



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		MAHESHTALA COLLEGE
Name of the head of the Institution		Dr. Rumpa Das
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03324901502
Mobile no.		9433824533
Registered Email		maheshtalacollege@yahoo.com
Alternate Email		principal.maheshtalacollege@gmail.com
Address		Budge Budge Trunk Road (Opposite Indian Chain), Maheshtala
City/Town		Kolkata
State/UT		West Bengal
Pincode		700141

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Suchandra Bhattacharyya
Phone no/Alternate Phone no.	03324901502
Mobile no.	9073158312
Registered Email	iqacmaheshtala71@gmail.com
Alternate Email	principal.maheshtala@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://www.maheshtalacollege.ac.in/iqac
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.maheshtalacollege.ac.in/copy-of-library

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C++	65.25	2004	03-May-2004	02-May-2009
2	B	2.31	2016	05-Nov-2016	04-Nov-2021

6. Date of Establishment of IQAC	25-Aug-2004
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Sampurna - Weeklong Celebration of International women's Week through Empowerment, Equity and Excellence	04-Mar-2019 6	262
Seminar on 'New Regulations of UGC CAS'	28-Sep-2018 1	32
Meetings on CBCS - Phase I	03-Jul-2018 1	26
Meetings on CBCS - Phase II	04-Dec-2018 1	41
Meetings on CBCS - Phase III	23-Apr-2019 1	36
Academic Administrative Audit	16-Aug-2019 3	45
Iswarchandra Vidyasagar's Birthday Celebration	29-Sep-2018 1	71
Librarian's Day Celebration	14-Aug-2018 1	72
College Foundation Day Celebration, felicitation of former teaching and non-teaching members and Annual Prize Distribution and 'Vidya Amritam Scholarship' Programme	11-Nov-2018 1	315
Kasturi Das Memorial Lecture Series I (Delivered by Sri Dhrubajyoti Pramanik noted Journalist)	11-Nov-2018 1	315
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8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes
If yes, mention the amount	10000
Year	2018

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

- Regular inter and intradepartmental meetings for sensitising teachers and drawing up detailed plan for successful implementation, midsem evaluation and endsem review meeting of newly introduced CBCS
- Mentorship programme introduced for better teachertaught synergy
- Feedback from stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action taken up
- Studentintensive cocurricular and extracurricular activities

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

Plan of Action	Achivements/Outcomes
To introduce Mentorship programme for better teacherstudent relationship, identifying advanced learners and slow learners	Mentorship programmes undertaken for Hons students to be taken up for General course students
To facilitate Networking with neighbouring schools for augmenting teaching-learning experience and increasing enrolment	6 neighbouring schools visited and students and teachers visited colleges in various departmental programmes
To conduct Academic Administrative Audit	Academic Administrative Audit completed on 3/9/2019
To increase student-intensive academic and co-curricular activities	Every department conducted 5 student-intensive programmes each semester.
To motivate more teachers to undertake research activities and publication	Twelve teachers enrolled for and continuing PhD, more than 20 in books and journals; 3 departmental books published with ISBN
To organise Science based programmes, projects, internships for students	Science Day celebrated, 2 Projects, 1 Industry Visit, 2 Field Excursions, and 3 students underwent Internship

Programme

[View File](#)

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body

Meeting Date

Governing Body

06-Nov-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

08-Feb-2019

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

The Management Information System (MIS) of the college is completely indigenous, userfriendly and efficient and is designed to boost students success and to chart the college in the right direction. The total Management Information System of the college is depicted as under: At the time of admission, all details of each student are maintained in students' database, which includes personal details like name, father's and mother's or legal guardian's names, residential address, date of birth, mobile number, whether belonging to SC/ST/OBC or physically challenged, ADHAR Card number, date of birth, family income, name of last school studied in, name of last examination passed along with subjects studied at school, percentage of marks secured, chosen subjects of study in college. All these data are updated regularly and used for registration, identity card and library card preparation, classes, class register, examination, scholarships stipends, fees collection, sports, students development, election of students' union/council and other purposes. All results, descriptive roll, internal

examination and project/tutorial marks sent to university are also retained in a repository by the college. Students' Management System is completely digitized. Efforts are on to introduce Biometric Attendance System for students too. Teachers' Management System Database of teachers is completely digitalised through the HRMS (Human Resource Management System). All details of teachers are also maintained by the college in the form of personal files, leave records, academic performance updation, seminar and conference participation details, etc. Biometric attendance system is used by teaching and non teaching staff and the data maintained in repositories. Financial Management System The financial management system of the college is digitised with TALLY Version 9. Daily Cashbook entry is initially manual and later on updated in the system. All the accounts of the college are linked to the financial management system. Links with banks are also through emails. Library Management System Library is partially digitized and efforts are on for full digitisation. All books in the library are catalogued and placed in library database. The library is open access and all new entries are updated in the system. Besides the four broadmanagement systems which are integrated and synchronised, all correspondence and from the college are maintained in eformat. The Learning Management System of the college is completely indigenous and is partly manual and partly automated. The college also has a Security Management System that is majorly digital and partly human - In addition to Biometric and CCTV installations, there is a posse of security personnel . Digital security is also maintained meticulously.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The institution's mechanism for curriculum planning and implementation is

