



MAHESHTALA COLLEGE

BUDGE BUDGE TRUNK ROAD

KOLKATA-700141

WEST BENGAL

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The Annual Quality Assurance Report (AQAR): 2013-2014

**SUBMITTED TO
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
(NAAC)
BANGALORE-560072**

2013-2014

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PART – A

1. Details of the Institution

1.1 Name of the Institution

Maheshtala College

1.2 Address Line 1

Budge Budge Trunk Road, Maheshtala

Address Line 2

Kolkata-7000141

City/Town

Kolkata

State

West Bengal

Pin Code

700141

Institution e-mail address

maheshtalacollege@yahoo.com

Contact Nos.

(033) 2490-1502 / 8350

Name of the Head of the Institution:

Prof. Soumendu Sen Gupta (Principal)

Tel. No. with STD Code:

03324169168

Mobile:

9051747976

Name of the IQAC Co-ordinator:

Dr. Suchandra Bhattacharyya

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Mobile:

9432946459

IQAC e-mail address:

iqacmaheshtala71@gmail.com

1.3 NAAC Track ID

1.4 NAAC Executive Committee No. & Date:

EC/32/351 DATED 3.5.2004

1.5 Website address:

www.maheshtalacollege.org

Web-link of the AQAR:

http://www.maheshtalacollege.org/index.php?option=com_content&view=article&id=89

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C++	65.25	2004	5
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

25.08.2004

1.8 AQAR for the year

2013-2014

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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 2010-11 submitted to NAAC on 16/10/2015 (DD/MM/YYYY)
- ii. AQAR 2011-12 submitted to NAAC on 16/10/2015 (DD/MM/YYYY)
- iii. AQAR 2012-13 submitted to NAAC on 16/10/2015 (DD/MM/YYYY)
- iv. AQAR 2013-14 submitted to NAAC on 16/10/2015 (DD/MM/YYYY)
- v. AQAR _____ (DD/MM/YYYY)

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

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

Autonomy by State/Central Govt. / University x

University with Potential for Excellence x UGC-CPE x

DST Star Scheme x UGC-CE x

UGC-Special Assistance Programme x DST-FIST x

UGC-Innovative PG programmes x Any other (*Specify*) x

UGC-COP Programmes x

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2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="4"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="2"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="12"/>
2.10 No. of IQAC meetings held	Once each year
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="1"/> Faculty <input type="text" value="1"/>
	Non-Teaching Staff <input type="text" value="1"/> Students <input type="text" value="1"/> Alumni <input type="text" value="1"/> Others <input type="text" value="1"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="NA"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos.	<input type="text" value="1"/> International <input type="text" value="0"/> National <input type="text" value="0"/> State <input type="text" value="0"/> Institution Level <input type="text" value="1"/>
(ii) Themes	<input type="text" value="IQAC – Approaches and challenges"/>

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2.14 Significant Activities and contributions made by IQAC

- The IQAC and the GB (Governing Body) are always sensitive to the various academic enrichment programs running in the College and is always ready with suggestions of improvement.
- The members of IQAC regularly hold meetings with other stake holders through which monitoring of all important activities are done.
- The IQAC sensitizes all academic departments as well as office and library to become computer literate so that all departmental records are gradually transferred into a database format by the teachers.
- It motivates opening of advance learning courses – career oriented courses: it oversees the need to enhance facilities of all kinds that helps upgrade class room teaching and motivate all stake-holders of the college.
- Additionally, after evaluation by NAAC in 2004, the IQAC assists the Principal in chalking out
 - a) Academic programmes, including identification of research areas.
 - b) Infrastructural blue prints related to academic progression and campus management.
 - c) Value education programs.
- The GB and IQAC meet at regular intervals to monitor the implementation of the programs. The IQAC also assists the Principal in following up with government authorities issues of funding and infrastructural development.
- There is a constant and vigilant system of monitoring progress in which the Principal is always actively engaged and there is a live consultation between the Principal, the TCS (Secretary, Teachers' Council), Coordinator, IQAC, as also those seniors in charge of key areas. IQAC monitors counseling of students during admission for taking up subjects commensurate with their interests and subject preferences.
- IQAC monitors publication of updated prospectus to familiarize students and other stake-holders about academic environment
- Students are advised and guided both within and outside the classrooms for enhancing academic performance through stress management advice by teachers as well as inviting renowned scholars.
- IQAC coordinates with different departments for arranging institution-level seminars, guest lecture sessions, film shows to enlighten students and appraise the latest advances in their respective fields of study.
- IQAC coordinates with different organizations to arrange for career counseling sessions for helping shape students' future.
- IQAC is committed to making the students aware of their responsibility towards environment, ecology and community through participation in tree plantation drives, clean campus programmes and blood donation and communal harmony programmes.

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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
<ul style="list-style-type: none"> • Chalk out plans for forthcoming seminars and workshops. • To familiarise students about SC/ST, Gender sensitisation and Anti-ragging cells, set up according to UGC guidelines • To appoint Guest Lecturers for the Departments where academic activities are suffered due to lack of permanent teachers. • To plant more medicinal trees in campus 	<ul style="list-style-type: none"> • Organised UGC sponsored National Level Seminar and Departmental seminars are also arranged throughout the year. • Students sensitised with SC/ST, Gender sensitisation and Anti-ragging cells, set up according to UGC guidelines. A number of awareness programmes held. • Guest Lecturers are appointed in the different Departments. • Trees planted by students and faculty members.

