

Malda Women's College

Annual Quality Assurance Report : 2012-2013



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The Annual Quality Assurance Report (AQAR)

Part – A

1. Details of the Institution

1.1 Name of the Institution

MALDA WOMEN'S COLLEGE

1.2 Address Line 1

SHANTI GOPAL SEN SARANI

Address Line 2

PIROJPUR

City/Town

MALDA

State

WEST BENGAL

Pin Code

732101

Institution e-mail address

mwc.m70@gmail.com

Contact Nos.

03512-252597

Name of the Head of the Institution:

DR. CHAITALI CHATTARAJ

Tel. No. with STD Code:

03512-252597

Mobile:

+91 94345 18316

Name of the IQAC Co-ordinator:

N.A.

Mobile:

N.A.

IQAC e-mail address:

N.A.

1.3 NAAC Track ID

N.A.

1.4 NAAC Executive Committee No. & Date:

EC/43/A & A/16 DATED 22ND DECEMBER 2007

1.5 Website address:

www.mwc.ac.in

Web-link of the AQAR:

mwc.ac.in/iqac/aqar-2012-2013.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.28	December 22, 2007	22.12.2012
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

N.A.

1.8 AQAR for the year

2012-2013

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

i. AQAR 2011-12 submitted to NAAC ON 31-03-2016

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities : NO OFFICIAL IQAC FORMED

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

NOT APPLICABLE2.11 No. of meetings with various stakeholders: No. Faculty Non-Teaching Staff Students Alumni Others 2.12 Has IQAC received any funding from UGC during the year? Yes No If yes, mention the amount 2.13 Seminars and Conferences (only quality related) NIL

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

NIL

2.15 Plan of Action by IQAC/Outcome N.A.

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Plan of Action	Achievements

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

--

PART - B
Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	2(B.A. Hons. And Gen.)	0	1	0
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	2	0	1	0

Interdisciplinary				
Innovative				

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

- The college offers 9 (Nine) Honours subjects as core options at the UG level: English, Bengali, History, Philosophy, Sociology, Geography, Education, Political Science and Economics.
- The University offers range of elective subjects and the college has chosen the following for the choices of the students: English, Bengali, History, Philosophy, Sociology, Geography, Education, Political Science, Economics and Sanskrit.
- The college is an affiliated to the University of Gour Banga, and therefore there is neither flexibility in the curriculum nor does it allow a choice based credit system.
- Handicrafts Course has been offered for the benefit of the women students and it is a self-financed programme.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	0
Trimester	0
Annual	1

1.3 Feedback from stakeholders* Alumni Parents Employers St Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

(Annexure 1A is attached for Feedback Analysis.)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

NO

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

NO

Criterion – II2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	22	09	13	-	-

2.2 No. of permanent faculty with Ph.D.

14

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	7	0	0	0	0	0	0	0	7

2.4 No. of Guest and Visiting faculty and Temporary faculty

03

0

0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	20	0
Presented	0	11	0
Resource Persons	0	0	0

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

The process was going on to introduce a computer laboratory for students' usage

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

174

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

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

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. (Hons.)	266	N.A.	1.5	89.47	N.A.	90.98
B.A. (General)	179	N.A.	N.A.	15.64	69.83	85.47

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

The IQAC was officially not introduced in this year. But we had a dedicated Academic Committee headed by the Principal and comprising at least one faculty member from each department which continuously kept track of the progress in the Teaching/Learning processes. Regular feedbacks from students were also taken in this regard and the same was conveyed to the respective teachers

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
UGC – Faculty Improvement Programme	1
HRD programmes	0
Orientation programmes	1
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
Others	0

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	17	4	0	4
Technical Staff	1	0	0	1

Criterion – III3. Research, Consultancy and Extension

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

Since there was no official IQAC body formed, the research, consultancy and extension procedures were examined and implemented the various committees and sub-committees.