bifurcated into curriculum delivery and documentation. There is a process undertaken for curriculum implementation in the college, which takes place synthesizing the different points depicted above. Each part of the chart is constantly monitored by Principal, IQAC Coordinator and Coordinators of the Academic Sub Committee for efficient and successful dissemination. As far as documentation is concerned, it is of utmost importance. The minutes of meeting are maintained properly. Through the Student MIS, data regarding students is accessed for registration, master-routine, project-excursion-students' activities and obviously, evaluation and examination. The records of students' performance is maintained and conveyed to the affiliating university by uploading marks on university website as well as forwarding exam scripts to the respective Head Examiners. All data is maintained at college by individual academic departments. Beside this, Library MIS , Finance MIS and Staff MIS are also maintained.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Bengali Honours	01/07/2018
BA	English Honours	01/07/2018
BA	Education Honours	01/07/2018
BA	Sanskrit Honours	01/07/2018
BA	History Honours	01/07/2018
BA	Philosophy Honours	01/07/2018
BA	Political Science Honours	01/07/2018
BA	Geography Honours	01/07/2018
BA	Economic Honours	01/07/2018
BSc	Computer Science Honours	01/07/2018
BSc	Geography Honours	01/07/2018
BSc	Mathematics Honours	01/07/2018
BCom	Accountancy Honours	01/07/2018
BA	General	01/07/2018
BSc	General	01/07/2018
BCom	General	01/07/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

Certificate

Diploma Course

No Data Entered/Not Applicable !!!**1.3 – Curriculum Enrichment****1.3.1 – Value-added courses imparting transferable and life skills offered during the year**

Value Added Courses	Date of Introduction	Number of Students Enrolled
Value education Life Skills	10/01/2019	220
Communicative Skills	17/01/2019	220
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Geography Honours	48
BA	Economics Honours	20
BCom	General	10
BA	Bengali, English, Education, Philosophy, Pol Sc. Philosophy	110
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1.4 – Feedback System**1.4.1 – Whether structured feedback received from all the stakeholders.**

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Feedback is received from stakeholders is received and analysed periodically, primarily at Principal's level and then at Governing Body level. Students' feedback synchronised with Students' Satisfaction Survey in structured format approved by IQAC, and accepted from students of all three academic disciplines - B.A., B.Sc. B.Com. all three years. Parents' feedback is received by teachers of all departments during ParentTeacher Meetings and necessary steps are taken for holistic improvement of students and also college infrastructure. Teachers' feedback is deliberated upon and discussed in Academic Review Meetings held by Principal with teachers, and placed in IQAC. Feedback from alumni and local people is also taken and utilised for welfare of the college.

CRITERION II – TEACHING- LEARNING AND EVALUATION**2.1 – Student Enrolment and Profile****2.1.1 – Demand Ratio during the year**

Name of the	Programme	Number of seats	Number of	Students Enrolled

Programme	Specialization	available	Application received	
BA	Bengali(H)	100	98	43
BA	English(H)	64	53	24
BA	Education(H)	20	44	13
BA	Sanskrit(H)	26	5	2
BA	History(H)	64	46	17
BA	Philosophy(H)	20	11	7
BA	Political Science(H)	26	63	19
BA	Geography(H)	64	36	14
BSc	Economics(H)	15	3	1
BSc	Mathematics(H)	20	25	14
BSc	Computer Science(H)	20	15	1
BCom	Accountancy(H)	126	38	16
BA	General	370	556	279
BSc	General	102	23	8
BCom	General	152	18	8

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	980	0	34	0	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
34	15	5	3	2	2

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes. The Student Mentoring system was recommended by the last NAAC Peer team and was under active consideration of the college authorities for some time. It was decided to introduce Mentoring System primarily for Honours students first, and for some General courses such as Journalism, Chemistry. Students were allotted Mentors from the teachers and to ensure regularity, Mentoring classes were incorporated in the Master Routine. These classes, in addition to usual curricular schedule, helped greater teacher-taught bonding and most importantly, helped to identify both advanced learners and slow learners. Mentors were swapped in next semester to boost up efficiency and motivation of both the teachers and the taught. Better assimilation of class teaching, increase in writing abilities, identification of unique personal talents, doubt-clearing, increase in general knowledge and better comprehension of classroom discourse were benefits achieved through the Mentoring

system.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
980	34	1 : 29

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
27	23	4	0	7

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BNGAS1	Semester1	03/01/2019	07/03/2019
BA	BNGAS2	semester2	20/07/2019	03/09/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Continuous Internal Evaluation system is in practice in the college. Evaluation on the basis of class tests , oral tests, power point presentations and projects are held midsemester for every semester students. These exercises help students as well as teachers to assess and evaluate level and extent of assimilation of teachinglearning as well as identify advanced and slow learners. Teachers also customise their pedagogical delivery systems based on CIE.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic Calendar prepared. Weblink : www.maheshtalacollege.ac.in/copyoflibrary

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 in website of the institution (to provide the weblink)

<https://www.maheshtalacollege.ac.in/program-outcomes-pso-co>

2.6.2 – Pass percentage of students

Programme	Programme	Programme	Number of	Number of	Pass Percentage
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Code	Name	Specialization	students appeared in the final year examination	students passed in final year examination	
BNGA	BA	Bengali(H)	11	8	72
ENGA	BA	English(H)	4	4	100
EDCA	BA	Education(H)	9	9	100
SANA	BA	Sanskrit(H)	0	0	0
HISA	BA	History(H)	10	10	100
PHIA	BA	Philosophy(H)	1	1	100
PLSA	BA	Political Science(H)	7	7	100
GEOA	BA	Geography(H)	11	11	100
EOCA	BSc	Economics(H)	0	0	0
MTMA	BSc	Mathematics(H)	2	2	100
CMSA	BSc	Computer Science(H)	2	2	100
ACCA	BCom	Accountancy(H)	0	0	0
	BA	General	106	25	26.5
	BSc	General	16	4	25
	BCom	General	6	0	0
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

www.maheshtalacollege.ac.in/feedback-1

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Students Research Projects (Other than compulsory by the University)	90	Maheshtala College	0	0
Students Research Projects (Other than compulsory by the University)	10	Maheshtala College	0.01	0.01

