

Date: 16.09.19

## NOTICE

### Meeting of the Internal Quality Assurance Cell (IQAC)

A Meeting of Internal Quality Assurance Cell (IQAC), Maheshtala College has been called on 20<sup>th</sup> September, 2019 at 2 PM in the college with following agenda.

AGENDA:

- 1) Confirmation of minutes of last meeting
- 2) Formation of E -Shiksha Cell
- 3) Plan of action for 2019-20
- 4) Miscellaneous.

*Suchandra Bhattacharya*  
IQAC Coordinator  
Maheshtala College

Co-ordinator, IQAC  
Maheshtala College

IQAC coordinator  
Maheshtala College

*R Das*  
Principal  
Maheshtala College

Principal

Maheshtala College



## Minutes of the Internal Quality Assurance Cell (IQAC)

**Date- 20.09.19**

1. Minutes and resolutions of previous meeting read and confirmed.

- 1 a. Compliance of previous meeting
- 2 Formation of E -Shiksha Cell:

Chairperson: Dr. Rumpa Das, Principal

Convenor: Prof. Satyajit Dey

Members: Dr. Deepa Bhattacharyya, Prof. Sudeep Sarkar, Prof. Mohammed Johaed, Prof. Sujata Roy

3. Plan of Action: Increase in Faculty participation in research through conducting subject conferences, Seminars in Research Methodology, scientific writing and publishing, emphasizing the quality of publication.

IQAC has been periodically involved in obtaining & analysing the feedback from various stakeholders. Immediate implementations of the suggestions were carried out in various areas.

We (Principal & all Teachers) want to say “thank you” from the bottom of our hearts to every teacher of Computer Science Department for the Website development. The website design and development would not be possible without the dedication, hard work, passion and humor of teachers and we are proud to be part of this amazing Computer Science Department.

4. Plan for AQAR submission of 2019-20 proposed by IQAC Coordinator.

*Suchanika Bhattacharyya*  
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Date: 04.11.19

## NOTICE

### Meeting of the Internal Quality Assurance Cell (IQAC)

A Meeting of Internal Quality Assurance Cell (IQAC), Maheshtala College has been called on 6<sup>th</sup> November, 2019 at 2.30 PM in the college with following agenda.

**AGENDA:**

- 1) Confirmation of minutes of last meeting
- 2) Progression as per Plan of Action
- 3) NAAC
- 4) Mentorship
- 5) Publication of Multidisciplinary Journal
- 6) Impressive Extracurricular Activities for Students
- 7) Teachers Research Activities
- 8) Miscellaneous.

*Suchanika Bhattacharya*  
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## Minutes of the Internal Quality Assurance Cell (IQAC)

Date- 06.11.19

1. Minutes and resolutions of previous meeting read and confirmed.
2. 1a. Compliance of previous meeting.
  3. E -Shiksha Cell is working properly to review the overall academic environment of the college.
  4. Different team under NAAC Committee are collecting the relevant data and analysing the data for monitoring the entire Academic Performances of the Institutions.
  5. The Student mentoring system is introduced in the College. All the Teachers are involved in the process of mentoring. Every mentor prepares a list of all the students allotted to him / her with details of Name, Class, Division, Roll Number, Contact Number and E Mail Id. The mentor has a chalked-out responsibility to take care of all the mentees such as to provide them career counselling, to provide them personal counselling, to support them for any kind of difficulty in their curriculum, to make provision of remedial coaching for them and to always support them as and when required. The mentor also works for finding out hidden talent of the students in various aspects of academic, co – curricular, extra – curricular and extra mural activities so that they can be promoted to do various activities in the concerned area for their holistic development. The mentor also contacts and meets the parents of his / her mentees to discuss their progress and / or any other matter, as and when required.
  6. Collection and editing of research paper for multidisciplinary journal are going on.
  7. All departments of the college have emphasised on student activities with special reference to power point presentation of their study topic, different programmes of “Sampurna”, Poster presentation, Quiz competition etc. The importance of extracurricular activities on college campuses is well established. The primary goals of extracurricular activities focus on the individual student level and the institutional level. Extracurricular involvement (Music class, Dance class, Recitation, Painting, Quiz class, etc) allows students to link academic knowledge with practical experience, thereby leading to a better understanding of their own abilities, talents, and career goals.
  8. External members of IQAC and Principal have asked the teachers to submit research proposal for Project , funded by Maheshtala College.

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Principal  
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Date: 12.12.19

## NOTICE

### Meeting of the Internal Quality Assurance Cell (IQAC)

A Meeting of Internal Quality Assurance Cell (IQAC), Maheshtala College has been called on 14<sup>th</sup> December, 2019 at 11.30 PM in the college with following agenda.

**AGENDA:**

- 1) Confirmation of minutes of last meeting
- 2) Preparation of submission AQAR 2018-2019
- 3) Alumni Association activities
- 4) Students Result Analysis
- 5) Miscellaneous.