3.2 Details regarding major projects: NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects: NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	0	1	0
Non-Peer Review Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	1	5	6

3.5 Details on Impact factor of publications: NIL

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations : NIL

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (<i>other than compulsory by the University</i>)				
Any other(Specify)				
Total				

3.7 No. Of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from : NOT APPLICABLE

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
NIL INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		02			
Sponsoring agencies					

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year : NOT APPLICABLE

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

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year : NIL

Total	International	National	State	University	Dist	College

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

Sl. No.	Event	Venue	Date
1	AIDS & Thallasaemia Awareness Programme	Malda Women's College (Speaker: Dr. B.K.Ghosh)	17/05/2013
2	Awareness Programme on HIV and AIDS	Malda Women's College	18/05/2013
3	Blood Donation Camp	Malda Women's College	03/03/2013

Criterion – IV4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area (acres)	2.05			
Class rooms	17	-	-	17
Laboratories	02	01	-	03
Seminar Halls	01	-	-	01
No. of important equipments purchased (1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		98,317	UGC	
Others				

4.2 Computerization of administration and library

- KOHA introduced from 30/03/2013
- Students usually have a restricted access to the library. However, in dire circumstances, they enjoy open access facilities as well.
- Ex-students and staff, however, enjoy open access facilities.
- Smart College Software has been installed for office, cash and accounting purpose w.e.f. 2007

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	26953	1468070	93	1810	27046	1469880(including journals)
Reference Books						
e-Books						
Journals	27				27	
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	10	-	05	01	01	04	02	-
Added	01	-	-	-	-	01	-	
Total	11	-	05	01	01	05	02	-

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

Computer and Internet facilities were available for the teachers and the students.

4.6 Amount spent on maintenance in lakhs : (INR)

i) ICT	2.64
ii) Campus Infrastructure and facilities	21.57
iii) Equipments	1.16
iv) Others	0
Total :	25.37

Criterion – V5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC of the college has not been officially formed. In the absence of a formal body of IQAC, we had a dedicated Academic Committee headed by the Principal and comprising at least one faculty member from each department which continuously kept track of the progress in the Teaching/Learning processes. Regular feedbacks from students were also taken in this regard and the same was conveyed to the respective teachers as mentioned earlier.

5.2 Efforts made by the institution for tracking the progression

The departmental teachers, in collaboration with the Academic Committee and the various sub-committees have looked into the student progression. The Student Welfare Committee steered the progression of the students along with the various other departments.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2110	0	0	0

(b) No. of students outside the state

NIL

(c) No. of international students

02

Men

No	%

Women

No	%
02	0.1

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1134	389	102	106	0	1731	1423	430	125	132	1	2110

Demand ratio = 12.29:1

Dropout % = 15.08

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

- Coaching for W.B.S.S.C and W.B.C.S examinations.
- Remedial classes for S.C., S.T. and minority students from the 3rd Year and Alumni.

No. of students beneficiaries

Students from 3rd Year and Alumni

5.5 No. of students qualified in these examinations

NET

0

SET/SLET

0

GATE

0

CAT

0

IAS/IPS etc

0

State PSC

0

UPSC

0

Others

0

5.6 Details of student counselling and career guidance

- Handicraft Training organized by Alumni Association from 7.8.12-18.1.13
- Beautification Course organized by Alumni Association from 2.9.13 – 3.1.14

No. of students benefitted

106

5.7 Details of campus placement: NONE SO FAR

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

SAM workshop was to sensitise women to the current situation developing awareness and becoming motivated for taking decision making positions in higher education.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount (INR)
Financial support from institution	38	44,380
Financial support from government	SC/ST/OBC = 302 MINORITY = 200	90,000 60,000
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- Renovation of canteen
- Improvement of games and sports facilities in the girls' hostel

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

Malda Women's College is one of the leading colleges under University of Gour Banga and since its inception in 1970, it has significantly catered to women's education. It is the only women's college in and around Malda District and it serves the need of/for women folk in this region. For the last 41 years the college has been growing in many spheres with vibrant departments providing ample scope for higher education. Efforts are on to strive further in the world of academics so that the college, along with its alumni can carve an illustrious niche in many fields.

Mission:

- To become a centre of excellence in the field of women's education.
- To instil leadership qualities amidst our students.
- To impart value-based education to the students to help them in the task of nation building and in emancipation of women.
- To make the students emerge as progressive, responsible and successful individuals so that they contribute both to their personal growth and to social and national development.
- To strengthen the bond among the teachers, students and stakeholders, so that the relationships remain mutually beneficial and enriching for all.

6.2 Does the Institution has a management Information System

The college has a Management Information System called "Smart College", in which the entire database of the students as well as faculty and staff is maintained. The registered candidates are enrolled in the software from which their data can be accessed and retrieved. In addition to this, "Smart College" is also used for keeping a record of the salaries of the faculty members and the non-teaching staff.

