as a skilled worker in food Industry and food transportation, laboratory assistant in schools, colleges, industries etc. They can also establish a home scale unit of food preservation/processing, cottage Industry, Small Scale Industry.

Tourism & Travel Management: It is a career and market-oriented skill enhancing add-on course that has utility for job, self-employment. It helps to understand about the role of tour operators provide service to the visitor and developed infrastructure facilities to the visitors. They can work in both Govt. and Non-Govt. Sector. There are numerous posts at the central and state Govt. viz. Museum, Heritage site, Biographical Museum, Sanctuary, Prehistoric and Archaeological sites, Eco-tourism Park, Historical and Geographical sites, Tribal village and Mountain and Transport and Industrial complex.

File Description	Document
COs for all courses (exemplars from Glossary)	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

Attainment of program outcomes, program specific outcomes and course outcomes are duly evaluated by the institution, one of the methods that our college follows while doing so is by assessing the teaching-learning based on a feedback system, in which the final year students of the college are provided with **feedback forms** to be duly filled out by them providing inputs on teaching-learning drawbacks, limitations, constraints and also merits of the department, in its faculty members etc. From academic session 2017-18 onwards college have started to collect feedback online. Our college also has a **Grievance Redressal Cell**, where the students can also place their problems at any point of time while studying. Besides, our **Students' Union** is also very active about our students interest. They also place the demand of the students and bring forward their point of grievance before our Principal and Governing Body. The institution deals the matter very deeply by preserving its confidentiality and take concrete steps for resolution. Besides, **Teacher-Guardian Meet** organized by individual departments after the flashing out of university result and as and when it requires. Percentage of class attendance is highly considered before sending our students for appearing at the university examinations. Although our affiliating university has set annual system (presently semester system) for moving our student to the next ladder/phase and class test for internal assessment (02 for honours candidates and 01 for pass candidates) is set for assessing students performance, any selection test or midterm test is not applicable in our present evaluation system. The weak and bright students are identified by the present **Internal Assessment Process**. Tutorial, Class Test, Lecture Seminar, Workshop are indispensable part of our improvement scheme. In order to achieve programme outcomes, some departments of the college hold **Eligibility Test** to ensure quality of new comers. The IQAC Cell of the college controls whole process. Our college also has a **Counselling Cell** which helps in resolving students problems, even teacher of respective departments also take care of this matter. In case of mental counselling, our college usually takes help of some reputed psychiatrists. On successful completion of the final year of study, we have a **Reward System** through which students are encouraged to excel in life.

2.6.3 Average pass percentage of Students

Response: 85.97

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 331

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 385

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

NAAC

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 13.92

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	5.35	5.57	3	0

File Description

Document

List of project and grant details

[View Document](#)

e-copies of the grant award letters for research projects sponsored by non-government

[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 3.33

3.1.2.1 Number of teachers recognised as research guides

Response: 1

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 1

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 6

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 30

File Description	Document
Supporting document from Funding Agency	View Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Being a predominantly undergraduate institution with only one post graduate department (**Master of Social Work**), Mahishadal Girls' College has no recognized incubation centres associated with business start ups. But appreciates and plays an encouraging role in promoting an ecosystem for innovation among the faculty members. This spirit of innovation encompasses various outreach programme for creation and transfer knowledge. The college has started to impart the skill of **badi** made with dried paste of Bengal gram flour and different spices. This skill will help them in earning extra money. Another remarkable measures the college has undertaken to adopt some villages under five core groups to collect data and information by making survey on some vital aspects i.e. health hygiene, population, education, live hood, social practice etc. By this initiatives exact situation of adopted villages can be transferred to the students and student can create consciousness among the draw back of existing practice of the community. Contextually, the Ministry of Water way and Irrigation, Govt. of West Bengal has set the **Rain Water Harvesting Plant** with our college campus for sending rain water into the surface for keeping surface water level intact. It has set an example in this area and the people of this location have learnt about the importance of recharging natural resources as an indispensable part of sustainable development. Besides this our students has join the different winter camp and outreach programmes organized by NCC and NSS in every year to gather knowledge about the local disadvantages. Various types of activities and awareness programmes was arranged to solve out these problems and they try to make them aware about their surroundings , and their health etc

However, it can be expected that these fledgling steps towards entrepreneurship may bloom into a true business venture in the days to come.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 1

File Description	Document
URL to the research page on HEI web site	View Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 3.59

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	24	9	14	16

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 2.07

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
14	8	5	4	10

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Students of Mahishadal Girls' College get exposed to the social and economic problems of less privileged section of the society in the neighbourhood community through extension activities conducted by the college. The main objective of this programmes are to provide the informal education to local villagers which can improve their lifestyles and living standard. This leads to their holistic development.

2013-2014:

N.S.S. : The college has four NSS units with 400 students, they have been conducting NSS special camps (winter special camp) within regular interval. Almost all of our NSS units adopts one or more than one villages each and try to collect information about the socio-economic condition and cultural lives. Usually, our affiliating university NSS section provides new theme for a fresh new year imparsing different aspects of their lives. The NSS units follow the theme accordingly. The two main activities for the year 2013-2014

was winter special camp and different outreach programmes. Different types of awareness programme like environmental awareness ,awareness programme on STDs was performed. Medicinal tree plantation and cleanliness programme in RANGIBASAN (neighbour village) primary school was also arranged by the NSS students.

2014-2015:

In this year the main objective of the NSS student was to **IRRADICATE THE ILLITERACY** from the neighbourhood village named purba srirampur village through campaning. Beside this **WOMEN EMPOWERMENT** was done by giving the training on home nursing to village women.

2015-2016:

Health is wealth . So in the session of 2015-2016 NSS students arranged different types of health related activities like **NUTRITIONAL STATUS ASSESSMENT OF THE VILLAGERS THROUGH BMI MEASUREMENT and THALASSAEMIA DETECTION & COUNCELLING**. Gardening in the college premises and cultivation of of medicinal plants make the environment more healthier. Cleaniness of rangibasan village and satish samanta halt was done by the students to make the surronding environment pure and fresh.

2016-2017:

The theme for the year 2016-2017 was **“SWACHH BHARAT ABHIYAN”**. NSS and NCC students were perfomed this activity throughout the year. They make their college premesis and neighbour area very clean and also aware another students for keeping their classrooms and premises clean.