Students Research Projects (Other than compulsory by the University)	10	Maheshtala College	0.01	0.01
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Industry Visit to Indian Chain Pvt. Ltd.	Commerce Economics	03/10/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
'Prakritimitra'	Students of Geography Hons, Sem III	Maheshtala College	11/11/2018	Environmental Science
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Korok Incubation centre	Sk Rajibul	Prof Soumendu Sengupta, Former Principal	Rajibul Reprography	Reprography and printing by Former Student , 80 orthopaedically handicapped and speechim paired	18/07/2018
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	English	1	0
International	Computer Science	2	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Computer Science	1
Geography	1
Philosophy	2
Bengali	1
Geography	1
Computer Science	1
Political Science	2
English	1
Sanskrit	1
Librarian	1
Bengali	1
Bengali	1
Geography	3
Computer Science	3

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
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Goods donated in Kerala Flood Relief on 25.08.2018.	NSS, Maheshtala College	4	11
Distribution of educational kits to the needy children in nearby primary school on 22.12.2018	NSS, Maheshtala College	6	13
Birthday Celebration of Swami Vivekananda on 12.01.2019	NSS, Maheshtala College	2	35
Health Checkup Camp for students, staff and parents on 21.01.2019 and 22.01.2019	NSS, Maheshtala College along with IQAC, Maheshtala College	2	79
Health Checkup Camp for students, staff and parents on 21.01.2019 and 22.01.2019	NSS, Maheshtala College along with IQAC, Maheshtala College	2	148
Safe Drive Save Life Campaigning on 05.02.2019.	NSS, Maheshtala College along with Maheshtala Police Station	7	45
Special Lecture on "Dengue" on 23.03.2019	NSS, Maheshtala College along with IQAC, Maheshtala College	2	72
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Sampurna Women's Week Celebration	Gender Cell, Maheshtala College	Poster and Slogan Competition	5	32
Sampurna Women's Week Celebration	Gender Cell, Maheshtala College	Film Show	2	48
Sampurna	Gender Cell,	Health Check up	8	28

Women's Week Celebration	Maheshtala College	for Girls' Students		
Sampurna Women's Week Celebration	Gender Cell, Maheshtala College	Seminar on Gender Issue.	8	35
Sampurna Women's Week Celebration	Gender Cell, Maheshtala College	Seminar on Mental Health	6	38
Sampurna Women's Week Celebration	Gender Cell, Maheshtala College	Self Defence Programme	12	44
Seminar on 23.3.2019	IQAC, Maheshtala College	Dengue awareness programme	2	72
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Academic (Seminars Workshops)	348	Maheshtala College	22
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Institutional	Academic	Raidighi College, Raidighi, South 24 Parganas (S)	15/11/2018	14/11/2019	Teacher
Institutional	Academic	K. K. Das College	05/09/2018	04/09/2019	Teacher
Industrial	Corporate	Head Hunters Placement (P) Ltd., Kolkata - 700029	03/05/2019	22/05/2019	student
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
1. Kishore Bharati	25/09/2019	Academic areas of	68

Bhagini Nivedita College	mutual interest, on the basis of equality and reciprocity.
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
No Data Entered/Not Applicable !!!	

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Video Centre	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Library Management System	Partially	1	2016

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	77	17	5	2	0	14	46	150	0
Added	0	0	0	0	0	0	0	0	0
Total	77	17	5	2	0	14	46	150	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

150 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
No Data Entered/Not Applicable !!!			

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

College has a wellwrought mechanism for maintaining and utilizing physical, academic and support facilities laboratory, library, gym, computers, classrooms. All gadgets are protected by Annual Maintenance Contract, and digital and software equipments have online AMCs. There is a Campus Maintenance Sub Committee to look after the wellbeing of all infrastructure and Governing Body, on the recommendation of Finance Sub Committee, looks into the proper utilisation of physical, academic and all support facilities.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!		
View File		

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
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Mental Health Awareness	04/03/2019	37	Indian Medical Association
Personal Counselling	05/08/2019	223	Maheshtala College
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Awareness Programme by The George Telegraph Training Institute	18	18	0	0
2018	Yuva Pratibha Scholarship 2018 by ICA Edu Skills private Ltd.	22	22	0	0
2018	Workshop on "How to crack competitive exams" by CL educate	15	15	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Head Hunters Pvt Limited	12	3			
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of	Programme	Department	Name of	Name of
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	students enrolling into higher education	graduated from	graduated from	institution joined	programme admitted to
2019	1	Bengali (H)	Bengali	University of Calcutta	MA
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
SET	1
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Seminar on Rabindranath Tagore on his death anniversary on 08.08.2018	Institutional	35
View File		