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

6.3.1 Curriculum Development

The college follows the curriculum as prescribed by the University of Gour Banga. Since we are affiliated to a university, the college cannot take initiatives in curriculum development. However, interdisciplinary classes as well as intra-and interdepartmental seminars and lectures have added enriched the students to a great extent.

6.3.2 Teaching and Learning

Teaching Aids:

- ✓ Chalk, Duster and Blackboard method.
- ✓ PPT and LCD Projector.
- ✓ GPS and GIS Software (Geography Department)
- ✓ Dedicated Computer Laboratory for students.
- ✓ Field work and excursions conducted by Departments of Geography and Sociology.

Learning Assessments:

- ✓ Selection Tests.
- ✓ Regular assignments and quizzes.
- ✓ Seminars, Workshops and Guest Lectures for the students.

6.3.3 Examination and Evaluation

1. Examinations are held annually which are conducted by the University of Gour Banga, to which the college is affiliated.
2. Apart from the annual system of examinations, regular class tests are conducted by the faculty members to assess the advancement of the students regarding the syllabus completed.
3. Selection tests are held for a comprehensive assessment.
4. Answer scripts are corrected by the teachers within the stipulated time as decided by the Examination Committee and the results are published on time.

6.3.4 Research and Development

- The college takes special care of the faculty members as far as researches are concerned. The extensive library provides for a healthy academic exercise for the teachers and the students. The teachers are encouraged to conduct and participate in various research activities involving seminars, both national and international, and Minor Research Projects funded by the UGC.
- The college has granted FDP Leave (Faculty Development Programme) to one of the senior teachers to pursue his Ph.D research in University of Calcutta.
- In addition to this, 4 faculty members are pursuing their Ph.D works and several faculty members have presented their research work in National and International seminars.
- 1 Two-Day UGC-sponsored National Seminar was organized by the Departments of Education

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The college has an exclusive collection of reference books and journals that are extensively used by the teachers, students and alumni for their academic purposes.
- The library has a restricted access for the students but they can submit requisitions for books as and when required.
- Keeping in mind the growing need of the virtual space, the Book-Worm (version 4.00) has been installed in March 2010 with a license till 2014.
- Reading Room of the library is open to all for creating a better academic environment.
- Besides, every department has a seminar/departmental library and students can directly access the books under the supervision of the departmental teachers.
- ICT is used by various departments, especially by the Department of Geography.
- Library and laboratories are regularly updated. KOHA Software was installed in March for better access in the library.
- CCTVs in various locations of the college premises were installed.
- We have installed 2 fire-extinguishers for averting any untoward incident.
- The college office is well equipped with various ICT tools such as photocopiers, scanners, printers and sufficient number of computers.

6.3.6 Human Resource Management

For an efficient functioning of the college in all relevant fields, various committees and cells have been formed among the faculty members such as Students' welfare Committee, Admission Committee, Examination Committee, Routine Committee etc. For taking care of academic and social environment of the college campus.

We are proud to be the only women's college under University of Gour Banga, who have ventured to have a NCC (National Cadet Corps) unit.

Apart from this, the students and teachers of Malda Women's College are conscious about their social duties and responsibilities. Therefore we have 2(Two) dedicated units under the NSS (National Service Scheme) who have been very active.

We have also ensured that all the teachers and students get a platform for expressing their opinions as well as grievances. So we have a Teachers' Council under the chairmanship of the Principal and headed by a Secretary, presently, Smt. Nibedita Dasgupta, elected by all the teachers.

Similarly, the students' union caters to the needs of the individual students besides being a voice of the students. the union is headed by a General Secretary,

Healthy interaction between the students' union and the teachers has made Malda Women's College a role model in this part of North Bengal.

6.3.7 Faculty and Staff recruitment

1. Full Time Teachers (FTT) are recruited by the central body of West Bengal College Service Commission (WBCSC). Vacancies and requirements are sent to the Commission and when interviews are conducted, empanelled candidates are recruited accordingly.
2. At present we have 22 Full Time Teachers and 15 Full time staff.
3. The college has 2 (Two) Part Time Teachers (PTT) initially recruited by the college on temporary basis but since 2010 their posts have been made officially permanent by the Govt. Of West Bengal and since then they are permanent assets of our college.
4. As the college cannot recruit teachers on its own, we are facing a shortage of teachers in various departments. We fear that this problem will culminate into a crisis in the coming years since some of our senior teachers are approaching their retirement in the coming few years. We hope that the WBCSC will look into this matter and will send new teachers accordingly. As of now, the shortage of teachers is somewhat tackled by various Guest Lecturers on ad-hoc basis.