2017-2018:

The theme for the year 2017-2018 was **ENVIRONMENTAL AWARENESS** And **UNNAT BHARAT ABHIJYAN**. NSS ,NCC and all departmental students were performed in this activity. They performed various survey among the local villagers ,collect data about their living standard and different facilities provided by the government to them. Finally they analysed the data and find out that different positive and negative aspects present in their communitty.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document

3.4.3 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 last five years

Response: 46

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	8	11	7	12

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 15.9

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
757	260	0	121	108

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 5

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	1	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 0

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

Classroom Facility:

College has fifty classrooms. Along with that there are two smart classes and one seminar hall. All the classrooms have sufficient number of benches, lights, fans and white/black boards. The college also have six LCD projectors for the use of demonstrating e-contents and study materials.

Laboratory Facilities:

College has 6 separate Laboratories for Chemistry, Physics, Computer Science, Nutrition, Geography and Anthropology. Laboratories are well equipped with the instruments needed as per the syllabus of Vidyasagar University. The laboratory of Nutrition is also used by the students of Zoology, Botany and Physiology.

Library Facilities:

- The Central Library is housed in a separate two storied building with spacious reading room for students and separate reading room for teachers. Total area of the Central Library is 7342sq ft.
- The Library automation is under progress with the help of SOUL 2.0 software. Members can search OPAC.
- Members can search e-resources provided by INFLIBNET under N-LIST programme.
- Members can search National Digital Library (NDL) resources in the library. Special drive has been taken since 2017-2018 to register the students and teachers as member of NDL.
- Computers and Internet facility are available for use of the members inside the library.

File Description	Document
Link for Additional Information	View Document

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

Response:

Gym:

All the following instruments are available in the college gym.

Sl. No.	Particulars	Quantity(Piece)
1.	Treadmill	01
2.	Elliptical Cross Trainer	01
3.	Seated Leg Press	01
4.	Standing Twister	01
5	Cable Cross Machine	01
6	Gym Ball (75cm)	10
7	Gym Ball (85cm)	10

Along with that,

- A **sick room** is present in the ground floor
- A **sick bed** is installed in the sick room for emergency situations.
- **First-Aid Kit** for everyone is present in the office room, sports room, NCC and NSS units.

Sports facilities:

College has a indoor sports hall having facilities for games like Badminton, Volleyball etc. Equipments for the outdoor games like shot put, javelin throwing, football, kabadi ect. are also available.

Fire Safety Unit:

Each floor and the surrounding premises of the college installed within adequate fire safety devices especially in the Laboratories which is high risk area.

Art and Culture Unit (Cultural Committee):

The college has art and cultural unit within its campus to create a positive environment for Art and Culture i.e. **Annual Social, College Foundation Day, International Women's Day, International Mother Language Day, Basanta Utsav** and to perform as invitee in this locality. Awards are also given to talented and meritorious students during Annual Programmes.

- **Facilities:**

1. Auditorium
2. Open Air Theatre
3. Musical Instruments like,
 - Harmonium
 - Tabla
 - Khol
 - Pakwaj
 - Manjira
 - synthesizer
 - Perkussion
 - Maraca

- Spanish guitar

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

Response: 4

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 2

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 38.77

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
24.5	66.25	105.8	40.5	25.95

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource

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

Response:

Library is being automated with the help of SOUL 2.0 software. SOUL 1.0 was installed in the year 2008. It was converted to version 2.0 in 2014. Library automation has been partial in nature so far. This software has been used to create full database of library books and member database. Members can search OPAC. Circulation has been automated from 2018-'19 session. The software is also used to generate issue and

return reports, print barcoded member cards, print bar code for books, print overdue lists etc. Barcoding of books is going on at present.

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The Central Library regularly collects various types of knowledge resources like rare books, manuscripts, special reports etc. for the enrichment of the library. The Central Library has 16 manuscripts and a number of rare and valuable reference books. The manuscripts have been catalogued by The Asiatic Society, Kolkata on behalf of the National Mission for Manuscripts, Delhi. Details like title, author, year of publishing etc. for the manuscripts, valuable reference books and journals are uploaded separately in additional information section.

File Description	Document
Any additional information	View Document

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

- A. Any 4 of the above
- B. Any 3 of the above
- C. Any 2 of the above
- D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 0.93

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.23	1.99	0.57	0.74	1.14

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 3.52

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 54

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi**Response:**

Mahishadal Girls' College has updated its IT infrastructure facilities with time and need. From the year 2012 on-wards there has been significant change in this regard. Currently, there are 46 computers in the college including 12 laptops given to HOD's for their departmental use. Central Library of the college has a surfing centre with 6 computers and internet connection for the use of the students and faculty members. There is a Computer Centre/Software Lab with 10 computers. This is mainly used by the students of department of Computer Science, Mathematics, Geography and Nutrition. College office is well equipped, with 4 computers with internet facility, for the successful implementation of the e-governance in different administrative areas. College also has 2 smart class rooms with lecture recording and capturing facilities. The smart class rooms has interactive projector, internet connection and microphone facilities to make the teaching learning process more smoother. From time to time, college has increased the number of internet connections. In 2017, the college authority has also installed WiFi router throughout the campus with a vision of making a smart campus.

4.3.2 Student - Computer ratio

Response: 65.43

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 5-20 MBPS

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document
Link to photographs	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 48.79

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
60.30	15.51	16.85	77.65	66.84

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

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.

Response:

Building Infrastructure

- Constant effort is made to provide dedicated and secured space for equipments and tools as far as practicable. There is Building Committee and Building Construction Supervision Committee to look after the maintenance repair and constructional work related to the construction of new building and physical infrastructure like water power supply and gas is also looked after by this committees. All work is done through web-tender and system as per standard norms.
- The college usually appoints qualified engineers/experts to verify the construction and maintenance work done by the college and to prepare Plan Estimate for new works.
- The college has a generator system for uninterrupted power supply.
- Maintenance of toilets and service areas outsourced through various external agencies.

Computer & IT Infrastructure

- Maintains Stock and Damage Register regularly
- Maintenance and up-gradation is look after computer Manufacturing Committee
- Annual Maintains Contacts (AMC) is flowed duly

Laboratory Equipments/Machineries

- Gas connection pipe line in checked regularly
- Maintains Stock Register properly

- Annual Maintenance Contract (AMC) rule followed

Furnitures/related items

- Stock Register of furniture and fixture is maintenance properly
- There is staff to look after and the maintenance and repair work of furniture and fixture
- The staff brings the notice of the authority while repair works is need

Library

There is a library sub-committee comprising of the Principal, Librarian, and Heads of different departments. This sub-committee advises the librarian about the improvement of the library functionality.