Annexure No 1 – Academic Calendar is attached.

2.16 Whether the AQAR was placed in statutory body

Yes No

Management Syndicate Any other body Governing Body

Provide the details of the action taken

Salient features of AQAR are appraised to GB (Governing Body) through TC and Academic Sub Committee, and action is taken according to discussions & decisions of GB. The IQAC Cell engages in motivating the Faculty and students to realize the targets while fulfilling regular academic obligations. The IQAC also assists the Principal in following up with government authorities issues of funding and infrastructural development. The IQAC and the GB are always sensitive to the various programmes running in the college and are always watchful of gaps and ready with suggestions of improvement.

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Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	6(B.A.,B.Sc,B.Com Hons and Genl)	0	0	0
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	1			
Others				
Total	7			

Interdisciplinary				
Innovative				

1.2

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

Range of Core / Elective options offered by the University and those opted by the College:-

- The College has core options at the UG level in English, Bengali, Sanskrit, History, Philosophy, Political Science, Education in Arts. It has Core options in Mathematics, Computer Science & Geography in Science. The College offers core options in Accounting & Finance in Commerce. All of these subjects as well as Journalism, Economics in Arts & Physics & Chemistry in Science are available in elective mode. In reference to the University range, the range in this College is comprehensive.
- The College is affiliated to the University of Calcutta which does not allow choice –based credit system.
- Enrichment courses – Certificate & Diploma & Advance Diploma courses in Mass Communication and Journalism are run on semester system.

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(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	01
Trimester	None
Annual	6

1.3 Feedback from stakeholders

Alumni Parents Employers Students

(On all aspects)

Mode of feedback : Online Manual

Annexure No. 2 – Feedback analysis is attached.

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

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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors (Principal)	Others (CWTT& PTT)
13+1+17=31	8	5	1	17

2.2 No. of permanent faculty with Ph.D.

5

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
1	14							1	14

2.4 No. of Guest and Visiting faculty and Temporary faculty

18

3

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	14	5
Presented papers	0	3	8
Resource Persons	0	0	0

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

Students' Seminar, Micro-teaching by students on curricular issues, Teaching through ICT resources, seminar library facilities, Quiz programmes, Invitational Lectures by Guest teachers of repute, Regular publication of wall magazines, Syllabus-oriented workshops for students, GPS introduced for preparation of Field Report in Geography Department, Educational tours for students (students of Geography and Journalism), Attending Seminars outside college (students of Journalism attended national seminars along with college faculty member), Essay competition & Extempore speeches by students to commemorate anniversaries of great personalities. Remedial classes, etc. different advanced teaching aids are being in the classes i.e. LCD Projector, television.

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2.7 Total No. of actual teaching days during this academic year 191

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 1

2.10 Average percentage of attendance of students 70% - 75%

2.11 Course/Programme-wise distribution of pass percentage (Final Year): 2013 - 14

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A (H + G)	324		1 (0.31%)	88 (27.16%)		154 (47.53%)
B.SC (H+G)	36		2 (5.56%)	17 (47.22%)		10 (27.78%)
B.COM (H+G)	14					11 (78.57%)
TOTAL	374		3 (0.80%)	105 (28.07%)		185 (49.47%)

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

- Through periodic meetings with stake-holders – faculty, students & guardians, the IQAC monitors all important academic activities and encourages teachers to engage in active research work as well as publication.
- The IQAC actively encourages computer-literacy among teaching and non-teaching staff as well as students.
- The IQAC keeps track of all academic activities in the college and acts as a catalyst to accelerate academic progress among all students, with special care for academically-backward ones, through remedial classes, as well as appointment of guest faculty, arrangement of Invited lectures, film shows, awareness programmes on different socio-cultural as well as health issues.
- IQAC encourages environmental awareness.
- IQAC promotes sports activities, both indoor and outdoor, among students.

2.13 Initiatives undertaken towards faculty development 2013-14

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
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 : Ph.D. Course Work	1

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	11	11	0	5
Technical Staff	1	0	0	1

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Criterion – III

3. Research, Consultancy and Extension

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

- Encouraging teachers to pursue M Phil, PhD programmes through FIP/FDP, Ph.D. course work programmes, providing support by offering in-house as well as outside library facilities (British Council & American Library).
- Following measures are taken to smooth progress of research projects by the faculty –
 1. Prompt disbursement of sanctioned grant by Governing Body.
 2. Computers & laptops with internet facility are provided for research work.
 3. Provided spaces for research work.

3.2 Details regarding major projects No Major Research Project this year.

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1	1	1
Outlay in Rs. Lakhs		1.32	3	

3.4 Details on research publications 2013 - 14

	International	National	Others
Peer Review Journals	3	0	1
Non-Peer Review Journals	0	0	1
e-Journals	0	0	1
Conference proceedings	0	0	0

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2	UGC	3,00,000/-	2,50,000/-
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

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

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

3.10 Revenue generated through consultancy NIL

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		1			12
Sponsoring agencies		UGC			College

Annexure No. 3 – Details regarding seminar is attached.