6.3.8 Industry Interaction / Collaboration

Industry interaction is not possible because of the apathy of the companies for non-technical colleges.

6.3.9 Admission of Students

Admission of students is essentially done in accordance with the criteria of the University of Gour Banga. Admission is done strictly on the basis of merit.

The college publishes notices on its website, in local newspapers and on the college notice board regarding the process of admission after the publication of the 10+2 results. The criteria for admission, the number of seats in each subject and the deadlines are mentioned in the notices. Besides, Reservation quota is also maintained while admitting students.

6.4 Welfare schemes for

Teaching	NIL
Non teaching	NIL
Students	Free studentship as well as concession in fees for needy but meritorious students is available.

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	YES	DPI	YES	Soumitra Sarkar and Associates
Administrative	YES	DPI	YES	Soumitra Sarkar and Associates

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The college does not have any scope for Examination Reforms. It follows the norms of the parent university.

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

N.A.

6.11 Activities and support from the Alumni Association

Apart from the Handicraft training course, Alumni Association also introduced Basic Beautician Course from 30th September 2013, for the existing students as well as for the alumni. After completion of the courses, certificates were distributed to the candidates. Alumni Association also arranged for seminar on Sesquicentennial Birthday Celebration of Dwijendralal Roy on 18th December 2013, where the Governing Body President, Dr. Prodyot Ghosh enlightened the members present on Dwijendralal Roy.

6.12 Activities and support from the Parent – Teacher Association

No formal meetings with the guardians of the students have been arranged. But the college had taken efforts in the past. But the fact that a large number of students are first generation learners residing in rural areas, such attempts proved to be futile. However the parents are free to come to the college and directly interact with the teachers, staff and the Principal. Infact, everyday one hour (2 pm – 3 pm) has been kept aside for parents' interaction with the Principal and the teachers. However, the availability of the parents is not satisfactory.

6.13 Development programmes for support staff

Such programmes have not been devised so far.

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

- The frontal part of the college has a well-built garden which is regularly maintained.
- We are trying to make the campus a tobacco-free one.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- I) Construction of new Girls' Hostel.
- II) Installation of CCTV in the college premises.
- III) Installation of KOHA Software in the library for better access.

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

In the beginning of an academic calendar year, the planning of action of the college starts with the fixing of the admission criteria subject to the changes by the university and the contingent situation of the district. The Academic Council, with the help of the different teaching departments, fixes the class routines, period of the teaching course modules, the dates of the internal examinations, guidance and access to the library books in the general library and the seminar library, redressal to student grievance, sports and NSS activities, awareness and the social welfare programmes. The Teachers' Council divides the work among several sub-committees.

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

- Five-Day Workshop from 29th March 2013 on Sensitisation, Awareness and Modification.
- Installation of CCTVs

7.4 Contribution to environmental awareness / protection

- Due to non-availability of funds, no such programmes were conducted..

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add.

Strengths

Malda Women's College is the only girls' college in this district is carrying its duty to educate and impart awareness to girls for a long period. The achievement and the non-achievement of the college should be judged by the catchment area on which it functions. Malda district is a backward area with minority population, including tribal and schedules castes with a low per capita income. This district is an agricultural one without significant industrial activities. Lack of transport facilities and good libraries make the functioning of an academic institution difficult. The college provides some financial help to the needy and eligible students who do not receive government scholarship aids.

Weaknesses

- Shortage of space affects expansion.
- Shortage of teachers affect the required teacher-student ratio. However, the college provides for guest lecturers from time to time, apart from the permanent recruitment of teachers, which is done by the central body of West Bengal College Service Commission.
- Imparting knowledge to the incoming students from rural backgrounds with low per capita income and associated surroundings, who lack the acumen for studies is indeed a difficult challenge.
- Many students discontinue their studies due to early marriage and taking up low-income services owing to the financial stress from the families.