Sports facilities:

Physical Education department is entrusted with the maintainance of sport facilites like Gym, Indoor sports hall, play groud etc.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 3.95

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
119	35	38	56	45

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 11.63

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
137	202	199	110	219

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses

7. Yoga and meditation**8. Personal Counselling****A. 7 or more of the above****B. Any 6 of the above****C. Any 5 of the above****D. Any 4 of the above****Response:** C. Any 5 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years**Response:** 2.57

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
84	32	31	24	21

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**Response:** 0.34

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	8	9	0	0

File Description	Document
Details of the students benefitted by VET	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 2.46

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
22	5	3	7	10

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 40.05

5.2.2.1 Number of outgoing students progressing to higher education

Response: 155

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 60

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	0	0	1	1

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	0	0	1	1

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 19

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	4	6	1	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

Students representatives (SR) is an indispensable part of academic and administrative bodies of the institution such as Governing Body, Alumnae Association, IQAC etc. One representative each is elected as class representative for Students' Union. The students representative to Governing Body is selected by the members of the Students' Union. The SR addresses and represents students view, needs and grievance and convey to the appropriate authority for discussion and amicable resolution. They provide valuable guideline to the new comers and informal feedbacks regarding curricular, teaching-learning and evaluation process. They also make the new comers aware of various extension programmes such as college magazine and encourage them to contribute. Furthermore, they help teaching staff of the college to organize seminars, quiz, lecturer, workshops which are very important etc. The SR plays an important role in encouraging and motivates the students to join NSS, NCC. In addition to the SR, organized the Saraswati Puja, Annual Sports, and Annual Social Competition etc. Thus they contribute to set a healthy interaction among the students and teaching and non-teaching staff but not the least, they ensure discipline, sanction and restore peace and tranquility in the college campus. Side by side, they create awareness regarding the necessity of making college calm and clean (Plastic Free Zone).

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 12.8

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
24	13	9	9	9

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The PRAKTANI SABHA (Alumnae Association) of college was established in 2002. The Governing Body of the college has already its approval since 2005-2006. It was registered under the West Bengal Societies Act with registration number is S/IL 34202. The college keeps continue its interaction with pass-out students through regular meetings. The registration fee for alumni is a minimal Rs.100.00 per year but the association is open in accepting any donation of larger sums and welcoming any contribution from any person or any corner who are willing to.

It was established to fulfill following objectives:

- To guide the students community.
- To establish a healthy relationship between the students, alumnae and all academic fraternities of the college.
- To assist in holding seminars, symposium, workshop and many other philanthropic activities.
- To promote all academic and infrastructural development.
- To offer services that college needs.
- To counsel about students' career.
- To offer necessary suggestions and recommendation, to the college authority, if needed.

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 9

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	2	2	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Any additional information	View Document
Report of the event	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Mahishadal Girls' College (Estd. on 1st day of August, 1969), one of the oldest Govt. Aided College of Purba Medinipur District aims to cater to the need of women students belonging to diverse socio economic background and cultivates moral, intellectual, spiritual, social, and emotional of all round development of its students.

Our Vision:

- To make Mahishadal Girls' College a centre of quality learning.

Our Mission:

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

The confluent approach of the management, Principal, faculty and non-teaching development and implements the quality policy and plans in order to uphold the mission and vision of the college. The **Governing Body / Administrator** of the college works in close Collaboration with the Principal to regulate and maintain an amicable and scholastic environment required for this purpose. The **Principal** as the head of the institution along with the members of teaching and non-teaching staff implement the decision and policies of the management. The head of the institution personally communicate with staff members to ensure the decision. They do not encounter any problem in regard to their work. The **Teachers Council** meets regularly to discuss and further implement important decisions regarding academic and co-

curricular activities of the college. The institution strictly adheres to the **Academic Calendar** to accomplish its objectives. The management encourages research / project work in the form of **Faculty Development Programme (FDP)**. The teachers are also committed to keep free flow communication with the parents through the parent - teacher meeting at regular intervals to discuss overall progress of the students. Parents give necessary advice and are considered as valued stakeholders of the college. Additionally, **IQAC** collects feedback from final year students which are in corporate with the purview of the future plan of action of the college. **Academic Audit** is also conducted **annually**. Moreover, under the guidance and leadership of IQAC, all faculty members activities are designed and implemented. The strategic plan of action maintains a eco-friendly green and clean college as well. In order to alleviate the rigors of a demanding college curriculum, the students are encouraged to participate in co-curricular activities such as seminars, lectures, workshops, annual sports, annual social and different cultural programmes (Sarad Utsav, Basanta Utsav etc.) along with the stipulated commitments. The college is very much active to guide the pass out students through its vibrant **Alumni Association** (Reg. No S/IL 34202, OF 2005-2006.). It envisions inculcating the spirit of enquiry, creativity, sincerity, consciousness, entrepreneurship, leadership quality and after all personality development through community service (Campus to Community).

6.1.2 The institution practices decentralization and participative management

Response:

In accordance with the policy of decentralization adopted by the management, both teaching and non-teaching members are to represent in the **Governing Body** of the college and their opinions are sought in making and implementing of different policy. Apart from the Governing Body, different committees and sub committees like **IQAC, Staff Council, Finance Committee, Admission Committee, Examination Committee, Students Welfare Committee** etc. meet on a regular basis and help to formulate and implement the strategic plans of institution. The responsibilities are defined and communicated through face to face meeting with the **Staff Council** and **Teacher's Council**. Finally, the Principal as the head of the institution serves the notice / order / request for implementation.

One case study may show the practice of decentralization and participative management in the institution that is **Provident Fund Committee** of the college. This committee works in the strict compliance with the rules and regulations of the CS Branch of the Education Department of the Govt. of West Bengal. Every whole time employee is a subscriber to this fund. Through the Principal of the college an ex- officio, is the manager of the fund, one senior professor is appointed as a convener of the committee which consists of 07 whole time teachers, 02 of whom are representative to the Governing Body, 01 Office Staff who is also a representative to the Governing Body to assist the Principal. The decentralization character may be witnessed in the constitution of the committee. When a full time employee applies for advance / non refundable withdrawals from his/her provident fund account in the prescribed format. The committee meets promptly and after due consideration sanctions the amount. The advance is generally recovered from the incumbent in stipulated installments. Transparency is maintained regarding the deposit through regular annual / statutory audit. The employees are duly given the statement of PF Account from time to time. The last statement provided was for the year 2017-2018.

At the time of retirement of a full time employee, the committee acts with promptness and great sincerity, so that the provident fund dues are made available to the employee at the time of superannuation.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Strategy: Digitized students records and online system.

Action Plan: Introduced online admission system for bringing transparency in admission system.

- To identify the requirements for the academic session
- To select suitable online admission system provider through web tendering process.
- To implement the system and optimize its efficiency real-time monitoring.