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

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3.22 No. of students participated in NCC events:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="9"/>		
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="0"/>	Any other	<input type="text" value="0"/>

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

1. Arranging medical camps for health check-up., including general health check up, Cancer awareness programme, Aids Awareness Programme, Cini-Asha programme on 'Save the girl child'.

2. Promoting Communal Harmony among all Hindu & Muslim students of our college by jointly celebrating Rakhi Bandhan, Milad & Saraswati Puja.

3. Members of Eco-club of college, along with children of locality, plant saplings, as part of community development.

4. Green audit done.

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Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3 Bighas (approx) 4300sqft(approx)			
Class rooms	25			
Laboratories	5			
Seminar Halls	1			
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		4	UGC	
Value of the equipment purchased during the year (Rs. in Lakhs)		3.6		3.6
Others				

4.2 Computerization of administration and library

- The already existing computer network infrastructure at the college was extended and enhanced into an efficient, high speed, campus wide internet with wi-fi connection.
- Students Registration Software is implemented for students registration.
- An online procedure for admission partially started.
- Library digitization is in progress.

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4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12920	964070/-	0	191870/-	12920	1040345.10/-
Reference Books	1437		0		1437	
e-Books						
Journals	8		0		8	
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

Note:

- Physical quantity of books as per Accession Register maintained at Library.
- Value of Books are as per bills cleared and payments made. Closing balance is net of depreciation. **(See Annexure No. 4)**

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	54	10	3 (connections)	2 (Browsing points)	0	11	31	
Added	0	0	0	0	0	0	0	
Total	54	10	3	2	0	11	31	

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

Office is networked; all departments are provided with laptops; all correspondence and write-ups are encouraged to be computerised. Teachers and students are encouraged to maximise use of computers, internet facilities. Many class teachers and Invited lectures use ICT facilities and the services of the digital classroom to familiarise students with state-of-the-art-technology.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1.12
ii) Campus Infrastructure and facilities	2.89
iii) Equipments	1.23
iv) Others	0.32
Total :	5.56

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Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- 1) The institution publishes its updated prospectus every year which provides not only an overview of the college but also upholds the unique features of Maheshtala College. Among the unique features, students are made aware of the following:
 - Norms of admission/courses offered at UG level in the prospectus
 - Codes of Conduct
 - Rules & Guidelines of the college for the students.
 - Stipends, scholarships and prizes for the students.
 - Unique assessment system through class tests/midterm/annual examinations
 - Seminars, Workshops at national and state-level are organized by the departments.
 - Updated and well stocked library.
 - Departmental wall magazine to nourish young talents
 - Games and sports opportunities, both indoor & outdoor with Annual Sports
 - Students' Canteen.
 - 24 hour generator back up for examinations as well as for classes.
 - Fire extinguisher
 - Career-Oriented Add-on Courses
 - Academic Calendar is also provided to the students to communicate the year long schedule of the institution.
- 2) Counselling of students during admission for taking up subjects commensurate with their interests and subject preferences.
- 3) Students are advised and guided both within and outside the classrooms for enhancing academic performance through stress management advice by teachers as well as inviting renowned scholars.
- 4) Arranging institution-level seminars, guest lecture sessions, film shows to enlighten students and appraise the latest advances in their respective fields of study.
- 5) Arrange for career counseling sessions for helping shape students' future.
- 6) Making the students aware of their responsibility towards environment, ecology and community through participation in tree plantation drives, clean campus programmes and blood donation and communal harmony programmes.

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5.2 Efforts made by the institution for tracking the progression

The academic performance of the students is best revealed by the examination results.

- 1) Class Tests and College Level Periodic Tests form the structure of an integrated Continuous Assessment System and records are kept in each department.
- 2) These data enable the teachers of the institution to advise and guide the students and also counsel those who are academically weak and those who fail to cope with the academic standard of the college.
- 3) Results are prepared centrally but with close dialogues conducted with departments so that the weaknesses of individual students are tackled in a need based manner.
- 4) A regular process of monitoring students is done through oral tests, impromptu quiz and group work/projects for students' seminars, wall magazines and the like.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1591			

(b) No. of students outside the state

0

(c) No. of international students

0

Men	<table border="1" style="display: inline-table;"> <tr><th>No</th><th>%</th></tr> <tr><td style="text-align: center;">716</td><td style="text-align: center;">45.00</td></tr> </table>	No	%	716	45.00	Women	<table border="1" style="display: inline-table;"> <tr><th>No</th><th>%</th></tr> <tr><td style="text-align: center;">875</td><td style="text-align: center;">55.00</td></tr> </table>	No	%	875	55.00
No	%										
716	45.00										
No	%										
875	55.00										

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
1113	339	5	113	1	1571	1106	342	6	134	3	1591

Demand ratio 1 : 1.84 Dropout % 21.41

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

- Special coaching and guidance for competitive examinations by Camellia Group under UGC's Merged Scheme Programme.
- Special coaching and guidance classes for 3rd year students by in-house faculty .