Opportunities

The socio-economic backwardness of the catchment zone also opens the opportunities of functioning as a resource centre of social development. Beside providing education, the institution has a great possibility to develop as an informed agency on various matters such as economic self-sufficiency of the girls, family health care awareness of social and environmental problems etc. He scope provided by the central and state government to the student community in general and the female students in particular, open up avenues for better prospects.

Challenges

It is unfortunate that in spite of regular academic and vocational efforts taken by our staff, the college has been witnessing many cases of drop outs. Since it a Women's College, one of the important reasons for high drop outs is marriage and social obligations.

8. Plans of institution for next year

- Planning for installation of speaker in the office for general announcement.
- Extension of New Girls' Hostel building.
- Planning for Computerisation of library and office, Phase I.

Name _____

Name: Dr. Chaitali Chattaraj



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

N.B. Since no official IQAC was formed, Principal of the college has signed in the capacity of the Principal and Chairperson, IQAC . There is no co-ordinator for IQAC in the year.

ANNEXURE - IA

Feedback Analyses: 2011-2012 and Feedback Form

On the basis of the responses received from the students, and the students' union, along with the insights from the teachers, a structured questionnaire has been prepared which is used to analyze the feedback from the students on two aspects – the faculty and the teaching/learning methods and on the facilities provided to them. A copy of the structured Feedback form is attached herewith and the following analyses have been made:

- Most of the students agreed that the process of teaching was very good and they could acquire their lessons easily. They opined that the syllabus was completed successfully and in scheduled time.
- 85% of the students reported that allotted time for classes was enough. Some learners have mentioned that more classes should also be allotted for Honours subjects, especially for Sociology. They reported that four full-time teachers must be allotted for better completion of the course and for practical works.
- Majority of the students agreed that the interaction between teachers and students was excellent and they can express their thoughts independently.
- 80% of the students felt that library facilities have to be improved. They demanded that more photocopiers and more computer facilities. More photocopiers will help the students to photocopy rare articles and course materials. Students also opined that full-time and permanent libraries have to be provided for better accessibility.
- Students were happy with the evaluation of their answer script.
- Regarding extra-curricular activities, learners were satisfied as they have been participating in NSS, NCC and various other activities including sports and cultural events. However, they also voiced the need to include music.
- Most of the students mentioned that the canteen facilities must be improved. They pointed to the need of including hygienic and healthy food items.
- The students reported that the frequent health checks and health consciousness programmes were very helpful and they demanded for the continuation of these programmes.
- Most of the students expressed their positive view regarding campus cleaning and hostel facilities. But they demanded that the standard of food in hostel needed improvement.

ANNEXURE – II**ACADEMIC CALENDAR****MALDA WOMEN'S COLLEGE****ACADEMIC CALENDAR FOR THE SESSION 2012-2013**

Month	Sundays	Holidays	Vacation	Recess	Total working days	Number of days - Exam/Administrative & others	Nature of Exam/Administrative/other activities	Number of Teaching days	Teaching activities- Lecturers /Tutorial / Unit tests / Seminars etc	Remarks
2011 July 31 days	1,8,15,22,29=5 days	nil	nil	nil	26	2-7,9,10=8 days	2-3, 5-7,9 Counseling 10-12 2nd counseling, admission Ist year 10-14	16-21,23-28,30,31=14 days	I st yr classews invigilation foe GBU Exam 28 th Debate Competition on Vivekananda	commencement of Ist year classes on and from 16 th July
2011 August 31 days	5, 12, 19,26 =4 days	9 Janmasti 15- Independence Day 20-21 – Id-Ul - Fitre	nil	nil	23 days	8, 10, 11,13, 14,16-18, 22-25,27-31=17 days	10- College Foundation Day programme 3rd counseling Entry in Services classes	1-4,6-8,10,11,13,14,16-18,22-25,28-31=23 days	Entry in Services classes 22-25,27-31=9 days
2011 September 30 days	2,9,16,23,30=5 days	nil	nil	nil	25 days	1,3-8, 10-15,17-22,24-29=25 days	Entry in Services classes, GBU Exam, Teachers' Day Celebration	1,3-8,10-15, 17-22, 24-28=24 days	Entry in Services classes 1,3,4,6-8,10=7 days 17-classes dissolved at 1.30p.m for Biswakarma puja
2011 October 31 days	7,14,21,28	2- Gandhi ji's Birth Day 15- Mahalaya 20-	21-31- Puja vacation	nil	15	1,3-6,8-10, 11=9 days	GBU Exam, Nabin Baran	3-6,8-13,16-18=13 days	19 th Nabin Baran