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)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Runners Up	National	1	0	160232	Rumpa Das
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Due to government restriction, election to Students' Union could not be held and new Students' Union could not be formed. However, a Students' Cell was formed with representatives of teachers, two class representatives (among students) , representative from non teaching staff to address different students' issues. IQAC has students' representative and all meetings of the college that concerns students are communicated to the students. Students wholeheartedly participate in activities of the college. Grievance Redressal (if any) is done in all earnest. Antiragging declaration is signed by all students.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Praktani, the Alumni Association of the college, is not yet registered. However, former students are very enthusiastic and organise a number of yearround activities. They address present students on different issues including employability, professional training, selfdevelopment, leadership skills, cultural activities, womenempowerment etc. They also organise medical units, such as Free Blood Sugar Camp, Free Reproductive Health workshop for students, staff, parents and local people. The Annual Reunion of the college is held in unison with the Foundation Day and Annual Prize Distribution 'Vidya

Amritam' ceremony and many exstudents participate enthusiastically.

5.4.2 – No. of enrolled Alumni:

276

5.4.3 – Alumni contribution during the year (in Rupees) :

1800

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni Association Praktani organized 2 (two) meetings and 3 (three) activities. Meetings were held to discuss alumni association registration, names of officebearers, programmes to be conducted by alumni. 1) Ms Sudipa Chakraborty , Alumnus of the college, English Hons 2007 , conducted a session on the New Age Woman : Myths, challenges opportunities 2) Mandira Saha (Alumnus of Philosophy Hons in 2008) Sutanu Das (2005)conducted classes on Light Vocal Music as part of Extra Curricular classes in the routine on 14, 15, 16 March 19 20 th March, 2018 3) Devjyoti Ghosh (Alumnus in B Com 2004),Chief Manager IT, Novo Nordisk, Bengaluru conducted a Workshop on Mentoring Managers for the Future on 5th Feb , 2018 for students of the college.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Maheshtala College has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized governance system. Principal Level : Principal is Ex Officio Member Secretary of the Governing Body and Chairperson of the IQAC. In consultation with the Teachers' Council, Principal nominates teachermembers to different committees for planning and implementation of different academic, studentrelated, administration and allied policies. All academic and operational policies are based on unanimous decision of Governing Body, IQAC and Teachers' Council. Teacher/Faculty Level : Teacher/Faculty members are given representation in various committees/cells nominated by the Teachers Council, in the Governing body, in the IQAC and other committees. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members. Following are the different subcommittees which have been nominated from Teachers' Council (201819) Admission Subcommittee Routine Sub Committee Sports Sub Committee Campus Maintenance Library subcommittee SubCommittee for West Bengal Health Scheme Examination Sub Committee Prospectus Sub Committee Website Sub Committee Canteen subcommittee Journal and publication Sub committee Cultural subcommittee NSS Sub Committee Counselling , Career Guidance and Placement Unit Service Book Sub Committee Website committee Provident Fund Sub Committee Leave Sub Committee Korok - Incubation Cell Sub Committee The following committees have been constituted according to government guidelines: Internal Complaints Committee Grievance Redressal Cell Building Sub Committee Anti Ragging Committee Academic Sub Committee Finance Sub Committee UBA Sub Committee NSS Sub Committee Gender Equal Opportunity Cell Nonteaching staff level Nonteaching staff are represented in the Governing body, the IQAC, Examination Sub Committee, Provident Fund Sub Committee, Finance Sub Committee. Suggestions of nonteaching staff are considered while framing policies or taking important decisions. Students' Level In absence of a democratically elected Students' Union (due to Government restriction), Students' Cell conveys students' views, demands, suggestions to the Academic Sub Committee, Principal and Governing Body. Example: One major example of decentralisation of management is the way in which IQAC Coordinator and NAAC

Coordinator have been vested with the responsibility to assess and arrange different cocurricular and extracurricular activities of the institution, in consultation with IQAC internal members and NAAC Core team members, so that the synergy with academic programmes is maintained along with a focus on jobmarket needs, students' individual vocations and feasibility of the institutional infrastructure. The recommendations are then placed before the Principal for approval, and if necessary, before the Governing Body. Participative management

The institution promotes the culture of participative management at the strategic level, functional level and operational level. Strategic level: The Principal, Governing Body, Teachers Council and the IQAC are involved in defining policies procedures, framing guidelines and rules regulations pertaining to admission, examination, discipline, grievance, support services, finance etc Functional level: Principal, Faculty members share knowledge among themselves, students and staff members while working for a committee. Principal and faculty members are involved in joint research and have published papers.

Operational level: The Principal interacts with Government and external agencies faculty members maintain interactions with the concerned departments of affiliating university. Students and office staff join hands with the Principal and faculty for the execution of different academic, administrative, extension related, co curricular and extracurricular activities. One example of participative management is the way in which university examinations are held in the college. The affiliating university mails the entire examination schedule to the college. Principal convenes meeting of Examination Sub Committee, along with entire office staff, teachers' representatives in Governing Body, Secretary of the Teachers' Council and decides on the modalities - receipt of Confidential Papers at strong room of local police station from Calcutta University, sorting of Question Paper packets according to date of examination by one member each from Teaching and Non Teaching staff,, receipt of blank answer scripts/OMR sheets, preparation of examination seating arrangement by office staff in different rooms according to Descriptive Roll of examinees, allotment of invigilation duty to teachers on examspecific dates with two teacher coordinators for each date of exam, allotment of examinees from other colleges appearing from Maheshtala College centre to different rooms according to university allotment, signing of examinee scripts by teachers, preparation of top sheet of each examscript by office staff, counting, packing and sealing of exam scripts after examination and sending them to police station strong room for storing for forward conveyance, or distribution of exam scripts among teachers of the college for evaluation and assessment. The entire process is supervised by the Principal as CentreinCharge and is the designated official for all functions and responsibilities for the matter.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	<ul style="list-style-type: none"> • The college follows the syllabus of the affiliating university : curricular planning is done by Academic Sub Committee keeping in mind number of credits offered, available expertise of teachers, library books, students' preknowledge and academic enrichment initiatives to be provided. • Depending upon studentfeedback, studentneeds and