No. of students beneficiaries

645

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5.5 No. of students qualified in these examinations: NA

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

Students are counselled every year at the beginning of each session on choice of subjects, career options available for such subjects and facilities for students. Moreover, every teacher is committed to offer support and advice to students

1. LICICI , Batanagar , Career Development Programme as Development Officers on 07/09/13
2. Career guidance program in collaboration with Budge Budge Institute of Technology (BBIT) on Management Education on 11/12/13

No. of students benefitted

67+31

5.7 Details of campus placement:

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
			The college does not have a mechanism to keep track of students' placement.

5.8 Details of gender sensitization programmes

1. Awareness program on female feticide with CINI-ASHA on 24/09/13
2. AIDS awareness program on 28/04/13
3. Faculty members sensitize students about gender discrimination, and harassment of women. The UGC Cell for Gender sensitization is alive to needs of girl-students, particularly those belonging to minority community, and often engage in interactive sessions. Films on gender issues also screened.

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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

Note :

a) Two students of Department of Education went to Ramkrishna Mission, Narendrapur to participate for quiz and essay competition on occasion of 150th birth anniversary celebrations of Sir Ashutosh Mukhopadhyay at September 2013 and one of the students won prize in Essay competition.

b) Seventeen students of Department of Political Science, English, Bengali and Journalism participated in Inter-college Youth Parliament Competition organised by Department of Parliamentary affairs, Government of West Bengal and won seven prizes – five in District level Mock Parliament, and two (including First prize) in State-level Quiz in Youth Parliament Competition .

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	138	39,650/-
Financial support from government	1. Minority:172 2. Others:342 3. Kanyasree : 83	1. 8,25,600/- 2. 15,39,000/- 3. 20,75,000/-
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

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5.11 Student organised / initiatives

Fairs : State/ University level National level International level
Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Setting up of Water filter with cooler and upgraded subsidised canteen, for teaching and non-teaching staff as well as students.

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Criterion-VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

Since its inception the mission of the college has been to spread collegiate education among the economically challenged and minority community students of the area. This was to be made possible through introduction of modern subjects, job oriented courses commensurate with needs of the day along with conventional subjects of study. The college is also committed to making students aware of modern subjects and arranging vocational training to make the students self-sufficient in life. This can only be achieved by arranging proper and adequate academic and physical infrastructure for learning. The college tries to disseminate knowledge and promote all-round personality development of the students, by increasing their knowledge base as well as by creating awareness about their social and cultural milieu. The college continues to sustain and develop an order of individuals who will be global in outlook, national in ethos and be equally respectful to local duties and commitments, thereby achieving the true education that visionaries such as Rabindranath and Swami Vivekananda had once dreamt of.

Mission statement:

- ❖ Spreading of collegiate education among the economically challenged and minority community students of the area.
- ❖ Introduction of modern subjects, job oriented subjects/ courses commensurate with needs of the day along with conventional subjects of study.
- ❖ Making students aware of modern subjects, arranging vocational training to make the students self – sufficient in life.
- ❖ Arranging proper and adequate academic and physical infrastructure for learning.
- ❖ Arranging financial assistance to economically challenged students.
- ❖ All-round personality development of the students, developing their knowledge base and to creating social awareness among students.
- ❖ Promotion of cultural activities among the students and organising regular programmes to make the students aware about diverse cultural heritage of our country
- ❖ Promotion of sports and games activities among students.
- ❖ Arranging welfare measure for the students and staff
- ❖ Setting up of an Art Gallery with two sections- one to be earmarked for established artists and the second for the students, staff and teachers of the college.

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6.2 Does the Institution has a management Information System

The college has a Management Information System running successfully that coordinates the activities of different components of the college such as Office Administration, Accounts, Internal management, Students Records and the like. The objective of this system is to design and implement software solutions that provide suitably detailed reports in an accurate, consistent and timely manner for the smooth functioning and management of college administration.

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

6.3.1 Curriculum Development

The institution implements the curriculum set by its parent university, the University of Calcutta in all its UG courses

Preparation of modular syllabus, tutorial classes, Periodic class tests, Remedial classes for the weaker students, publication of wall magazine & quiz, debate etc. to make studying interesting.

In Science subjects, (i.e. Physics, Computer Science, Geography, Journalism) students are initiated to e-literacy and use of e-Resources are recommended for preparing them current job market.

Practical and demonstrative teaching is undertaken in laboratories and through excursions and educational visits.

English, Geography, Computer Science, journalism departments regularly holds classes using ICT techniques, and encourages students to use online resources.

English and Bengali departments organise film shows based on plays and texts included in the syllabi for better assimilation and understanding of topics. Philosophy department organises film shows for representation of different topics in the syllabus.

Students of Political Science Department regularly participate in Inter-college Youth Parliament Competition organised by Department of Parliamentary Affairs, Government of West Bengal.

