

# Malda Women's College

Annual Quality Assurance Report : 2013-2014



**Malda Women's College,**  
**Pirojpur, Shantigopal Sen Sarani,**  
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The Annual Quality Assurance Report (AQAR) of the IQAC

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

Mr. Mamoon Rashid

Name of the IQAC Co-ordinator:

Malda Women's College

Mobile:

9434140284

IQAC e-mail address:

N.A.

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

N.A.

1.4 NAAC Executive Committee No. & Date:

EC/43/A & A/16 DATED 22<sup>ND</sup> DECEMBER 2007

1.5 Website address:

www.mwc.ac.in

Web-link of the AQAR:

mwc.ac.in/iqac/aqar-2013-2014.pdf

#### 1.6 Accreditation Details

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

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

07/03/2014

1.8 AQAR for the year

2013-2014

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

- i. AQAR 2011-12 submitted to NAAC on 31-03-2016
- ii. AQAR 2012-13 submitted to NAAC on 31-03-2016

Malda Women's College

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*)

UNIVERSITY OF GOUR BANGA

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

NIL

Autonomy by State/Central Govt. / University

Malda Women's College

University with Potential for Excellence	N.A.	UGC-CPE	N.A.
DST Star Scheme	N.A.	UGC-CE	N.A.
UGC-Special Assistance Programme	N.A.	DST-FIST	N.A.
UGC-Innovative PG programmes	N.A.	Any other ( <i>Specify</i> )	N.A.
UGC-COP Programmes	N.A.		

2. IQAC Composition and Activities :

2.1 No. of Teachers	3
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	0
2.4 No. of Management representatives	0
2.5 No. of Alumni	0
2.6 No. of any other stakeholder and community representatives	0
2.7 No. of Employers/ Industrialists	0
2.8 No. of other External Experts	2
2.9 Total No. of members	8
2.10 No. of IQAC meetings held	
2.11 No. of meetings with various stakeholders:	3

No. 3

Malda Women's College

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

- Authentication of API based PBAS of the following faculty members : Sri Sadananda Bera, Dr. Bonani Sinha and Dr. Niladri Pradhan on 10.3.2014 and 11.3.2014
- IQAC also looked into the academic development of the students as well as the faculty.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
API Based PBAS of faculty members	Achieved

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



## Malda Women's College

Criterion – I1. 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:

Malda Women's College

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 I 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 – II

Malda Women's College

2. 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

09

0

0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	25	0
Presented	2	18	0
Resource Persons	0	0	0

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

- Remedial Classes
- ICT and projector enabled lectures
- Full-fledged computer lab. With open source GIS software (ILWIS) introduced in the Geography Deptt.

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

179

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

76
----

2.11 Course/Programme wise  
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. (Honours)	287	N.A.	3.48	91.98	N.A.	95.47
B.A. (General)	272	N.A.	N.A.	14.71	64.71	79.41

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

- The IQAC looks into the Feedbacks of the students on various academic and infrastructural matters and the same is conveyed to the concerned teachers and staff.
- Authentication of API based PBAS of the following faculty members : Sri Sadananda Bera, Dr. Bonani Sinha and Dr. Niladri Pradhan on 10.3.2014 and 11.3.2014
- IQAC also looked into the academic development of the students as well as the faculty.

2.13 Initiatives undertaken towards faculty development

## Malda Women's College

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	0
UGC – Faculty Improvement Programme	0
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	15	4	0	1
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

- IQAC recommended the introduction of self-assessment report for implementation and continuous improvement in all the systems of the college for students and stakeholders' satisfaction.
- Seminars and workshops at National and State Levels were to be considered in the forthcoming years.
- Duty Leaves are given to faculty members to carry out research works and attend several seminars.

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	2	0
Non-Peer Review Journals	0	2	0
e-Journals	1	0	0
Conference proceedings	2	7	4

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

Malda Women's College

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

NIL 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					
Sponsoring agencies					

NIL

Malda Women's College

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 : NIL

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

NA

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



Malda Women's College

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

#### Regular Activities

Sl. No.	Event	Venue	Date
1	Awareness of health consciousness in the slum areas	Slum areas near Mahananda river	7/2/2014
2	Road Safety awareness	College More, Near Bus stand	13/2/2014
3	Distribution of rags	Ward No. 2	26/2/2014
4	Cleaning of the 'Bandh'	Mahananda river	28/2/2014
5	Plantation at Gour Banga University Campus	University of Gour Banga	29/03/2014

Special Camp : 2014 : Apart from the above regular activities, a Special Camp was also organized between 15/2/2014 and 22/2/2014. The activities for the camp are :

- Awareness of Malaria
- Distribution of mosquito nets for the needy
- Awareness regarding education at Narendra Smriti Primary School
- Distribution of note books, pens, pencils, erasers, rulers and sharpeners to the needy students of Narendra Smriti Primary School
- Awareness for Vaccinations
- Distribution of bed sheets to the needy
- Distribution of sarees to the needy women

## Malda Women's College

Criterion – IV4. Infrastructure and Learning Resources

## 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2.05			
Class rooms	17			17
Laboratories	02			02
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)		289529	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.