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		post college Foundation Day=3 days								
2011 November	4, 11,18,25=4 days	28- Guru Nanak's Birth Day= 1 day	1-17 Puja vacation	nil	10 days	19-24,26,27, 29, 30= 10 days
30 days										
2011 December	2, 9,16,23, 30=5 days	25- Christmas Day=1 day	nil	26-31= 6 days	25 days	1,3-8,10-15,17-22,24=20 days
31 days										
TOTAL	27		28 days	6 days	124 days			104		

Month	Sundays	Holidays	Vacation	Recess	Total working days	Number of days - Exam/Administrative & others	Nature of Exam/Administrative/other activities	Number of Teaching days	Teaching activities- Lecturers/ Tutorial / Unit tests / Seminars etc	Remarks
2012 Jan	6,13,20, 27=4 days	12- Vivekananda's Birth Day 15- Sports 23- Netaji's Birth Day 25- Fateha Dohaz Daham 26- Republic Day=5	nil	nil	22 days	14- annual Sports	Regular works	21 days	Meeting of several SUB Committees	
31 days										

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2012 Febr uary 28 days	3,10,17, 24=4 days	15- Sarasw ati puja 21-23 for bi- election	nil	nil	20 days	25-28 Part II test Exam	GB meeting, several sub committee meeting	1,2,4,5- 9,11- 14,16,18 ,20,25- 28=19	Regular works	18 – condol ence for Ex GB memb er
2012 Mar ch 31 days	3, 10,17,2 4,31=5 days	11- Sivaratr i 27-28 Holi 29- Good Friday= 4 days	nil	nil	22 days	18, 20-22 part I and Part II Test exam	Exam, seminar, workshop	1, 2,4-9, 12,16, 18, 23=15 days	25-26 seminar Education Department 30- Workshop- English Department	6- condol ence for Ex GB condol ence for Ex Gb memb er Presid ent
2012 April 30 days	7,14,21, 28=4 days	15 Bengali New year Day 1 day	nil	16- 30= 15 days	25 days	Administrativ e work 25 days	Part III GBU Exam	13 days	TC meeting	
2012 May 31 days	5,12,19, 26=4 days	1-May Day 9- Rabind ranath Tagore' s Birth Day =2 days	nil	1-31 =31 days	25 days	20-25=6 days, 27-31=5 days 11 days	Scrutiny, assessment of answerscripts	15, 21 = 2 days	Invigilation duty	17- NSS aware ness progr amme
2012 June 30 days	2,9,16,2 3, 30=5 days	nil	nil	nil	25 days	2 days	Meeting, exam GBU part III, admission work, evaluation of answerscripts	nil	Nil	
TOT AL	52		28	52	263			174		

ANNEXURE – III**STATEMENT OF ASSESTS**

MALDA WOMEN'S COLLEGE							
STATEMENT OF ASSETS AS PER ASSESTS REGISTER AS ON 31-03-14							
SL. No.	ASSETS	Openin Balanc e	Addit ion	Total Rs.	Rate of Depersiat ion	Dereci ation Rs.	Closing Balance Rs.
1	Land	2,24,79 3.75	Nil	2,24,7 93.75	-	-	2,24,793. 75
2	College Building	93,85,8 67.32	21,46, 230.0 0	115,32 ,097.3 2	2.5%	2,88,30 2.43	112,43,79 4.89
3	Student Hostel Building	14,93,3 11.66	8,960. 00	15,02, 271.66	2.5%	37,556. 79	14,64,714 .87
4	Teacher Hostel Building	9,24,67 6.83	Nil	9,24,6 76.83	2.5%	23,116. 92	9,01,559. 91
5	Furniture & Fixture (College)	6,67,59 2.00	18,50 0.00	6,86,0 92.00	11%	75,470. 12	6,10,621. 88
6	Furniture & Fixture (Hostel)	26,620. 25	Nil	26,620 .25	5%	1,331.0 0	25,289.25
7	Electric Motors & Tubewell	17,083. 60	Nil	17,083 .60	25%	4,270.9 0	12,812.70
8	Lab & other Equipments	6,20,67 3.59	98,31 7.00	7,18,9 90.59	25%	1,79,74 7.65	5,39,242. 94
9	Library Books & Journal	144,68, 070.12	1,810. 00	14,69, 880.12	5%	73,494. 00	13,96,386 .12
10	Library Book Bank	27,767. 17	Nil	27,767 .17	5%	1,388.3 5	26,378.32
11	By-Cycles	780.26	Nil	780.26	10%	78.02	702.24
12	Sport Equipments	9,520.6 3	Nil	9,520. 63	10%	952.00	8,568.63
13	Misc Equip.(Inter Com,Invertor,Emergen cy etc)	39,885. 43	Nil	39,885 .43	10%	3,988.5 4	35,896.89
14	Computer	4,39,18 1.09	2,64,6 37.00	7,03,8 18.09	25%	1,75,95 4.52	5,27,863. 57
15	Xerox-Machines	39,642. 63	Nil	39,642 .63	25%	9,910.6 6	29,732.97
16	Generator Set	53,693. 09	Nil	53,693 .09	25%	13,423. 27	40,269.82
	Total	284,39, 159.42	25,38, 454.0 0	179,77 ,613.4 2		8,88,98 5.17	170,88,62 8.75