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6.3.2 Teaching and Learning

Teaching Aid	<ul style="list-style-type: none">• Blackboard, Chalk & Duster• Computer with internet facility• GIS - used by Geography Department• GPS introduced by Geography department• Audio Visual Aids (i.e. DVD & CDs)
Assessment	<ul style="list-style-type: none">• Mid Term examination• Selection Test
Remedial / Tutorial classes	<ul style="list-style-type: none">• Remedial classes for students (UGC funded add-on course)• Tutorial classes for advanced learners / weak students.
Seminar & Workshop	<ul style="list-style-type: none">• Most of the departments organized seminar funded by institution

6.3.3 Examination and Evaluation

The students are evaluated both by written examination and orally. Our college arranges midterm test, selection test regularly, answer script evaluation and publication of results according to C.U. norms. In addition to that students are also evaluated by intradepartmental Extempore and Quiz.

6.3.4 Research and Development

Besides the Maheshtala College Research & Development Centre that actively promotes research & consultancy among students and teachers alike, teachers are encouraged to participate in seminars, workshops, conferences and undertake UGC Minor & Major Research Projects. Students are encouraged to develop research aptitude by working in group projects for wall magazines, student seminars and for seminars and events outside college.

Our facilities:

- Internet facility
- The library houses modern and updated books and journals and collaborative facilities on institutional level with British Council library & American Library.
- Prompt disbursements of sanctioned grant.

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6.3.5 Library, ICT and physical infrastructure / instrumentation

A well equipped central library with open access system. The students can avail both reading and lending facilities. Besides that every department has Departmental Library facilities where students approach teachers for specialized and relevant study materials relevant to their curriculum.

6.3.6 Human Resource Management

Students are actively encouraged and guided to excel in cultural and social activities through different programmes organized by the institution such as writing skill, public speaking, sports & leadership activities along with their academics.

Faculty members are involved in academic work as well as in various committees which help the smooth functioning of the college. The various responsibilities are coordinated with academic activities and are focused towards holistic progress.

6.3.7 Faculty and Staff recruitment

The college cannot recruit teachers and staff. College has to depend on West Bengal College Service Commission & Government of West Bengal for recruitment of faculty and staff. The dearth of teachers is overcome by inviting retired teachers, engaging guest lecturers for respective departments.

6.3.8 Industry Interaction / Collaboration

1. Students of Journalism Department Participated in the programme of Admag advertising agency, participated in events of Graymind Communication in Calcutta Football League.
2. Girl students of Journalism Department attended program on “Mandating Women Security” at Oberoi Grand organized by Merchant Chamber of Commerce.

6.3.9 Admission of Students

Admission procedure conducted online to ensure transparency.

The college publicises its admission process through local cable channel, hoardings of college gates & campus.

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6.4 Welfare schemes for

Teaching	3,750/-
Non teaching	
Students	94,508/-

6.5 Total corpus fund generated

27,83,995/-

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	NO		YES	Governing Body
Administrative	NO		NO	

6.8 Does the University/ Autonomous College declare results within 30 days? N.A.

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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

NA

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

NA

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6.11 Activities and support from the Alumni Association

Registered Alumni association does not exist as of now, but an informal group is present. A Facebook page on Maheshtala College is used as a forum for and by ex-students. They, however, felicitate teachers every Teachers' Day, and help present students by sometimes offering different kinds of help.

6.12 Activities and support from the Parent – Teacher Association

No such association exists. But teachers meet parents after result of each examination and try to sort out the problems of comparatively weak students. This provides a platform for interface of parents and teachers.

6.13 Development programmes for support staff

Computer training and web access training given.

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

1. Tree plantation by students and teachers.
2. Use of plastic is prohibited in college campus.
3. No smoking in college zone.
4. Use of Pan Masala, gutkha etc are strictly prohibited.
5. Motivate students to make their college campus “clean and green”
6. Green audit conducted, and students made aware of natural resources within college campus and in the locality.

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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.

- Use of ICT techniques along with traditional methods of pedagogy.
- Students' participation in departmental seminars.

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

The plan of action conceived during the beginning of the academic year has been successfully initiated and completed accordingly.

7.3 Give two Best Practices of the institution

1. In-house development of software for facilitating college administration and academic affairs.
2. Departmental seminars and workshops

Annexure No.5 is enclosed

7.4 Contribution to environmental awareness / protection

1. Initiatives taken to make our campus plastic free.
2. Initiatives taken for optimization of electricity and water consumption.
3. 'Go Green' – Maximum utilization of papers. Minimizing waste of paper to protect trees.
4. Project on Environmental Studies are assigned to the students as Environmental Studies is a compulsory subject for final year students.
5. Green audit undertaken and promoting awareness about natural resources in campus.

7.5 Whether environmental audit was conducted?

Yes

No

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7.6 Any other relevant information the institution wishes to add. (for example **SWOC** Analysis)

Strength:

1. College is managed by a democratically set up, able Governing Body having representation from all sections of the college – Teachers, Staff, Students – also University Government. Governing body is sensitive in addressing problems of the stake holders.
2. Amicable Teachers – Students relationship.
3. Good connectivity by Rail and Road Transport.
4. Wide range of subject combinations offered to the students.
5. Transparent and hassle free admission process.

Weakness:

1. Unfilled whole time teaching posts.
2. Inadequate approved whole time teaching posts.
3. Inadequate non-teaching staff.
4. Inadequate fund for infrastructure development.
5. Lack of space and fund for construction of additional building, classroom and student facilities.