## 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	27046	1396386	443	207275	27489	1603661 (including journals)
Reference Books						
e-Books						
Journals	27				27	
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

## Malda Women's College

## 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	11	-	05	01	01	05	02	-
Added	08	-	05	-	-	02	08	-
Total	19	-	10	01	01	07	10	-

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

Computer and Internet facilities were available for the teachers and the students. There were no training programmes organized. New computers were introduced.

## 4.6 Amount spent on maintenance in lakhs :

i) ICT	1.79
ii) Campus Infrastructure and facilities	32.84
iii) Equipments	4.78
iv) Others	2.19
<b>Total :</b>	<b>41.6</b>

Criterion – V5. Student Support and Progression

## 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC of the college looks into the publication of the updated prospectus every year which provides an overview of the college, upholds the unique features of the college. The students are made aware of the following:

- Norms of admission/courses offered at the UG level
- Codes of conduct
- Stipends, scholarships and prizes for the students
- Unique assessment system through class tests/tests/annual examinations
- Seminars, Workshops at National and State-levels are organized by the departments
- Updated and well-stocked library
- Departmental wall magazines to nourish young talents
- Games and sports opportunities
- Students' canteen
- 24-hour generator back-up for examinations as well as for classes
- Publication of Academic calendar
- Arranging institutional level seminars and guest lectures to enlighten students and appraise the latest advances in their respective fields of study
- Arranging career counselling sessions for helping and shaping the students' future
- Making the students aware of their responsibilities towards environment, ecology and community through participation in tree plantations drives, clean campus programmes and blood donation and communal harmony programmes

## 5.2 Efforts made by the institution for tracking the progression

Members have continuously probed into the various departments for the development and betterment of the students.

## 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2120	0	0	0

## (b) No. of students outside the state

NIL
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Malda Women's College

(c) No. of international students 02

No	%

Men

No	%
02	0.94

Women

Last Year						This Year					
General	SC	ST	OB C	Physicall y Challeng ed	Total	Genera l	SC	S T	OB C	Physicall y Challeng ed	Total
1423	430	125	132	1	2110	1383	441	99	197	1	2120

Demand ratio =14.52:1

Dropout % = 25.30

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

Remedial and Entry-in-service programmes were organized in the college.

No. of students beneficiaries

200 Hons. For Remedial

250 For Entry-in-service

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 Oth 0

5.6 Details of student counselling and career guidance

- Handicraft Training
- Beautician Course

No. of students benefitted 100

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

NIL
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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	58	34,320
Financial support from government	SC/ST/OBC = 462 MINORITY = 140	13,86,000 5,60,000
Financial support from other sources	NIL	NIL
Number of students who received International/ National recognitions	NIL	NIL

## 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

Plantation of Medical Plants

## 5.13 Major grievances of students (if any) redressed:

- Implementation of Law and B.Ed College was a major point of grievance. However, discussions are one regarding opening of the same.



## 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 IIT Kharagpur.
- 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.
- 3 Two-Day UGC-sponsored National Seminars were organized by the Departments of English, Bengali and History.

#### 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.
- 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 23 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**

Direct collaboration with an industry is currently unavailable. We are keeping track of the situation and exploring various avenues of such interaction. However, 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 GourBanga. 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

Handicrafts Training and Basic Beautician Courses were continued by the Alumni Association. Alumni Association decided on a reunion to be held in 2015.

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

No such programmes has been initiated 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.
- a tobacco-free campus.

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) Installation of Speakers.
- II) Extension of New Girls' Hostel.
- III) Computerisation of library and offices.

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)

- Remedial Classes for SC, ST, OBC and Minority
- Legal Awareness Camp on Anti-ragging and Rights of Women

7.4 Contribution to environmental awareness / protection

- Awareness programme on Malaria at Madhavnagar on 12.02.2014.
- Awareness programme regarding importance of vaccination on 20.02.2014.
- Cleaning of 'Badh' of Mahananda on 28.02.2014.

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.

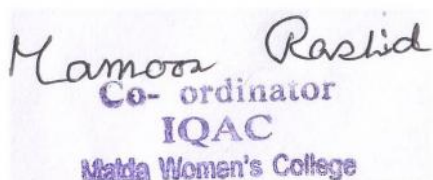
### Challenges

As an institution of a high social repute in Malda, the college faces no perceptible danger from any quarters. As far as the college is concerned, there is a huge drop-out percentage due to early marriages and social obligations. We are trying to cope with the situation.