job market demands , add on courses and value added courses are introduced with proper course module and planning. • Cocurricular activities are conducted in synergy with the main curricular programmes. • IQAC guides, promotes and supervises proper and efficient curriculum delivery system of checks and measures' is implemented through periodic meeting of Principal with departmental teachers, Academic Sub Committee and IQAC Meetings twice each semester.

Teaching and Learning

• The institution emphasizes studentcentric teachinglearning and devises appropriate methodology to ensure optimisation of teachinglearning experience. • Special focus on ICTenabled pedagogy has been adopted for making students industryready. • Mentormentee system has improved studentteacher relationship, which in turn has boosted academic performance. • Regular meetings of Principal and IQAC with departmental teachers and successful implementation of academic calendar has enabled better coordination, better syllabus coverage and sustained improvement of academic framework. • Organisation and participation in workshops, departmental seminars, quizzes, ICT enabled microteaching sessions have positively impacted both teachers and the taught.

Examination and Evaluation

• The College follows the parent university's CBCS model and regular monitoring of projects, tutorials, internal assessments are done by teachers, under the supervision of the Examination Sub Committee the Academic Sub Committee. • Continuous Internal Evaluation assists students to keep themselves updated and helps teachers to followup academic programmes and students' performances. • Inhouse remedial coaching and counselling provided to slow learners to help them overcome. Advanced and slow/deficient learners are identified on the basis of CIE as well as different examinations conducted by the affiliating university. • The Examination Sub Committee is always alert to the minute details of the examination process and conducts examinations systematically. • Results of examinations are promptly

intimated to students and parents are also apprised of the performance of their wards regularly through parentsteachers' meetings.

Research and Development

- The college has an active Research Cell that motivates teachers and students alike to undertake researchbased projects. Meetings are held twice a year. Funds are allocated for undertaking such activities.
- Faculty members are encouraged to undertake PhD/postdoctoral programmes and provided requisite leave for attending course work, library and other activities.
- Faculty members are encouraged to organise, attend and present papers in international/national/statelevel seminars and conferences.
- Teachers are motivated to publish in College Multidisciplinary academic journal 'Intellect.Us (ready for publication), in addition to regular publication of Maheshtala College magazine
- Teachers of all departments guide students for undertaking shortterm projects, surveys and building models, charts, many of which is showcased in Science Fair, held on National Science Day (28th February).

Library, ICT and Physical Infrastructure / Instrumentation

- Library is wellequipped with reference books, textbooks, journals, periodicals and newspapers.
- Library is automated through indigenous software.
- Library has subscription to NLIST by UGC INFLIBNET through which teachers and students access and download eresources in respective subjects.
- Library has Benutosh Guha Corner for Competitive Exams and SelfReliance which helps present and former students to prepare for competitive exams.
- Library Induction programme , Librarians' Day and seminars on Intellectual Property Rights, Plagiarism are held to sensitise students towards library resource uses and make students read more books. Bookworm Award is given to regular library users.

Human Resource Management

- Fulltime faculty members are appointed through West Bengal College Service Commission requisite Guest lecturers having requisite UGC qualifications are appointed on need basis through proper appointment procedure (advertisement and interview

by Expert Committee) through IQAC. • IQAC organises various FDP for Faculty members and nonteaching staff for skill upgradation and overall workplace improvement. • On duty leave provided to faculty members for pursuing higher studies, attending Refresher Orientation programmes, attending short term courses, seminars, conferences, workshops, university assignments and selfimprovement programmes. • Meditation/ Vipassana workshops health check up programmes organised for healthy stressfree workplace. • Festival Advance for faculty members and Non teaching staff offered on request

Industry Interaction / Collaboration

• The College organises programmes with reputed industries in diverse sectors to enhance industryinstitution activities by organising industry visits, talks by industry spokespersons. • Field visits to adjoining industries are organised to give students a firsthand experience of working of public/private sectors. • Alumni who are established in various sectors deliver talks, sensitise juniors about industry and jobmarket demands.

Admission of Students

• Completely online transparent admission system followed. • College website has separate section for Admission that is studentfriendly and informative. • Admission to the college is based only on merit and is managed entirely by Admission Sub Committee, headed by Principal and the IQAC. • Fee Structure, admission criteria and regulations decided by affiliating university are followed in totality

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	All teachers, Principal, all academic departments and IQAC are connected through email and communication is done electronically. Governing Body meetings are convened and minutes and resolutions are recorded and maintained in erepository. For drawing up plans and strategies, indepth analysis is made by Principal and her team that includes representation from all stakeholders. The Governing Body, Finance Sub Committee and Academic Sub Committee are alert to the needs of the

college and attention is given to the minute details received from the Feedback from different quarters. Credence is given to new stateoftheart technology in teachinglearning and research processes. The college is wifi enabled and teachers, staff and nonteaching staff are trained and adept in using ICT facilities in college.