Process and Outcome of Implementation.

The college started its online admission system for the 1st year students from the academic year 2015-2016.

The process of online admission start every year after publication of Class 12th results of the West Bengal Council of Higher Education (WBCHE).

The college has a separate online admission committee to coordinate the admission process.

The Vidyasagar University prepare the subject combination, cut of marks for 1st year / 1st semester admission. The same are placed before the **Governing Body** and **Finance Committee** for information and necessary perusal.

The **Admission Committee** selects the Software provider after demonstration and finally implements the system.

After conducting the online admission, feedback is shared to the vendors for necessary improvement and rectification for future use.

The implemented online admission system ensures ready availability of data regarding the admission procedure, vacancy of seats college regulations etc. to the prospective candidates. It also ensures greater clarity regarding the ongoing admission, as students are able to check the readily available data at the leisure of their home.

Prospective candidates, who are not computer literate or face technical issues otherwise regarding

the online procedure may avail the facility of the **Help Desk** operated by Principals / Administrative assistant Mr. Uttam Kumar Shrestha during the college hours. This temporary help desk remains active during the entire period admission. Furthermore, the Teachers on duty / **the Convener**, Admission Committee also assist and guide those candidates in such a situation.

File Description	Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The Governing Body of the college works in cooperation with the Principal to regulate and maintain a congenial and academic environment required for this purpose. The Principal as the Head of the institution along with the members of Teaching and Non-teaching staff implement the decisions and policies of the management.

The organogram of the institution

In the context of the college administration, the Governing Body takes the leadership role in decision making process. The Governing Body of the college consists of:

1. President
2. Principal & Secretary
3. Govt. Nominee – 02
4. University Nominee – 02
5. Teachers Representative – 04/03
6. Non-teaching Representative – 02
7. Students Representative – 01

Principal executes any academic plans and policies with the help of committees, sub committees and cells viz.

- Board of Discipline
- Finance Committee
- P.F. & Leave Committee
- Admission Committee
- Cultural Committee
- Publication Committee
- Library Committee
- NAAC Steering Committee
- Building Committee
- Academic Committee
- Examination Sub Committee
- Seminar Sub Committee
- Students' Welfare Committee
- Sports Committee
- Reception Committee
- Self Appraisal Committee
- Parent-Teacher Committee
- Internal Quality Assurance Cell (IQAC)
- Career Counselling Cell
- Grievance Redressal Cell
- Research Counseling Cell
- Career Counseling Cell

- Feedback Review Cell
- N.S.S. advisory Body
- N.C.C. Advisory Body
- Alumnae Association

Right now the college is governed by the Administrator (SDO, Haldia) as Hon'ble President has resigned on last 12.10.2017.

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

Response: B. Any 4 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Project Name: Rain Water Harvesting Plant & Rain Water Recharging Plant Bodies Involved:

- 1.Governing Body

2.IQAC

3.Finance Committee and Purchase Committee

4.Building Committee

Technical help from external agency named **Ministry of Environment and Public Health, Govt. of West Bengal.**

Process:

IQAC proposed the above mentioned Plant the Governing Body approved the proposal in 13/07/2015. The college proceeded to install the plant nearby the **Hostel Annex Building** and **College Main Building** in order to keep continuous water supply for the college hostel. It was setup in the month of september and remains operational from 13/10/2015 the said plant is very much effective in term of sustainable development. It is also economically beneficial and commercially effective.

Name of the concern who has done the job **Ministry of Environment and Public Health.**

Capacity 72000 litter.

Yearly generation of recharging water more the one lakh liter

N.B.: It is welcome venture of the Govt. of West Bengal for minimizing the demand of surface water. Because the layer of useable water has been diminishing very rapidly in this area due to cultivation of high yielding, crops and setting of fisheries. Right now, the situation has changed by virtue of the project '**Jal Dharo Jal Bharo**' undertaken by Govt. of West Bengal. Contextually, it is very strange to notice that the leakage of saline river water is minimized and the level of surface water got high,

6.3 Faculty Empowerment Strategies

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

Response:

The institution has various effective welfare measures for teaching and non- teaching staff some of those are;

1.Group life insurance for teaching staff

2.Festive advance for non-teaching staff

- 3.Exgratia for non teaching staff
- 4.Loan without interest for casual staff
- 5.Loan without interest for **Provident Fund** for permanent employees
- 6.Proper disbursement of government welfare scheme to the employees

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 38.67

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

2017-18	2016-17	2015-16	2014-15	2013-14
58	0	0	0	0

File Description

Details of teachers provided with financial support to attend conferences,workshops etc during the last five years

Document

[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.8

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	1	1	0

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres).	View Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 19.97

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	1	4	5	4

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	View Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The institution has performed appraisal system in place for teaching staff following UGC regulations 2010 (and the two amendments thereafter). Candidates may offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in the appropriate API system tables by submitting an application and required PBAS (Performance Based Appraisal System) performance (Old or Revised as may be applicable time to time by the UGC) as per the UGC Career Advancement Scheme Guideline (which also includes second amendment of UGC Regulation entitled Minimum Qualification for Appointment of Teachers and other Academic staff in Universities and measures for the maintenance of standards in Higher Education). Candidates who do not consider themselves eligible can also apply later on as and when becomes eligible.

For non teaching staff UGC regulation Career Advancement Scheme (CAS) is not applicable. They are subject to yet promotion in their respective fields after a period of service not less than 7 years (for technical staff) and 10/20 years for non technical staff. They may, however, sit for exams conducted by the State Government for time to time and be subject to an immediate promotion, if they qualify in the said exams.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college has a mechanism for both internal and external audit. Competent and reputed auditor is appointed by the Governing Body for **internal audit**. The external / statutory audit is carried out by a Government auditor appointed by the department of Higher Education, Govt. of West Bengal. The external/statutory audit has been completed up to the financial year from the inception of the college. The process of auditing 2018-2019 along with is in progress. There are no major objections raised by the auditor so far.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 11

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	1	3	3

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The college sends proposal for additional grants to the State Government and University Grants Commission (UGC) and DST in order to meet expenses for construction, repair and renovation of the college building and premises. The college moderates students fees structure in order to procure additional

funding, if required. Other than the routine Government and UGC Grants, the institution has been able to secure additional funding from various agencies such as MLALAD, MPLAD, HDA, P.C. Chandra Group Rs 1514200. After receiving the fund/grants, it goes to the concerned section / persons through various process involving. Principal, Bursar, Finance Committee, Purchasing Committee take the responsibility for the disbursement of the allotted fund to be used in various fields like construction, renovation, beautification, purchasing of book/instruments for the college.