Opportunity:

1. Efficient and sensitive Management.
2. Dedicated Teachers and Staff.
3. Modern Teaching Aids and ICT facility.
4. Internet facility.

Challenges:

1. Insufficiency of whole time teaching staff – results in inadequate class allotment – hampering completion of syllabus.
2. Students are mostly first generation learners – from poor economic background – results in high drop out rate.
3. Lengthy university examination schedule results in insufficient number of actual teaching days.

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8. Plans of institution for next year

1. Plan for opening NSS Unit.
2. Library software, Finance Software, Student Registration software will be installed.
3. Online assignments should be started
4. All laboratories to equip with new instruments.
5. To create GIS laboratory for Geography Department.

Name DR. SUCHANDRA BHATTACHARYA

Suchandra Bhattacharya.

Signature of the Coordinator, IQAC

Name SOU MENDU SENGUPTA

[Signature]

Signature of the Chairperson, IQAC

Principal
Maheshtala College



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Annexure No. 1
Academic Calendar from July 2013 to June 2014

2.7.2013	College re-opens after Summer Recess
Middle of July	Commencement of 1 st year classes
9.8.&10.8.2013	Eid-UI-Fitar
15.8.2013	Observance of Independence Day
Middle of August	1. UGC sponsored National Seminar by Education and Philosophy Department 2. Freshers' Welcome
28.8.2013	Janmashthami
5.9.2013	Celebration of Teachers' Day
First week of September	Commencement of 2 nd & 3 rd classes
17.9.2013	Biswakarma Puja
2.10.2013	Gandhi Jayanti
4.10.2013	Mahalaya
10.10.2013	Puja Vacation
7.11.2013	College re-opens after Puja Vacation
9.11.2013	College Foundation Day
11.11.2013	Jagadhatri Puja
15.11.2013	Muharram
Middle of November	1. Mid Term Test for 1 st yr & 2 nd yr 2. Parents -Teachers Meeting
28.11.2013	Guru Nanak Jayanti
First week of December	College Social
Middle of December	Student Election
25.12.2013	Christmas & Winter recess
2.1.2014	College re-opens after winter recess
12.1.2014	Vivekananda Birth Anniversary
14.1.2014	Makar Sankranti
15.1.2014	Fateh-Dohaz-Daham
27.1.2014	Shivratri
Middle of January	Part III Test
23.1.2014	Netaji's birthday
24.1.2014	C.U Foundation Day
25.1.2014	Maghotsov
26.1.2014	Observance of Republic Day
4.2.&5.2.2014	Saraswati Puja
12.2.2014	Fateha dohaz Daham
Middle of February	1. Part II Test 2. Parents -Teachers Meeting 3. College Sports
20.2.2014	Celebration of International Mother Language Day
27.2.2014	Shivratri
First week of March	1. B.A./B.Sc./B.Com Part I Compulsory English & Bengali Exam(CU) 2. Milad 3. Part I Test 4. Parents -Teachers Meeting

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17.3.2014	Doljatra
Mid & End of March	1. Workshop by Journalism department 2. Departmental Seminars of Bengali & Computer Science
14.4.2014	Ambedkar Jayanti & Chaitra Sankranti
15.4.2014	Bengali New Year Day
18.4.2014	Good Friday
19.4.2014	Easter Saturday
1.5.2014	May Day
9.5.2014	Rabindra Jayanti
15.5.2014	Academic Recess (Summer)
May & June	CU Examination
June	Admission starts after publication of Higher Secondary Examination result

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Annexure No. 2
Feedback Analyses: 2013-2014 & Feedback Form

On the basis of a structured questionnaire (attached herewith), and also taking into consideration the responses of students made at different instances to the Principal, teachers as well as to the Governing Body through the General Secretary, Students' Union, the following analyses have been made:

- 1) Almost 65% students reported that syllabus was effectively covered.
- 2) 60% of students were of the opinion that allotted time for classes was enough. However, some advanced learners have reported that some more classes should also be allotted to some topics and more teachers also be added. Academic Sub Committee has decided to pursue the matter to see whether Guest Lecturers may be employed.
- 3) 30% students agreed that a shorter time-span in mid term and selection tests allowed them to practise and rehearse effectively increasing their speed and precision. But majority felt that they should get time that is allotted by university. Hence, Academic Sub-Committee has agreed to revoke short-span exam module and go back to the original time span allotted to students during university examinations.
- 4) Most of the students agreed that their ability of independent thought was developed by the pedagogic dissemination by most teachers.
- 5) Owing to scarcity of fulltime teachers, a substantial percentage of students felt that syllabus could not be completed satisfactorily. Students belonging to departments where fulltime teachers were present and students belonging to departments which were run by part-time and/or guest teachers reported the difference categorically. Guest lecturers have been deployed in many departments but on the part of the college administration, the main constraint has been finance. Moreover, it has been also observed that since the nature of appointment is tentative and temporary for guest lecturers, there is a lack of consistent qualitative performance and commitment on the part of a few guest lecturers. It has been decided that those guest lecturers whose classroom performance has not been academically beneficial for students may be discontinued from next academic session. Academic Sub-Committee has adopted a pro-active role to address loopholes regarding unsatisfactory standards of teaching and appreciating consistent and positive performance of teachers.
- 6) Almost 90% students felt that the college needs to improve library facilities. This has been a major problem since full time librarian post is vacant. They also felt need for having reprographic facilities and computer facilities in library.
- 7) Many students asked for re-introduction of NCC, or at least introduction of NSS unit in college, because many of their friends in other colleges have it. They feel that working with NSS will help them in future lives.