Administration

The college administration uses egovernance modules in synergy with the UGC, Higher Education department of the Government of West Bengal and affiliating university, that is Calcutta University. Entire networking is through website notification and email transmission to and fro the college. Besides, almost all of the college correspondence is through mail and website notification, with repository of such notices saved in e format. Intraoffice notifications are mailbased with all departments and important subcommittees having individual e mail IDs which are used regularly. Principal encourages teleconference and ecommunication among faculty members.

Finance and Accounts

Salary of teaching and non teaching staff is made through ePradan scheme (HRMS) and superannuation related matters through epension scheme. Salary, Provident Fund and Superannuation benefits of all staff through HRMS, and all updation through online medium. Soon, eService Book will be starting for Teaching and Non teaching staff . Financial MIS is operational in college.

Student Admission and Support

At the time of admission, students access Eprospectus from college website and learn about all details of the courses, admission details, faculty, facilities and syllabi. Process of admission is fully online and all communication between college and students is through mail and sms. Once admitted, students details are maintained in database and all functions from registration in affiliating university to applying for examination form fill up, scholarships, examination marks uploading, admit card score sheet generation are done online

Examination

The College follows the parent university's CBCS model and regular

monitoring of projects, tutorials, internal assessments are done by teachers, under the supervision of the Examination Sub Committee the Academic Sub Committee. Continuous Internal Evaluation is held in all semesters and students are encouraged to make use of ICT inputs Student database is updated regularly and used for registration, identity card and library card preparation, classes, class register, examination, scholarships stipends, fees collection, sports, students development, election of students' union/council and other purposes. All results, descriptive roll, internal examination and project/tutorial marks sent to university are also retained in a repository by the college.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Seminar on "New Regulations of UGC CAS"		28/09/2018	28/09/2018	32	0
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course in Computer Science	1	31/12/2018	21/01/2019	21

Technology under HRDC, University of Calcutta				
UGC sponsored ShortTerm course on "Digital India"	1	21/12/2018	27/12/2018	7
UGC Sponsored Short term course in "Gender Sensitization" at HRDC, University of Calcutta	1	14/11/2018	20/11/2018	7
UGC Sponsored Short term course in Stress Management Counseling at HRDC, Jadavpur University	1	03/01/2019	09/01/2019	7
Faculty Development Programme at IEST Shibpur on "Development of IoT and its Application" .	1	17/06/2019	21/06/2019	5
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>Teachers are provided necessary leave to attend Course work, Short Term Courses, Refresher and Orientation Programmes.</p> <p>b) Salary advance is provided to new teachers before their pay fixation</p> <p>c) Festival advance is provided</p> <p>d) Loans against Provident Fund given</p> <p>e) Subsidised Staff Canteen</p> <p>f) Compensatory leave</p>	<p>a) Festival advance and ex gratia provided</p> <p>b) Loans against Provident Fund given</p> <p>c) Subsidised Staff Canteen</p> <p>d) Compensatory leave</p>	<p>a) Students given Vidya Amritam Scholarships</p> <p>b) Fee Concessions provided to poor students from Students'Aid Fund</p> <p>c) Health Card in association with Students'health Home for free treatment of any kind</p> <p>d) Subsidised Students'Canteen</p>

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

DPI, Govt of West Bengal appoints Registered Auditor to conduct Financial Audit of the institution. Finance Sub Committee also is alert to all financial transactions and regulates and monitors the financial business of the college.

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

Name of the non government funding agencies /individuals	Funds/ Grants received in Rs.	Purpose
a) Prof Madhabi Chattopadhyay	20000	Development
View File		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Principals of other colleges	Yes	IQAC
Administrative	Yes	Principals of other colleges	Yes	IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Each Department organises at least one ParentTeachers' Meeting each year in which the guardians accompanied by their wards come and meet the departmental teachers. The interaction between the three major stakeholders of the College, the teachers, the students and the guardians, produce valuable feedback for the College:

- The parents offer suggestions regarding the teaching process of the Department, and whether their wards are satisfied with the quality of teaching offered by the teachers.
- The parents also offer suggestions regarding the infrastructure of the College, including the Canteen, Washroom and Commonroom.
- The safety and security of the students in the area in and around the College also come up for discussion, and proper security measures have been put up as a result, including the appointment of a security guard and the installation CCTVs.

6.5.3 – Development programmes for support staff (at least three)

- The support staffs of the college have all been made computer literate. As a result the efficiency of the administrative process has increased manifold and each data has to be made into an online entry for future references.
- The support staffs have been given a selfdefence course by the institution. This is particularly relevant in the present scenario of our country where the women in particular should be trained in selfdefence.
- The support staff of the College enthusiastically takes part in all the cultural activities of the College such as the celebrations of Saraswati Puja, Milad, the Annual Social Function and the Annual Sports of the College. This promotes a sense of inclusivity among all the stakeholders of the College including the support staff.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

After the 2nd cycle of the NAAC was conducted in September 2016, the following recommendations of the NAAC Peer Team were implemented by the College authorities: • All but one vacant teaching posts have been filled up with qualified candidates in the last three years. • Effort has been initiated to inculcate research culture among the faculty members of the institution. A multidisciplinary peerreviewed research journal IntellectUs with ISSN number will be introduced from this year with research articles by most of the faculty members. Four faculty members have registered for their Ph.D. and two more are about to do so. Most of the faculty regularly participate and present papers in Seminars and Workshops at international, national and statelevels. • Effort has been made to better the amenities at the Students' Canteen. At present it is running