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# Minutes of the Internal Quality Assurance Cell (IQAC)

Date- 14.12.19

1. Minutes and resolutions of previous meeting read and confirmed.
  - 1a. Compliance of previous meeting
2. All types of preparation will be taken for the submission of AQAR 2018-2019.
3. The alumni association of Maheshtala College is involved in social welfare activities and other different activities too enrich the academic environment of the college as well as to establish a good healthy interaction between present and ex students of the college.
4. All departments did a comparative analysis of results with their earlier performance and with the latest result performance. All the departmental teachers have collected data regarding results of the students and the data has been vividly analysed to find out the lacking in the entire results so that adequate measures can be taken to improve students results. Teacher-perception and student-perception of the “problem” to be highlighted.
5. As there are no more items for discussion, meeting ended with a vote of thanks.

*Suchanika Bhattacharya*  
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Date: 30.12.19

## NOTICE

### Meeting of the Internal Quality Assurance Cell (IQAC)

A Meeting of Internal Quality Assurance Cell (IQAC) , Maheshtala College has been called on 4<sup>th</sup> January, 2020 at 2.00 PM in the college with following agenda.

#### AGENDA:

- 1) Confirmation of minutes of last meeting
- 2) Review of last academic year
- 3) CAS
- 4) Progression of Plan of Action 2019-2020
- 5) Miscellaneous.

*Suchanika Bhattacharya*  
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30.12.2019

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**Maheshtala College**

IQAC coordinator Principal  
Maheshtala College



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**Maheshtala College**  
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Maheshtala College

# **Minutes of the Internal Quality Assurance Cell (IQAC)**

**Date- 04.01.20**

1. Minutes and resolutions of previous meeting read and confirmed.
  - 1 a. Compliance of previous meeting.
2. Review of different aspects: Department wise vacancy status, Analysis of Student Enrolment Trends (last 3 years) and Feedback analysis, AISHE Report verification and prepare, Remedial classes, counselling with local administrator, Local Head master, recommendation of Add on Course, increases of students enrolment etc.
3. Intimation for CAS (Faculties who have not submitted their CAS related documents are asked to submit all relevant documents for further processing of CAS)
4. Plan of Action discussed & put forth suggestions on various issues to enhance Academic excellence. The following are some of the areas that were taken up for consideration.

New Courses, E-Content Development , Online Courses , Course on Current Affairs, Career Oriented Courses , Internship , Industrial Visits , Onsite Learning, MoU, Evaluation System, Continues Internal Assessment, Online test, Question Bank, Comprehensive viva, Examination Reform, Innovative Teaching Learning, ICT enabled teaching techniques, Organization of Seminars, Impetus for offering consultancy, Strengthening placement of student, Inter Department Exchange of Faculty, Retraining of Teachers, Academic Audit, Extension Off Class Value added programmes, Remedial classes for Major subjects.

The E-Sikha Cell of Maheshtala College attempt to educate the masses on the use of technology with comfort. It helps students to make use of technology in a positive way. It also promotes and encourages the student community to acquire the latest technological skills to enhance their job prospects. Acquisition of knowledge is made possible through various activities such as IT fest by Alumni Association, E- Poster Design, Paper presentation, IT Quiz, and Workshops. These in-house activities identify the hidden talent of our students and nurture them by providing better opportunities. Alumni are doing great work by taking Career Orientation Programmes, taking classes (Philosophy dept) etc. Students are being trained in Computer classes (CCC) to make Power Point Presentations and enjoying Value Education classes.

The Memorandum of Understanding signed by different colleges are for exchange of teaching and research personnel, student exchanges, cooperative development of courses and academic programmes and development of joint scientific and technological research projects. This MoU is for exchange of students, exchange of faculty and staff, joint research activities and publications, participation in seminars and academic meetings, exchange of academic materials and other information, short-term academic programmes etc.

College beautification is a great way to do all of those things and more, bringing college and communities together. It's a way to create and preserve both beautiful and healthy environments where learning and companionship is enhanced. Beautiful landscaping and clean facilities push students in the right direction by giving them a wonderful space to work and grow in. Maintaining a clean college environment sets a good example to students. Environment wing of UBA (Maheshtala College) aim to



plan and develop a cleaner and greener future for our campus and the nearby areas. This group aims at keeping the campus green, save the endangered environment and to beautify our life by planting trees at appropriate places inside the Campus. We protect plants to maintain the biodiversity and to preserve the flora and fauna. Beautification work was continued under the UBA Scheme. Eighty (80) student volunteers participated in the activity in two groups.

Apart from studying in college, college days are also pleasurable during the college fest (Sampurnaa) , where the students explore the new sides of their life and get to know each other, relax from long lectures. The college fest (Sampurnaa) is usually of four to five days with several events by the students themselves. Sometimes, celebrities and the well-known band also perform on the final day of the event make it more memorable. The painting competition and other competition are also one of the popular and creative events of the college fest. Debate on certain topics on various issues can be included in the fest. It is not only exciting, but also informative along with brainstorming for the students.

Empowering women by UBA Coordinator and Team and member of Gender Cell to introduce about skills development and self-confidence, development of employment opportunities and created awareness about the spiritual glory of Indian culture and to inculcate divine qualities through Yoga. Created awareness about the benefits of Yoga in our precious life and improving physical, mental, and spiritual wellbeing through Yoga. Team of UBA went to door to door visits in the villages to collect information about them and to find out the problems they are facing in the village.

NSS team also started with spreading awareness amongst the local people about the various plantation schemes. Five cleanliness drives were conducted by the NSS Environment wing and Eco Club of Maheshtala College.

5. As there are no more items for discussion, meeting ended with a vote of thanks.

  
IQAC Coordinator  
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