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

Response:

Strengthen Research Culture / Co-curricular activities and outreach programme in the institution

IQAC encourage and motivates Teachers and Students to actively participate in the following activities :

- Teachers are encouraged to pursue their Ph. D. work and college also provided relaxation in workload for carrying out research.
- Moral support and motivation was given to the faculty to take up Minor Projects / Major Projects.
- Faculty members are granted leaves to participate short term course and various workshops related to research methodology.
- Teachers who have completed their Ph. D. are facilitated by the Teachers Council and the Governing Body of the college.
- Adequate infrastructural support such as library/laboratory and reprographic facilities are provided by the college authorities.

Some of the Outcomes are:

- Four of our faculty members from various departments awarded Ph. D. Degree in between (2013-2018).
- Four of our faculty members submitted the Ph. D. Thesis in different universities.
- Four of our faculty members has completed their Ph. D. course work.
- Six of our faculty members have completed their **Minor Research Project** under XIIth Plan

Period.

- Almost all of our faculty members have published their research papers in reputed journals..
- Some of our faculty members have participated in 19 career advance programmes like short term courses, orientation courses and refresher courses in different universities.

Curriculum Enrichment in the Institution for Holistic Development of the students

- For holistic development of students, IQAC introduced five value added and add on courses during the academic session 2011-2015. All of these programmes are still going on successfully. Students can choose the courses according to their interest. The value added courses are
- **Clinical Nutrition and Dietetics (CND):** Certificate/Diploma/Advance Diploma, UGC Add-on-Course has been introduced from academic session 2013-2014.
- **Food Processing:** Certificate/Diploma UGC Add-on-Course has been introduced from academic session 2013-2014.
- **Tourism and travel Management(TTM):** Certificate/Diploma UGC Add-on-Course has been introduced from academic session 2013-2014.
- **Performing Art:** Certificate/Diploma UGC Add-on-Course has been introduced from academic session 2013-2014.
- **Communicative English:** Certificate/Diploma UGC Add-on-Course has been introduced from academic session 2013-2014.

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

Response:

The institution reviews its teaching learning process structure and methodologies of operations and learning outcomes at periodic intervals with IQAC set up as per norms. Examples of institutional reviews and implementation of teaching learning reforms facilitated by IQAC are:

1. A Internal Academic Audit annually conducted by Internal Quality Assurance Cell of the college. Internal Academic Audit of the honours department helped to assess the strengths and weakness of the department and to prepare academic plan properly.
2. Classrooms numbers are increased from 36 to 50 with proper seating arrangement and other

necessary requirements.

3. Smart classrooms are made by the initiation of IQAC cell to initiate e-learning process in the college. We started with only one smart classroom but the number is increased by one. Our faculties are technically sound to use the smart classroom with its equipments (projectors, microphones etc) for the betterment of the students as well as to create an interesting ambience in the classroom.
4. Information and Communication Technology (ICT) includes telecommunication system, computers with hardware and software system, different types of infrastructural development like computer laboratory and laboratories with computer facilities. 46 computers are used in our college for a smarter implementation of teaching learning procedure.
5. Initially an OFFLINE feedback was taken from the students of the college. During the last two years IQAC initiated a system of online feedback taken not only from the students but also from the parents. IQAC took special care for initiating a teachers' feedback system where they can openly express their grievances so that IQAC can take suitable steps to improve, whatever necessary to render every facilities to the students as well as faculties. Feedback collected from B.A, B.SC outgoing students on faculty, teaching learning process, internal evaluation system, infrastructure and basic facilities of the college. After analysis of the feedback necessary steps are taken for improvements.
6. Internet facility throughout the college is provided through LAN and wifi connections.

7. The college library is housed in the two storied 'Vivekananda Pathbbaban'. There is a **Book Bank** collection in the Library. There are **16 manuscripts** which have been catalogued by the **Asiatic Society, Kolkata** on behalf of the **National Mission for Manuscripts**. Library subscribes to 13 renowned journals. Facilities provided through library are Searching OPAC (Online Public Access Catalogue) created by using SOUL 2.0 software, Searching e-resources through NLIST programme of INFLIBNET, Searching resources of National Digital Library (NDL), Browsing the Internet. Book Bank facility for economically backward students, Question Bank comprising of University question papers.

Photocopying facility inside the Library, Reading Room facility for the ex-students and ex-employees. IQAC provide net surfing facility to our students throughout the library and the second floor of the library is used as reading room.

8. IQAC introduce TWO new courses named defense study and NSS with special focus on add on courses named clinical nutrition and dietetics, food processings, communicative English, travel and tourism, performing arts. For holistic development of students, IQAC introduced five add-on courses during the academic session 2011-2015. All of these programmes are still going on successfully. Students can choose the courses according to their interest. The add-on courses are,

- **Clinical Nutrition and Dietetics (CND):** Certificate/Diploma/Advance Diploma, UGC Add-on-Course has been introduced from academic session 2013-2014.
- **Food Processing:** Certificate/Diploma UGC Add-on-Course has been introduced from academic session 2013-2014.
- **Tourism and travel Management (TTM):** Certificate/Diploma UGC Add-on-Course has been introduced from academic session 2013-2014.
- **Performing Art:** Certificate/Diploma UGC Add-on-Course has been introduced from academic session 2013-2014.
- **Communicative English:** Certificate/Diploma UGC Add-on-Course has been introduced from academic session 2013-2014.

IQAC also initiate post-graduation course named MSW in our college.

9. In parity with vidyasagar university, IQAC implemented Choice Based Credit System (CBCS) in the college. For science subjects CBCS was implemented from 2017. For arts it started from 2018.

10. IQAC not only takes care of the educational and infrastructural facilities of the college, but also take special care of the college surroundings. IQAC made a playground which was made by the seed of special grass brought from jamboni stadium, purba medinipur.

11. The college has a peaceful and serene meditation centre where we can get a break from the hectic schedule of our daily lives. The NSS units, NCC students in collaboration with IQAC planted medicinal plants and took special care of these plants to develop medicinal garden with highly valuable plants. Awareness programme on environmental issues like "swachh bhara abhijan", "swachhata pakhwara", rural immersion programme, awareness about plastic free zone organised by NSS, NCC and IQAC.

12. online admission was introduced to ensure transparency in the admission process. Admission of students were done completely on the basis of merit.

13. Updated prospectus had been made available to the students.

14. Mentoring system for students to minimise dropouts through personal counselling. Evidence of success - better results in the examinations, more regular attendance, increase participation in co-curricular activities, better discipline on campus and respectful relationship between teacher and students.