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	
c) ISO certification	
d) NBA or any other quality audit	

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Seminar on "New Regulations of UGC CAS"	28/09/2018	28/09/2018	28/09/2018	32
2018	Meeting on CBCS – Phase 1	03/07/2019	03/07/2019	03/07/2019	26
2018	Meeting on CBCS – Phase 2	04/12/2018	04/12/2018	04/12/2018	41
2019	Meeting on CBCS – Phase 3	23/04/2019	23/04/2019	23/04/2019	36
2019	Academic Administrative Audit	16/08/2019	16/08/2019	18/08/2019	45
2018	Iswar Chandra Vidyasagar's Birthday Celebration	29/09/2018	29/09/2018	29/09/2018	71
2018	Librarian's Day Celebration	14/08/2018	14/08/2018	14/08/2018	72
2018	College Foundation Day celebration, felicitation of former	11/11/2018	11/11/2018	11/11/2018	315

	teaching and nonteaching staff members and Annual Prize Distribution and "Vidya Amritam Scholarship" programme.				
2018	Kasturi Das Memorial Lecture series I (delivered by Sri Dhrubajyoti Pramanik, noted Journalist)	11/11/2018	11/11/2018	11/11/2018	315
2019	Sampurna - Weeklong Celebration of International Women's Week through Empowerment, Equity and Excellence	04/03/2019	04/03/2019	09/03/2019	262
2018	Celebration of Kanyashree Day	14/08/2018	14/08/2018	14/08/2018	44
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Poster and Slogan Competition	04/03/2019	04/03/2019	28	4
Film Show	05/03/2019	05/03/2019	35	13
Health Check up for Girls' Students.	06/03/2019	06/03/2019	28	0
Seminar on Gender Issue.	07/03/2019	07/03/2019	30	5
Seminar on Mental Health	06/03/2019	06/03/2019	31	7

Panel discussion on Women Empowerment	08/03/2019	08/03/2019	32	5
Self Defence Programme	09/03/2019	09/03/2019	36	8

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<ul style="list-style-type: none"> • The institution has replaced all traditional lights of the institution with LED lights this year. There are many environmental benefits of LED lighting. Carbon dioxide emissions for LEDs are much lower than older lights. Roughly, one LED bulb will minimize greenhouse gas emissions by almost half a ton. The annual energy consumption for an LED bulb is around 30 times lower than for a corresponding incandescent bulb. Hence the administration of the College felt that it was a useful step in our effort to make the campus green. • The Nature Club of the College organizes Tree Plantation drive on a regular basis. Students and teachers participate in planting trees, mostly of a medicinal nature, to combat the environmental pollution that is increasing globally, and even more worryingly, in our immediate neighbourhood, as the College is situated in an industrial belt. • The College has been made a “no plastic” and “no smoking” zone. Notices have been put up throughout the campus to make the students aware of the harm smoking cause to their health and the harm plastic causes to the health of our planet. Anyone violating these orders is penalized by the authority.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	3
Provision for lift	No	0
Ramp/Rails	Yes	3
Braille Software/facilities	Yes	0
Rest Rooms	Yes	3
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar facility	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Class for students of Sem1 on Ethics and Life Skills	17/01/2019	11/04/2019	112

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

• Green Initiative is a systematic identification, quantification, recording, reporting and analysis of components of environmental diversity of the institution and the area where it is located. The "Green Initiative" aims to analyze environmental practices within and outside the college campus, which will have an impact on the ecology of the locality. The practice aims to analyze environmental practices within and outside of the concerned sites. The five best Green Initiatives which the college practiced throughout this session are listed below:

- The institution has replaced all traditional lights of the institution with LED lights this year. There are many environmental benefits of LED lighting. Carbon dioxide emissions for LEDs are much lower than older lights. Roughly, one LED bulb will minimize greenhouse gas emissions by almost half a ton. The annual energy consumption for an LED bulb is around 30 times lower than for a corresponding incandescent bulb. Hence the administration of the College felt that it was a useful step in our effort to make the campus green.
- The Nature Club of the College organizes Tree Plantation drive on a regular basis. Students and teachers participate in planting trees, mostly of a medicinal nature, to combat the environmental pollution that is increasing globally, and even more worryingly, in our immediate neighbourhood, as the College is situated in an industrial belt.
- The College has been made a "no plastic" and "no smoking" zone. Notices have been put up throughout the campus to make the students aware of the harm smoking cause to their health and the harm plastic causes to the health of our planet. Anyone violating these orders is penalized by the authority.
- The college organized a campus cleaning drive 13.11.2018.. Students enthusiastically participated in the cleaning initiative and cleaned the area in and around the College. This is a part of the ongoing beautification drive that has been a continuous effort of the College administration.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1 Vidya Amritam Scholarships Objective of the programme: The vision behind the establishment of Maheshtala College in 1971 was spreading of collegiate education among the economically challenged and minority community students of the area many of whom could not pursue higher studies due to poverty and other handicaps. The introduction of Vidya Amritam scholarships is an effort to make the students able to continue their studies despite many obstructions faced by them. Context: At present, the college caters to a multicultural student population comprising of girls and boys belonging to different communities, religions, caste and beliefs. Most of them come from a disadvantaged background. Vidya Amritam scholarships have been introduced with this group of students in mind. Programme Practice: Besides Kanyashree, Aikyashree (Minority), Swami Vivekananda Meritcum Means Scholarship, Nabanna Scholarship, Waqf Scholarship, Principal and all teachers of the college provide scholarships to poor and meritorious students, the seed -money of which was procured by disposal of wastepaper inside and around the college. This scheme favouring students and using nonconventional means for resource

