NOTICE

For

Meeting of the Internal Quality Assurance Cell (IQAC)

20.8.2022

A meeting of Internal Quality Assurance Cell (IQAC) Maheshtala College is to be held on 14th September, 2022 at 2 pm with following agenda in the Principal's chamber.
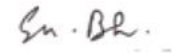
Agenda for Meeting:

1. Confirmation of last meeting dated 12.4.22.
2. Induction of Joint IQAC COORDINATOR & New IQAC Members
3. 3rd Cycle NAAC Preparation
4. Preparations of AQAR 2021-2022 & SSR
5. Progression regarding Plan of Action 2022-2023
6. CAS of 2 teachers
7. Library
8. Students centric Activities
9. Misc

Your kind presence of honourable members of IQAC in the aforementioned meeting is highly solicited.

RDas 20/8/2022
Principal
Maheshtala College
Principal
MAHESHTALA COLLEGE

Dr. Suchandra Bhattacharyya
IQAC Coordinator
Maheshtala College

Co-ordinator, IQAC
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IQAC MEETING DATED 14.09.2022

Resolutions:

1. Read and confirmed.
2. Resolved to include Dr. Deepa Bhattacharya as joint IQAC coordinator and Prof Malini Sen, Prof Amiya Sarkar, Dr Sanghamitra Ganguly as new IQAC members.
3. Discussed about Third cycle NAAC & the criterion wise groups. Resolved to start working according to criteria at the earliest.
4. AQAR 21-22 prepared is dependent on data collection, collation and filling of template-wise data. Resolved to discuss with all Criteria-conveners and joint conveners so that AQAR 21-22 can be submitted on time. Before SSR preparation all teachers need to be acquainted with all 56 QLM and QNM metrices
5. IQAC coordinator reported plan of action.

Plan of Action 2022-2023	
Plan of Action	Achievements/Outcomes
Conduct orientation sessions for faculty, staff, and students to familiarize them with the key principles and objectives of the NEP.	Conducted successful orientation sessions, enhancing understanding of NEP among stakeholders.
Establish a student support center to provide academic guidance, counseling, and mentoring. Implementation of the new add-on course which can contribute to personal development by enhancing confidence, leadership abilities, or creativity.	Established a student support center, providing valuable support to students in their academic journey. Add-on courses complemented academic studies by providing additional knowledge or practical skills. Mentoring has helped students explore career options, develop professional skills, and prepare for their future careers.
Implement innovative teaching methods and technologies to improve learning outcomes.	The use of innovative teaching methods (1. Flipped Classroom 2.Project-Based Learning 3. Game-Based Learning 4.Mobile Learning 5. Collaborative Learning Platforms) and technologies has increased student engagement in the learning process, leading to improved participation and

	motivation. Innovative teaching methods have promoted collaboration among students, encouraging them to work together and learn from each other.
More collaborations with higher educational institutions and NGOs	Collaborations have provided students with access to a wider range of academic programs, courses, and resources, enriching their learning experience. Collaborations have enabled faculty exchange programs, allowing faculty members to gain new perspectives, share expertise, and collaborate on research and teaching projects.
Conduct outreach programs and social initiatives to benefit the local community.	The programs have positively impacted the local community by addressing specific needs or challenges, such as education, health, or environmental issues. Students have actively participated in the programs, gaining practical experience, and developing a sense of social responsibility and empathy.
Research activities to be strengthened	The college has successfully secured research grants (ICSSR, Govt of India)) and funding from external sources, allowing faculty to conduct high-quality research projects. The college has established collaborations and partnerships with other institutions, industries, and research organizations, leading to collaborative research projects and interdisciplinary research.
Sports activities and facilities to be enhanced and encouraged	The number of students participating in sports activities has significantly increased, reflecting a growing interest and engagement in sports. Students representing our college have achieved notable success in various sports competitions at the local, regional, District and national levels, showcasing the college's sports prowess.
Implement measures for campus beautification and cleanliness.	The campus has become more visually appealing and welcoming, creating a positive environment for students, faculty, and visitors. Renovation and maintenance efforts have improved the condition of buildings, pathways, and landscaping, enhancing the overall infrastructure of the college. The college has implemented green initiatives such as planting trees, creating green spaces, and promoting recycling, contributing to a more sustainable campus environment.

Upgrade existing infrastructure, including classrooms, laboratories, and library facilities, to provide a conducive learning environment.	The library has been modernized with updated resources, digital tools, and comfortable study spaces, encouraging students to use the library for research and study purposes. Upgraded laboratories are equipped with state-of-the-art equipment and technology, providing students with practical learning experiences.
Strengthen the alumni network and encourage alumni participation in college activities.	The alumni network has become more active and engaged, with a growing number of alumni participating in college events, programs, and initiatives.

6. CAS of Dr. Sanghamitra Ganguly & Prof. Sudeep Sarkar to be perused carefully and reported to Principal to seek name of govt. experts and subject expert.

7. IQAC coordinator presented a report from Librarian. Discussed and resolved to emphasize on more footfall of students and library familiarisation activities.

8. Student-centric activities such as cultural competition, quiz conducted by and for students, Field trips and excursions may be arranged. Student- exchange programmes with colleges having MOUs to be intensified.