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Teacher and General Feedback Form
(To be filled up by 3rd year students)

Academic Session :

Name of the teacher:

Department :

Carefully read the followings and put V mark as per your choice বামদিকের কথা ভালোভাবে পড়ে ডান দিকের যে কোনো একটি খোপে v চিহ্ন দাও	Totally agree সম্পূর্ণ সহমত	Agree সহমত	Not sure জানিনা	Do not agree সহমত নই	Strongly disagree একদমই সহমত নই
Syllabus was effectively covered পাঠ্যসূচী যথাযথভাবে পড়ানো হয়েছে					
Allotted time/classes were enough ক্লাসের সময় এবং সংখ্যা যথেষ্ট					
Allotted time for class/midterm/test were enough ক্লাস, মিডটার্ম এবং নির্বাচনী পরীক্ষার জন্য যথেষ্ট সময় দেওয়া হয়					
My ability to think about the subject was developed বিষয় সম্পর্কে আমার ভাবনা চিন্তার যথেষ্ট উন্নতি হয়েছে					
Content of the subjects/papers are understandable প্রত্যেকটি পত্র আমার বোধগম্য হয়েছে					
I was properly guided about how to study a paper/subject/chapter effectively আমি বুঝেছি যে কিভাবে একটি বিষয়কে সঠিকভাবে পড়তে হয়					
My learning experience is comprehensive and satisfactory আমার পঠন-পাঠন অভিজ্ঞতা আমাকে সমৃদ্ধ করেছে					
Are Library facilities enough গ্রন্থাগার সুবিধা যথেষ্ট					
Do you feel arrangements for Extra-Curricular activities – Sports/Gym/NCC/NSS are up to the mark খেলাধুলা, ব্যায়াম, এন সি সি, এন এস এস সুবিধা যথেষ্ট					

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Annexure No. 3
Seminar details from 1st July, 2013 to 30th June, 2014

Department	Seminar type	Theme	Date
Education & Philosophy	UGC sponsored. Collaboration with Saheed Anurup Chandra Mahavidyalaya	Stress and Coping: Human Well-being	17 th August 2013
Journalism	Departmental Workshop		8 th March 2014
Bengali	Departmental Seminar	History of Literature	20 th March 2014
Bengali	Departmental Seminar	Discussion on R.N.Tagores's Novel "Sesher Kobita"	27 th March 2014
Computer Science	Departmental Seminar	Modern Trends in Computer Science	28 th March 2014
English	Departmental Seminar	Discussion on Keats	1 st April 2014
Political Science	Invitation Lecture (2)	Environmental Movement	23 rd April 2014
Education & Philosophy	Departmental Seminar	Mental health of students community	25 th April 2014
Education	Departmental Seminar	Relation between Education & Psychology. Different perspectives of psychology	26 th April 2014
Education & Philosophy	Departmental Seminar	Basic Information regarding HIV and AIDS	28 th April 2014
History	Departmental Seminar	Historiography	29 th April 2014

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Annexure No. 4
Library Book Details: 2013-2014

ITEM	Opening Balance	Payments during the year	Depreciation	Closing Balance
Library Books - UGC XI Plan	3,48,746	2,000	35,075	3,15,671
M.S. REMEDIAL - XI PLAN	1,24,655	59,599	18,425	1,65,829
M.S. - BACK AREA - XI PLAN	1,89,704	0	18,970	1,70,734
M.S. - CAPACILTY BLDG.	15,932	10,000	2,593	23,339
M.S. ENTRY IN SERVICE	0	65,271	6,527	58,744
Library Books - XII Plan	0	3,000	300	2,700
Library Books - UGC X Plan	1,15,807	0	11,581	1,04,226
Library Books - COS - X Plan	5,820	0	582	5,238
Library Books - College Fund	1,08,999	0	10,900	98,099
Library Books - WB Govt. Grant	54,407	0	5,440	48,967
TOTAL	9,64,070	1,39,870	1,10,393	9,93,547

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Annexure No. 5
Best Practice: 2013 - 2014

1. Title of the Practice: Departmental Seminars and Workshops

Goal: The different departments of the college organise seminars and workshops on their respective subjects from time to time inviting eminent scholars from other institutions to the college. The goal is to provide a greater exposure to the students, to present the topics in a more interesting light to them and to encourage them towards a more active participation in classrooms.

The Context: In view of the shortage of teachers in many of the departments of the college, the topics cannot be treated in as much details as required because of the compulsion to complete the whole syllabus. Moreover, even if the topics have been covered by departmental teachers concerned, eminent scholars, academicians, and distinguished faculty members of other colleges and universities always provide interesting interpretations or perspectives on those topics. Important topics are identified by the teachers in consultation with students and resource persons are invited to talk on these subjects and to conduct workshops. This also creates an interest among the students to read up on these topics and take active part in these sessions, improving their in-depth knowledge of these topics.