mobilisation was documented in newspapers such as Anandabazar Patrika and Ei Samay, and hailed as exemplary. Girls and boys from across all academic disciplines are identified by teachers on different parameters such as academic excellence, perseverance in face of physical adversity, poverty, physical handicap, excellence in special skills such as sports, any branch of study, regularity in attendance, regularity in library, overall proficiency and most innovative idea exemplified in model/project etc. Special awards are reserved for girlstudents. Teachers, both present and former, award prizes commemorating their deceased loved ones and their memory is eternalised by these young bright students who carry the legacy of the departed souls in their life, their pursuit of knowledge and overcoming obstacles. Evidence of Success: This scholarship scheme has positively impacted the enrolment of students and after introduction of the scheme 'Vidya Amritam Scholarships', there is a healthy competitive spirit among students. This will hopefully result in better academic performances by them in the coming sessions. Best Practice 2 ESanjog for Three Es: Ease, Efficiency and Excellence Objective of the programme: In today's context many people's lives are saturated so thoroughly with digital technology that the once obvious distinction between either being online or offline now fails to do justice to a situation where the Internet is an integral part of life. Indeed, it is often observed that younger generations are totally dependent on the Internet and is assumed to be a basic condition of modern life. This programme seeks to take advantage of this scenario and make the teachinglearning process more accessible. Context: The Internet is an inherently educational tool. Indeed, many people would argue that the main characteristics of the Internet align closely with the core concerns of education. For instance, both the Internet and education are concerned with information exchange, communication, and the creation of knowledge. The ESanjog of the College uses this feature to make teachers and students come closer in an environment of learning. Programme Practice: The college administration uses egovernance modules in synergy with the UGC, Higher Education department of the Government of West Bengal and affiliating university that is Calcutta University. Entire networking is through website notification and email transmission to and fro the college. Admission to the college is completely online The teaching departments have individual email ids and connect with students through mail. History department has own Facebook page, named Tihaash in Bengali where every day HOD posts importance of that particular day in world and Indian history. All departments also have individual WhatsApp group for greater, swifter and more personal connectivity with students. Teachers connect with students through emails, and send study materials and links online. Evidence of Success: The general finding of this practice shows that the use of internet devices in the classroom setting has an impact on both teaching and learning practices. The results suggest that teachers can be divided into two categories: the innovative teachers and the traditional teachers. Innovative teachers attempt to shift from a teachercentered to a learnercentered approach. They have changed their teaching style by transforming lessons in accordance with the internet tools. Students have become more techsavvy and present projects through powerpoint. Students have prepared a small film on the college, and are engaged in webenabled learning initiatives.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.maheshtalacollege.ac.in/best-practice>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

In keeping with the professed vision of the college, the college has always

given priority to the education of underprivileged and marginalised girl - students of the area. At present, the gender ratio favours girl students and it has always been such since past ten years. There is a Gender Cell in the college which is always alert to the needs and requirements of girl students. Every year, a weeklong celebration on the occasion of International Women's Day, named 'Sampurnaa' is organised where diverse programmes are held, incorporating programmes on empowerment of women, women's self defence, confidence and competence building, panel discussions, legal aid for women, film shows, seminars on women's issues etc. Sampurnaa suggests holistic growth and overall completeness. The ethos of the programmes for girl students is to train them, mentor them, motivate them so that each girl can grow to a better, stronger version of herself since Maheshtala College believes that each individual has the unique potential of development - boy or girl. To ensure the physical and mental wellbeing of girls, health check up programme and psychological counselling programmes are held, twice each semester. A Sanitary Napkin vending machine has been installed. Under the Korok Incubation Centre scheme, two skill transfer training programmes for girl students will be launched shortly on Beauty Wellness, and Embroidery and Needlework that will help them gain sustainable employment opportunities locally itself, as well as away from home. The percentage of girl students in the college is more than that of boys and this positive enrolment trend in favour of girls has been evident in the college since 2011. In the present situation of the country where girls and women all over are facing discrimination, abuse and ill treatment everywhere, the rising percentage of girl students in the college is an acknowledgement of the positive practices in the institution and the strong faith and trust that families of our girl students have posited upon us. Girls and boys study in our college in an ambience of mutual respect to all genders and general amity. Swami Vivekananda once said that men and women are like two wings of a bird and just as a bird cannot fly on one wing, a nation in order to proceed needs progress of both men and women. Maheshtala College is firmly committed to the cause of reaching out to girls and boys of a multicultural community and uphold the noble ideals of the college's vision and mission.

Provide the weblink of the institution

<https://www.maheshtalacollege.ac.in>

8.Future Plans of Actions for Next Academic Year

The College plans to incorporate the theme 'Unity in Diversity' in all its programmes. Programmes on empowerment of marginalised groups to be increased. More focus to be given in increasing enrolment of students. Teaching learning initiatives to be intensified for better academic performance. Under the Korok Incubation system, more programmes to be introduced. Library automation needs to be implemented with a more robust and comprehensive software. Teachers be encouraged to engage in more research based activities. Publications in international and national journals and books to be increased. Stress on increasing college infrastructure including new classrooms, repair of old classrooms, updation and increase in number of computers.