15. Parent-teacher Association has been formed.

16. Alumni association for ex-students has been registered (alumni association registration number: S/IL34202).

17. Use of HRMS /IFMS portal of govt of westbengal is implemented and in use for salary processing.

18. IQAC has checked and certified the API scores of faculty members for their redesignation under Career Advancement Scheme (CAS).

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 1

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	0	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document
Annual reports of institution	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

Year	Domain	Quality Enhancement Initiatives
2017-2018	Academic & Administrative	<ul style="list-style-type: none"> • Online admission was introduced to ensure transparency in admission process.

		<ul style="list-style-type: none"> • Updated prospectus had made available to the students. • Infrastructural development library development, sports hall and shooting range improvement. • Arrange a sanitary napkin vending machine for the students. • Implementation of online feedback system for both students and parents. • Establishing a Medical • Painting and renovation college building. • Fencing the college host with barbed wire and concrete pillars. • Construction of communal toilet.
<p>2016-2017</p>	<p>Academic and Administrative</p>	<ul style="list-style-type: none"> • Implementation of CBC system in college • Enhancement of quality students through spoken english classes • Develop science laboratory, upgradation of classrooms, construction new building, sports room college. • Submitted one proposal national seminar to ICS

		<ul style="list-style-type: none"> • planning for smart class • surveillance system in k and hostel through cc tv • Formation of placement
<p>2015-2016</p>	<p>Academic and Administrative</p>	<ul style="list-style-type: none"> • Taking significant steps career advancement sch (CAS) for teachers. • Arrange different clean activites in the college campus • Surveillance of disciplin sub committee • Supervision of newly fo garden • Supervision of campus lighting system to conse electricity • Arrange different environmental awarness programme • Installation of micropho large classrooms • formation of various subcommittees to ensur fruitful implementation different activities • establishment of indoor shooting range • extension of canteen fac with different seating arrangements for studen staffs with safe and pure drinking water facility.

		<ul style="list-style-type: none"> • Installation of CC tv and biometric attendance
2014-2015	Academic and Administrative	<ul style="list-style-type: none"> • Extension of internet facility • Decision of career advancement scheme • Extension and modernization of computer laboratories develop proposal of infrastructural improvement • Organise environmental awareness programme. • proposal for M.Sc course Nutrition &MSW
2013-2014	Academic	<ul style="list-style-type: none"> • take initiative of upgradation of academic quality of students and teachers • encouraging the faculty members to get involved in various research activities • motivating the faculty members for quality research publications.. • proposal for B.Voc • compulsory computer training programme • proposal for ladies hostel • preparation for NAAC visit

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 5

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	0	0	1

File Description

Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

Mahishadal Girls' College is being exclusively a girls' college is always sensitive and empathetic towards social problems pertaining to the girls taking admission to the college and is always concerned with their safety, security, betterment and social political and economic empowerment.

- The women study centre was set up in 1904 with the sole idea to boost up the sense of gender sensitivity and gender equity among the students. It organized various gender sensitivity programmes throughout the year and observes International **Women's Day** on 08.03.2017,08.03.2018 in our college . Last year in collaboration with subdivisional court purba medinipur,our college arranged a seminar for students where a lecture was delivered about women safety laws,consumer rights and human rights.Renowned Resources Persons delivered highly informative and thought provoking lectures on those occasions. The students of the institution have participated in Youth Parliament Competition in regular interval aswell.?????
- In 2017 on the day of 8th september department of sociology had prepared a wall magazine on the issues of women. The theme of the magazine was **Sensitization On the Issues of Women** like

domestic violence, breast feeding as public place stigma, trafficking of small girls and sexual rackets etc.

- On 14th of September 2018 the students of sociology department had prepared a wall magazine **Let's Celebrate Difference LGBTQ**. The theme covered the whole range of the gender, sex, sexual minority, gender minority, countries where same sex marriage is allowed, reaction of the public on the theme after the verdict of supreme court, transgender communities etc.
- A programme on **Sexual and Reproductive Health And Rights** was organized by **SANHITA** in our college for two days in 2014.

Institution shows sensitivity in providing facilities such as:

1. Safety and Security: Safety and Security of all students, teachers, non-teaching staff and visitors to the college is always given the first priority by the authorities. To ensure safe campus and secured environment, the college has embarked upon the following initiatives,

- Senior and experienced gatekeepers/securities in both college gate and hostel gate.
- Inter cum facilities to the gatekeeper at the college and hostel entrance.
- Fire Extinguisher placed in every floor.
- Regular checking of electric meter box by WBSEBL.
- All electric accessories have been serviced regularly.
- A Grievance Redressal Boxes/Complaint Boxes are set for the students.
- Medical Unit with for providing First Aid service to the students.
- Separate washrooms for students in every floor.
- Separate washroom for male and female teaching and non-teaching staff.
- Identity cards issued to all (teaching, non-teaching staff and students).
- Waiting room for visitors.
- Code of conduct for the students teaching and non-teaching staff.
- Counselling: The College is very much willing to provide and nurture a healthy environment, in the institution. A separate counselling cell of our college is offering basic counselling to the students.

The authority of the college has decided to offer advanced counselling in collaboration with some reputed organization in the year to come.

- Common Room: The College has a vibrant common room with several indoor game facilities, LCD TV, News Paper Stand etc. It has a sanitary napkin vending machine installed.

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 81

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 59734.26

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 73746

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

Response:

As Mahishadal Girls' College is situated at a rural area of Purba Medinipur District, West Bengal, there is no concern of managing waste like other municipality or corporation areas. So the college has to manage its waste generated in campus by its own system. It has an effective drainage system built by the college with the financial support of Hon'ble MLA, Mahishadal in the year 2010. This matter drainage system is capable of brushing out major portion of waste from its campus and regular solid waste is managed by otherwise.

Solid Waste Management: The huge volume of solid waste has been collected by local sweeper and local peoples which have been used for growing crops and piggarves. The college has set up its own waste pit for dumping its day to day waste. In urgency, local agencies have been called for collecting the same from college campus.

The liquid waste generated in the chemistry and nutrition department are disposed through proper channel to its specification.

E-waste has been managed through its e-corner set up collected time to time. Awareness inculcated among the students, teaching and the non-teaching staff to dump their personal e-waste into the bin.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Rainwater harvesting structure and utilization in the campus: The college has nstalled effective rainwater harvesting plant and water recharge plant upon its college building and hostel building, sanction by the Ministry of Environment and Public Health and Water Resource Investigation and Development, Govt. of West Bengal in the year of 2013 and 2015. The capacity of rainwater harvesting plant is 40000kw and water recharge plant

It is most important to note that the saline lair of surface water has become significantly sweet after a few years of functioning of these plants and the students of our college hostel can be served recharging rain water for rough use at any time from this plant.