The Practice: Various departments of the college have organised departmental seminars and workshops in this calendar year 2013-14. The Journalism department organised a workshop on 08/03/2014. The Department of Bengali organised a seminar on the History of Bengali Literature on 20/03/2014 and one on Rabindranath Tagore's novel "*Sesher Kabita*" on 27/03/2014. The Department of Computer Science held a seminar on the "Modern Trends in Computer Science" on 28/03/2014. The Department of English organised a seminar on Keats on 01/04/2014 and the Department of Political Science arranged an invitation lecture on "Environmental Movement" on 23/04/2014. The Departments of Education and Philosophy collaborated on two seminars—on 25/04/2014 and 28/04/2014, while the Department of Education went solo in organising a seminar on the "Relation between Education and Psychology" on 26/04/2014. Finally, the Department of History arranged a seminar on historiography on 29/04/2014.

Evidence of Success: This practice of regularly holding departmental seminars and workshops has proved beneficial for the students as they have participated in these with keen interest, supplementing their knowledge of these topics gathered from their classroom-teaching. They are also encouraged to clear up their doubts in the question-answer sessions that follow the talks, thus increasing their grasp of the subjects. The workshops provide a platform for them to enhance their understanding of the subject as well. An interesting outcome is also the development of communicative skills and the ability of the students to develop individual thinking acumen.

Problems encountered and resources required: It is sometimes difficult for the subject teachers to arrange talks by eminent scholars of the subjects because of the comparative remote location of

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the college. The college also has to arrange for transportation and honorarium for the guests who come to attend these seminars.

2. Title of best practice: In-house development of software for facilitating college administration & academic affairs

Goal: Software required for implementing different programmes to facilitate college administration, including accounting and academic affairs, such as student management software, teachers' records and allied facets are usually quite expensive and make a heavy dent on college budget. Moreover, installation of such software requires expert supervision, constant maintenance and up gradation (all of them steeply priced), and are often not compatible or commensurate with individual needs of college. Hence, need was felt and work initiated as early as 2002 towards development of indigenous software to suit requirements of the institution. Moreover, development of software by faculty members of the college, in close consultation with the Principal also allows skill –enhancement and knowledge up gradation at par with the best in IT industry, thereby acting as morale booster for faculty members as well as an exemplary practice for students to emulate.

Context: The college has a limited number of faculty members, and resources also are a constraint. Moreover, in absence of proper infrastructural facilities available in the college or even in surrounding areas for engagement in research and development of the highest order, it was thought prudent to optimise resources that were available in-house. Earlier instances had demonstrated that often after a particular or a set of software solutions were installed by outside vendors, a considerable amount of valuable man-hours were lost in waiting for their personnel to come to the college which is not very close to the city's business centre for maintenance and upkeep. Hence, a lot

Practice: Students Management Software for use at Cash Office – at the time of admission as well as for fee collection – including University examination form filling up – was initiated in the year 2002. The software was developed in-house by teachers of Computer Science Department, system design & system analysis were done by principal with the help of Cashier. It was developed for Windows 98 OS initially with backend MS Access data base, front end Visual Basic & report in Crystal Report. In 2005-06, the system was further upgraded to suit Windows XP OS. Necessary modification and customization have been done from time to time. The cost involved has been negligible and only a token honorarium was paid to the teachers of Computer Science department. In the present year, (2013-2014) College has procured high speed scanner and has started digitization process with the records of Calcutta University Examinations. After the completion of this work, records of Calcutta University Examination – Descriptive Roll Cum Attendance Record (DR-AR) have also been digitized saving huge amount of paper stationary. Computerized Financial Accounts has been in practice since 2001-2002. All the Ledger, Cash Book, Bank Book, Journal, Income Expenditures statement, Reports Payment Account & Balance Sheet have been digitized saving huge volume of paper stationery as well as a great fillip to the in-house talent pool of the college.

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Evidence of success: The development of in-house software has increased the involvement of faculty members with the administrative and to a certain extent, financial aspects of the college's functions. Due to completely indigenous development of software, every nitty-gritty of the data compilation and records is familiar to those connected with the process, and as a result all kinds of data, including student-related data under various heads viz. year/stream/subject/gender/SC-ST-OBC-PH are immediately accessible. This has also facilitated compilation of data for AISHE (All India Survey on Higher Education) sought by Ministry of Human Resource & Development every year since 2010-2011. Thirdly and most importantly, the huge cost-involvement in procuring of software from external vendors, constant up gradation and maintenance of such software has been reduced which is evident in the college budget and expenditure account.

Problems encountered & resources required: The procuring of software from external vendors, up gradation and maintenance of such software from external vendors for a long time raised apprehensions about the plausibility of such an endeavour by in-house members, and a scepticism among members about its success. However, the sustained success of this practice proved to be a great encouragement by all concerned.

Resources required were in-house manpower and necessary equipments which were procured under different grants.