8. Plans of institution for next year

- Planning for installation of photocopying machine for library and office.
- Planning for Computerisation of library and office, Phase II

Name: Mr. Mamoon Rashid



*Signature of the Coordinator, IQAC*

Name : Dr. Chaitali Chattaraj



*Signature of the Chairperson, IQAC*

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## **ANNEXURE IA**

### **Feedback Analyses: 2013-2014 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.
- Most 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.
- A large number of students felt that library facilities need 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.





**MALDA WOMEN'S COLLEGE**

**ACADEMIC CALENDAR FOR THE SESSION 2013-2014**

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
2013 July 31 days	7,14,21,28 4 days	22,23 (Panchayat Elet.) 2 Days	Nil	Nil	25 days	(1-6,8-13,) 12 days	Preparation of Class Schedule, Admission counselling	(15-20,24-27,29-31) 13 days	Do	B.A 1 <sup>st</sup> Year (Hons & Gen.) Classes start on 16 July
2013 August 31 days	4,11,18,25, 4 days	9,15,28 3 days	Nil	Nil	24 days	(10,19,20,23,24,26,27,29,30,31) 10 days	G.B.U Exam Prog. of Found. day	(1-3,5-8,12-14,16-17,21,22) 14 days	Do Exams & Classes are simultaneously going on.	B.A 2 <sup>nd</sup> & 3 <sup>rd</sup> Classes
2013 September 30 days	1,8,15,22,29 5 days	Nil	Nil	Nil	25 days	(2-7,9-14,16-21,23-28) 25 days	Nil	(2-7,9-14,16-21,23-28) 25 days	Do	
2013 October 31 days	6,13,20,27 4 days	(2,4) 2 days	Puja Vac. 10-31 22 days	Nil	6 days	(1,3,5,7-9) 7 days	Nil	(1,3,5,7-9) 6 days	Do	
2013 November 30 days	3,10,17,24, 4 days	(15) 1 day	Puja Vac. 1-7 7 days	Nil	19 days	28,29 2 days	Cultural Prog	(8,9,11-14,16,18-23,25-30) 19 days	Departmental Seminars	
2013 December 31 days	1,8,15,22,29 5 days	25 1 days	Nil	(26-31) 6 days	25 days	(18) 1 days	Seminar	(2-7,9-14,16-21,23,24) 19 days	Departmental Seminars	
TOTA	26	09	29	6	124			96		

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Malda Women's College

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
Previous	26	09	29		124	57		96		
2014 Jan 31 days	(5,12,19,26,) 4 days	(1,23,26) 2 days	Nil	Nil	25 days	20,21,22 3 Days	Student Election	(2-4,6-11,13-18,24-25,27-31) 22 days		
2014 February 28 days	(2,9,16,23,) 4 days	4,11,19 3 days	Nil	Nil	21 days	10 26,27,28 4 days	College Sports Test Exam. of B.A 3 <sup>rd</sup> Yr. (Hons & Gen)	(1,3,5-8,12-15,17,18,20-22,24-28) 20 days	Test Exam and classes	Evaluation of Test Exam / Post-Test Coaching & Counseling
2014 March 31 days	(2,9,16,23,30) 5 days	17,20 2 day	Nil	Nil	24 days	14,19 2 days	Prize Distribution ceremony & Cultural Prog.	(1,3-8,10-13,15,18,21,22,24-29,31) 22 days	Do	Post- Test Coaching & Counseling
2014 April 30 days	6,13,20,27) 4 days	5,14,15,18, 12-27 Election	Nil	Nil	13 days	Nil	Nil	(1-4,7-11) 9 Days	Do	College closed due to police posting for Election(12-27) 14 days
2014 May 31 days	4,11,18,25, 4 days	1,9 2 days	Nil	2-31 29 days	25 days	(2,3,5-8,10,12-17,19-24,26-31) 25 days	UGB Exam T.C Meeting	2,3,5-8,10,12-14 10 days	Teaching Exam	
2014 June 30 days	1,8,15,22,29 5 days	Nil	Nil	1-13 13 days	25 days	2-7,9-14,16-21,23-28,30 25 days	UGB Exam Admission Meeting	Nil	Nil	Academic Calendar & Class-routine for session 2015-16
TOTAL	52		29	48	257			179		