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

1. **Bicycles:** College provides separate corner for parking bicycles used by student, teaching and non-teaching staff.
2. **Public Transport:** Most of the students, teachers and non-teaching staff avail public transport for commuting through and fro the college. Personal cars and bikes are provided with parking places in the parking lot around and inside the college. Since the college is located nearby the Odissa Coast Canal, there are sufficient space for parking cars and bikes at the side of road.
3. **Pedestrian Friendly Roads:** The College is surrounded by wide pedestrian pavement all around. The path and pavement are well set with tiles, concrete track and ramps inside the college and campus.
4. **Plastic free campus:** The college is gearing up to make the campus Plastic Free and to make a Paper Less Office. The faculties of environment studies has put special emphasis on the plastic free campus.
5. **Paperless Office:** The office staffs have been provided adequate computers and computer accessories and commendable part of the official records are maintained through soft copies in order to make this institution of paperless office.
6. **Green landscaping with trees and plants:** The college has successfully set a patch of green in and around of its campus. Although it is situated at a green corn field, it is surrounded by a green landscape. Nevertheless, it has set separate garden for flowers and fruits for growing seasonal fruits and flowers which has definitely become a feast of both mouth and eyes.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.02

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0.075	0.031	0	0.013

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Any additional information	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 32

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	8	7	7	8

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)**Response:** 12

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	3	3	2

File Description**Document**

Report of the event

[View Document](#)**7.1.12****Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff****Response:** Yes**File Description****Document**

Any additional information

[View Document](#)

URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics

[View Document](#)**7.1.13 Display of core values in the institution and on its website****Response:** Yes**File Description****Document**

Provide URL of website that displays core values

[View Document](#)**7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations****Response:** Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 43

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
15	10	6	6	6

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The college celebrates national festivals and birth / death anniversaries of the great Indian personalities as a regular practice. The complete list is as mentioned below :

1. Birth Anniversary of Swami Vivekananda : 12th day of january in every year
2. International Women Day : 08.03.2017,08.03.2018
3. Republic Day : 26th day of january in every year
4. Independent Day : 15th day of august in every year
5. Human Rights Day : 10.12.2017
6. NCC Day : 27.11.2017
7. Mahatma Gandhi Birth Day : 2nd octoberin every year
8. NSS Day : 24.09.2017
9. Birth Anniversary of Rabindranath Tagore : 7th May in every year
10. International Mother Tongue Day : 21.02.2017,21.02.2018

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

All the financial academic, administrative and auxiliary processes in the college are undertaken in a manner that permits rigors scrutiny from any branch of the society. Financial undertakings are done through web-tender mechanism which allows for completely open transactions. Admission is an online process which is strictly on the basis of merit in accordance to the government reservation policies. Result of university examinations are regularly posted on the college notice board and students can know their results in the university website also. The institution always extends all logistic support to the candidate whose results are shown as incomplete or not up to the satisfaction the candidate. Recruitment of fulltime teachers fall under the preview of college service commission (An auxiliary body of State Government). Contractual, part time and guest lecturers are recruited according to UGC norms. For bringing transparency, necessary advertisements are regularly posted in the college website and in local and national news papers. Experts from universities always called upon to select suitable candidate. Papers regarding the appointment of teaching or non-teaching staff are duly preserved by the college to face any complaint lodged in regard to appointment.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Best Practice – I

Title of the (NCC)

National Cadet Crops

Goal:

NCC aims at developing characters, comradeship, discipline, secure outlook, spirit of adventure and ideals of selfless service among the students. It also aims at creating a pool of organized, trained and motivated youth with leadership qualities in all walks of life who will serve the nation regardless of which career they choose. It further motivates student to join the army for serving our nation.

The Context:

Untoward situations never come with prior notice. We need to stay alert for any kind of situations let it be disaster management, huge gathering, durga puja, rathayatra rush and traffic control. We need to step on it any and every different issue has different tempos and crises. NCC as practiced in Mahishadal Girls' College is all about rising to the occasion and be prepared to face problematic situations at a very short notice. In preparing the students to join the NCC motivating them to take up the rigors of these crops for the cause of the society and themselves is one of the major challenges.

The Practice:

2013-2014:

- Observance of independence day and republic day by NCC students

2014-2015:

- Observance of Independence day and Republic day by NCC students.
- Cleaning the neighbouring area of the college, Mahishadal Girls' College and Satish Samanta Halt Station.

2015-2016:

- Observance of Independence Day and Republic Day by NCC students.

2016-2017:

- Communal Harmony and Flag day is observed by selling flag to the public for the intensive campaigning and provide wide publicity for sensitizing staff and students and public about the need for fostering communal harmony, national integration and fraternity. The fun collected is send to NFCH for the educational purpose of children of weaker section and economically unsound background.\
- Observance Of Independence Day and Republic Day by NCC students.

2017-2018:

- Observation of Republic Day at college with march pass, rifle drill, performance patriotic songs and dance, street act on any relevant issues concerning well being of society in the market area.
- Celebration of Vivek Chetana Utsav with NCC cadets in the block office.
- Satish Samanta's birthday anniversary celebration on 15th of December every year where NCC cadets are invited in the local function at Block Development Office and Panchayat Samiti. NCC cadets leads the whole procession which includes the local leaders, dignitaries, local people, students from different schools.
- Netaji Subash Chandra Bose birth anniversary: after observing at college in befitting manner the NCC cadets the local people in the procession and celebration of the event in Kumodini Dakua Manch, Mahishadal.

Evidence of Success:

- NCC cadets attend different camps like Military Hospital attachment Camp, NCC Boys/Girls Mountaineering Expedition Camp, Local Republic Day Camp, Combined Annual Training Camp, White Water Rafting Camp, Thal Sainik Camp, International Gymnastics Camp, Advance Leadership Camp etc.

The NCC has been imparting training to the crops. Many of the crops have appeared the B certificate and certificate examination and cadets have qualified the examination of Bengal/Kolkata Police. One of our Cadet has participate in the **Republic Day Parade** at new Delhi in 2016 and also participated in Pre-Republic Day parade at Bodoland University, Assam. Our college has organized a training camp in the year in our college campus.

Problem Encountered and Resources Required:

One: The primary problem for NCC is number, since the management of NCC does not permit to recruit ANO until the number of cadets crosses hundred, but it is very difficult to register coveted number from a rural Women College like Mahishadal Girls' College.