ANNEXURE - IV

Best Practice: 2012-13

1. Name of the practice: UGC-Sponsored SENSITISATION, AWARENESS, MOTIVATION (SAM) Workshop for the capacity building of women managers

Goal:

The main objective of this workshop was to sensitise women to the current situation developing awareness and becoming motivated for taking decision making positions in higher education.

Context:

It has often been observed that the proportion of women in significant positions of administration is declining with time. In the context of higher education, the proportion is still lower. This is self-explanatory why this workshop assumes importance. Malda Women's College, being the only centre of higher education in this district which is solely reserved for women cannot dissociate itself with this utmost societal responsibility. Therefore, this college organized this above-mentioned workshop wherein the women teachers of this college as well as many other colleges in this district were imparted training, guidance and motivation for assuming such administration responsibilities.

Practice:

The workshop started with motivational speeches from our honourable resource persons viz. Dr. Lata Narayan, Faculty Member, Tata Institute of Social Sciences (TISS), Mumbai and Dr. Sanchari Mukherjee, Head, Department of Economics, University of North Bengal. Later on many of the enthusiastic participants shared some of their experiences as well as problems they encounter in service. Constructive suggestions from these distinguished personalities and senior teachers made this workshop more productive.

Evidence of Success:

The highlight of this workshop was interaction. Apart from delivering lectures and speeches, the honourable resource persons were kind enough to address various issues related with decision making while being in the administrative position. All the participants reported that they were highly enriched by such a workshop.

Problems Faced and Resources Needed:

The biggest challenge in this workshop was convincing the students to attend it since the GBU Examinations were drawing closer. After a lot of persuasion, many students attended this workshop. But the attendance would have been increased had

the workshop been organized in November-December. But the availability of the resource persons as well as teachers from different colleges was under question.

2. Name of the practice: Installation of Closed Circuit Television (CCTVs):

Goal:

The primary objective of this practice was to bring all the areas of the college under surveillance so as to minimize the risk of any untoward incident occurring in this college.

Context:

The context of education is not free from any threats. The students who come from different economic and social backgrounds are extremely sensitive to any social pathologic problem. It is the duty of the college to protect them from any such coercion both within the classrooms as well as in the campus. In the classrooms, this aspect has been taken care of since our dedicated teachers have always taken the initiative to avoid any such incident. But outside the class rooms, the students also need to be monitored and a thorough counselling need to be given in case such an incident occurs. So, the college has installed CCTVs at various nodal points in the campus so that any such incident can be taken care of and should not be allowed to go out of proportion.

Evidence of Success:

So far this innovative idea has not found any such success. This means that there was no such malpractice that needed counselling. We are proud of that and thank our students for this.

But in times of the university examinations when students from other colleges come to our college for appearing in this center, the importance of CCTVs is realized.

Problems Faced and Challenges:

The seeds of this process were sown much earlier. Initially, the process got delayed as many of the students regarded this practice as an infringement of their privacy. It took a lot of time and persuasion to make them realize that the CCTVs are for their own security instead of infringing their privacy. So, this process got delayed which could have been completed 2 – 3 years earlier. But once the students realized the utility of the CCTV cameras, they had no problem in accepting this change.