**ANNEXURE – IV****STATEMENT OF ASSESTS**

MALDA WOMEN'S COLLEGE							
STATEMENT OF ASSETS AS PER ASSESTS REGISTER AS ON 31-03-14							
SL · N o.	ASSETS	Openin Balance	Addition	Total Rs.	Rate of Depersia tion	Dereciati on Rs.	Closing Balance Rs.
1	Land	2,24,793.75	0.00	2,24,793.75	-	0.00	2,24,793.75
2	College Building	1,12,43,794.89	12,00,946.00	1,24,44,740.89	2.5	3,11,118.52	1,21,33,622.37
3	Student Hostel Building	14,64,714.87	20,59,883.00	35,24,597.87	2.5	88,114.95	34,36,482.92
4	Teacher Hostel Building	9,01,559.91	23,596.00	9,25,155.91	2.5	92,515.59	8,32,640.32
5	Furniture & Fixtute (College)	6,10,621.88	49,286.00	6,59,907.88	10	65,990.79	5,93,917.09
6	Furniture & Fixtute (Hostel)	25,289.25	0.00	25,289.25	5	1,264.46	24,024.79
7	Electric Motors & Tubewell	12,812.70	1,08,500.00	1,21,312.70	25	30,328.18	90,984.53
8	Lab & other Equipments	5,39,242.94	2,89,529.00	8,28,771.94	25	2,07,192.99	6,21,578.96
9	Library Books & Journal	13,96,386.12	2,07,275.00	16,03,661.12	5	80,183.06	15,23,478.06
10	Library Book Bank	26,378.82	0.00	26,378.82	5	1,318.94	25,059.88
11	By-Cycles	702.24	0.00	702.24	10	70.22	632.02
12	Sport Equipments	8,568.63	0.00	8,568.63	10	856.86	7,711.77
13	Misc Equip.(Inter Com,Invertor,Eme rgency etc)	35,896.89	0.00	35,896.89	10	3,589.69	32,307.20
14	Computer	5,27,863.57	1,79,686.00	7,07,549.57	25	1,76,887.39	5,30,662.18
15	Xerox-Machines	29,731.97	0.00	29,731.97	25	7,432.99	22,298.98
16	Generator Set	40,269.82	12,432.00	52,701.82	25	13,175.46	39,526.36
	<b>Total</b>	<b>1,70,88,628.25</b>	<b>41,31,133.00</b>	<b>2,12,19,761.25</b>		<b>10,80,040.09</b>	<b>2,01,39,721.18</b>

**ANNEXURE - V**

**Best Practice: 2013-14**

**1. Name of the practice: Remedial Classes for SC, ST, OBC and Minority**

Goal: The Remedial Classes are basically intended for ensuring that all the students from different sections of the society enjoy the benefits of education with no disparity.

Context:

The Indian Constitution has officially recognized certain social groups who are vulnerable and have not enjoyed the real fruits of development. Some of such groups are the Scheduled Castes, Scheduled Tribes, Other Backward Classes and Minorities. This college is not ignorant of this situation. Apart from providing necessary reservations to these socially vulnerable groups in accordance with the government norms, we have introduced Remedial Classes for the students of such social groups so that there is no disparity in the fruits of education. The economically backward students of the General Castes were also encouraged to join.

Practice: Remedial Classes were arranged so that the normal class routines do not get hampered. All the teachers of this college actively participated in these classes. The topics on which lectures were delivered included those on which lectures have already been imparted in the normal classes in accordance with the syllabus prescribed by the University of Gour banga. Separate attendance registers were maintained for these classes.

Evidence of Success:

These classes registered fairly good attendance among many of the enthusiastic students. We are proud to state that many of the students from socially and economically vulnerable communities came up with outstanding results in the University Examinations.

Problems Faced and Challenges: Although the attendance in these classes was reasonably good, but it could have been better. Many of the students were reluctant to stay late in the college since they come from rural areas.

**2. Name of the practice: Legal Awareness Camp on Anti-ragging and Rights of Women**

Goal: The primary goal of such an initiative was to make the students aware of their legal rights as well as to let them know of the grave consequences in case they indulge in any unwanted activities during their stay in the college campus.

Context:

Malda Women's College

The Indian Constitution has made sufficient provisions for the safety and security of women. But it is unfortunate that in our country a large chunk of the women folk especially in the rural areas are not aware of such laws. Furthermore, the UGC has made strict laws for preventing the activities of ragging in an educational campus. Keeping this in mind, we had organized a Legal Awareness Camp on Anti-ragging and the rights of women on 08/03/2014 so that in case our students are confronted with any such incident, they can stake proper steps for ensuring justice.

**Practice:** The participants of the camp were honoured to have Dr. Jayanta Pal, District Judge, Malda; Nilanjana Banerjee, Civil Judge, Junior Divisional District Court, Malda; Deepto Ghosh, Secretary, DLSA, Malda and Dr. S.M. Yunus, DTO, Malda. The speeches by the aforesaid personalities enriched the participants.

**Evidence of Success:** The camp witnessed high rate of participation. The fact that this workshop was interactive speaks for itself. Many students came forward to narrate some of their past and previous experiences. Proper guidance by our distinguished guests enriched them.

**Problems Faced:** The major problem in organizing this event was that many of the students were initially hesitant to disclose some of their problems in front of an audience. Personalized counselling sessions with our eminent personalities were arranged in these circumstances.