Two: Limited budget is also a great constraint, as NCC is a typically organized system, it needs to be handled accordingly, maintenance of records, stock register and official documents. With such minimum infrastructure and staff capacity it becomes difficult to maintain NCC. Economically, backward students cannot afford the extra expenses during their away camps. If the appropriate authority provides sufficient fund this problems can be solved without any delay.

Best Practice-2:

The title of practice: **National Service Scheme(NSS)**

Goal:

The college has four NSS units working under the Vidyasagar University NSS Cell. The institution promotes NSS for the all round development and character and personality development of the students community. NSS is a platform for personality development through community service. The college NSS has adopted four villages.

It follows regular activities and special camp to their society and to identify their problems and possibilities. Such activities enable them to gain leadership skill and to work for national integration and communal harmony.

The Context:

The activities need to be scheduled as per the convenience of the women who are otherwise engaged as domestic helps or the girls children as they lose interest very easily. Organizing health awareness programme is equality challenging as they seem to hold strong affinity to the age old conceptions regarding women health pertaining puberty and mother hood. The planning and designing of programmes need to be done accordingly to the theme selected by the university NSS Cell.

The Practice:

NSS through the regular activity and special camp activity involves the teachers, students and the people of the locality in;

- Cleaning Programme
- Blood Donation Camp
- Plantation Programme
- Health Awareness Programme
- Consumer Awareness Programme
- Adopted Village Survey
- Cultural Programme
- The NSS of the college has a separate committee comprising young and energetic teachers to regulate and maintain NSS units. The programme officers (Pos) of NSS have to complete

orientation and refresher programme in due course. The college authority extends them all possible support. The committees usually chalk out the dates of regular activities and special camps through periodic meetings. The limited grant sanctioned by the central government is a constraint in itself. Besides, the P.Os, quite often find it difficult to motivate girls students to invest adequate time keeping aside their regular task. The people of the locality also usually do not devote their time in NSS activities because they are to live from hand to mouth.

Evidence of Success:

The NSS of institution concentrates on different aspects i.e. education, health, diseases, profession of the people of the adopted village through regular survey, then give necessary suggestion to cope with their problems side by side the volunteers also keep their institutions campus clean and pollution free.

Problems Encountered and Resources Required:

The NSS of the college has a separate committee comprising young and energetic teachers to regulate and maintain NSS units. The programme officers (Pos) of NSS have to complete orientation and refresher programme in due course. The college authority extends them all possible support. The committees usually chalk out the dates of regular activities and special camps through periodic meetings. The limited grant sanctioned by the central government is a constraint in itself. Besides, the P.Os, quite often find it difficult to motivate girls students to invest adequate time keeping aside their regular task. The people of the locality also usually do not devote their time in NSS activities because they are to live from hand to mouth.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Mahishadal Girls' College, Purba Medinipur, West Bengal affiliated to the Vidyasagar University, was established in the year 1969 aimed at women welfare coming from a very diverse social backward. The college ensures to impart quality education to all of its students not only through enhancing their intellectual ability but also by nursing their talents. The college shapes the learners into better citizen enriched with self confidence perseverance patriotism and humanity. It imparts holistic education and develops women folk as women leaders. This is well evidenced by the success of our alumnae in the field of their choice.

- Smt. Subhra Misra, Savapati, Mahishadal Panchayat Samiti
- Smt. Seuli Das, Savapati, Mahishadal Panchayat Samiti
- Dr. Anjali Mandal, Assistant Professor, Tamralipta Mahavidyalaya
- Prof. Sulekha Das(Sardar), Assistant Professor, Tamralipta Mahavidyalaya

Many of our students are academically well enriched to be employed in many reputed schools and colleges as teachers and in some public and private organizations. The teachers and students work with great sincerity to reach out to the college alumnae and to involved them in socially meaningful work with the aim of building the nation as well as to make the institution into a centre of quality learning.

5. CONCLUSION

Additional Information :

The automation of Library is underway. Modernization of conventional classrooms has been undertaken through introduction of ICT enabled classroom. The infrastructure structure of college is sensitive to the requirements of differently abled students and staff members by introduction of ramp and elevator. Apart from undergraduate courses, the college offers add-on and certificate courses to facilitate the all round development of students. In order to alleviate the rigors of a demanding college curriculum, the students are encouraged to participate in various curricular and extracurricular activities. One of the important strengths of the institution is its Alumni Association (Praktani Sabha) which is a registered organization of Ex-students. The college library has set up a Study Tools Banks for taking preparation in CSC/NET/SSC/SET etc. to extend the support for its pass out students who have been struggling for their career. Another vital focus of the institution is Women Study Centre formed in 13 th January, 2005 for providing all necessary helps to make our students sincere and knowledgeable about the trends of the day. The Governing Body (presently Administrator) of the college works in close co-operation with the Principal, Staff and different committees and sub committees to regulate and maintain an amicable and scholastic environment in the college. The Teachers Council of the college is a vibrant body which works closely with the Principal and deals with issues pertaining to the functioning of the institution. Mahishadal Girls' College has 04 active NSS and 01 NCC wing as part of its social extension programme. The institution takes pride on involving with sustainable development and environment based activities to create and maintain consciousness among students and staff to maintain environment friendly ambiance in college campus.

Concluding Remarks :

Founded in 1969 in a rural area of Purba Medinipur, W.B. by some local philanthropists, the college has come a long way in imparting compressive and quality education to young and aspiring women from diverse socio-economic backgrounds. Through various co-curricular and social extension programmes, the college aspires to cater the need of higher education to the women folk of the locality and succeeded significantly. In the year of 2006, it faced the NAAC Peer Team and achieved the 'B' Grade. But since then, the college had to face various ups and downs and adverse situations due to some unavoidable circumstances which badly hampered (affected) the progress of the institution. Nevertheless, the stakeholders of the college have been trying desperately for further improvement of its academic parameters, research activities and for the development of infrastructure in pursuit of materualizing its vision and mission. The President/Administrator, all members of Governing Body, Principal and teaching and non-teaching staff and its stakeholders are working unitedly to achieve the fundamentals of this institution. As it is a Grant in Aid college and affiliated to the Vidyasagar University, it has some practical constraints to upgrade itself independently. It is to follow the holiday list, academic calendar, academic curriculum and research manual framed and statute framed by the Vidyasagar University, orders passed by the Govt. of West Bengal and rules framed by the UGC. In spite of all these practical impediments, its administration and academic fraternities have been diligently working towards developing the infrastructure and learning resources of the college in order to make it a centre of quality learning.

After a long interval, the college has taken this stride of reassessment and reaccreditation to know its strengths and weaknesses and to detect the gray areas that needs heed and development. Hopefully, the to-dos must be revealed after the completion of the 2 nd circle of accreditation.

NAAC