9. Misc.- There was no more agenda to be discussed and meeting ended with vote of thanks from and to the Chair.

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NOTICE

For

Meeting of the Internal Quality Assurance Cell (IQAC)

15.1.2023

A meeting of Internal Quality Assurance Cell (IQAC), Maheshtala College has been called on 28th January, 2023 at 3 PM with the following agenda at College Campus.

Agenda for Meeting:

1. Confirmation of the Minutes of last Meeting, dated 14.09.2022
2. Action Taken Report on the basis of resolutions of last meeting.
3. Review of academic performance indicators and discussion on strategies for improvement.
4. Progress report on the implementation of MoUs signed with other institutions or organizations.
5. Planning for future collaborations and MoUs with other institutions or organizations.
6. Updates on accreditation and quality assessment activities.

7. Semester wise teaching plan and research activities.
8. Special Classes for motivating Advanced, Average and Slow learners
9. Review of student's attendance and performance on Continuous basis
10. Strengthening of Mentor Mentee program and ensuring efficient mentoring system
11. Discuss any other relevant issues related to special classes or quality assurance.
12. Misc.

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IQAC MEETING DATED 28.01.2023

Resolutions:

1. Read and confirmed minutes and resolutions of last IQAC Meeting dated 14.9.22.
2. ActionTaken Report –
   a) Students Quiz program held.
   b) Students of Geography department taken on Field trip
   c) Communal Harmnoy Day celebrated
   d) Extension and Outreach activities held in the Nangi-Batanagar-Budge Bidge areas with NSS volunteers, teachers and students of different departments.

3. Members discussed that different MOUs that have been signed last meeting namely with (Colleges who have done MoU since last meeting) .
Iinterested colleges and organisations who may sign MOUs shortly are Sadhan Chandra Mahavidyalaya, Swami Vivekananda University, Vidyanagar College etc.

4. IQAC Coordinator informed that NAAC has changed certain benchmarks and we need to be alert to them. The quality enhancement initiates undertaken are
   a) Institution Innovation Council established and skill development activites underteken
   b) Capacity Building Workshop held
   c) CIE framework and need for modifications discussed
   d) Vidya Amritam Scholarships distributed
   e) Scholarship fair held in college for students of neighbouring schools and of our college
   f) Excursion to birthplace of Rabindranath Tagore and Legislative Assembly planned.

4. Principal said that institution needs to be ready for implementation of National Education Policy 2020. Programme on IKS need to be organised by IQAC in collaboration with IIC of the college. All departmentts to review semester-wise teaching plan. Resolved to incorporate necessary changes in teaching plan and organise NEP related programs.

Research activities need to be strengthened. Teachers should motivate students to undertake small research based activities in groups or individually and publish them in departmental webzine.

5. Principal suggested that based on Bloom's Taxonomy, subject teachers should identity advanced and slow learners, and classes should be arranged accordingly.
6. IQAC Coordinator reported that students' attendance after pandemic has been quite alarming. CIE also should be made mandatory for all students. Resolved to initiate proper action.
7. Mentor-Mentee program is running since 2021-2022 and even earlier. Members reported that students have been informed about individual mentors but still they sometimes wrongly contact other mentors. Resolved to address these issues and ensure more efficiency in the system.
8. In Misc, it was reported that some desktop computers and projectors in room 17 for students are not working properly. Resolved to contact AMC vendor and seek immediate resolution.

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NOTICE

For

Meeting of the Internal Quality Assurance Cell (IQAC)

09.3.2023

A meeting of Internal Quality Assurance Cell (IQAC), Maheshtala College has been called on 20th March, 2023 at 2 PM with the following agenda at College Campus.

Agenda for Meeting:

1. Confirmation of the Minutes of last Meeting, dated 28.01.2023
2. Action Taken Report on the basis of resolutions of last meeting.
3. Review of academic performance indicators and discussion on strategies for improvement.
4. To discuss the increase in ICT infrastructure facilities and library facilities as Learning Resources.
5. Identify and map existing alumni networks and associations associated with the institution.
6. Discuss strategies for promoting the workshops or seminars can be integrated into the curriculum to enhance student learning.
7. Plan activities to enhance student participation and engagement in academic and extracurricular activities.
8. Discuss plans for enhancing infrastructure, facilities, and resources as per NAAC requirements.

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IQAC MEETING DATED 20.03.2023

Resolutions:

1. Read and confirmed minutes and resolutions of last IQAC Meeting dated 28.1.23.
2. ATR - Programmes with MoU colleges held, Online Faculty Development Prog initiated, Mentoring activities strengthened, Remedial class and Special classes held, Parents' Teachers Meeting held and CIE Progress Report shared and discussed, AQAR 21-22 ready for updation, teachers' research activities pulverised due to publication of articles and book chapters, PhD registration of many teachers and project- work of students

3. AQAR 21-22 readied after completion of Internal Audit and AQAR 22-23 preparation started. Resolved to move ahead for Academic and Administrative Audit.

4. Discussed and resolved to organise Convocation ceremony for Add on, Certificate and Value Added courses.

5. IQAC Coordinator places Academic Sub Committee report on Sem 3 and 5 results. External members suggest increasing CIE to two per semester, so that students get scope for improvement.

6. Resolved to forward names in GB for recommendation.

7) a. Grievance Redressal Cell proposed inclusion of grievances related to Add on courses and facilities such as Gym, Canteen. Resolved to include the suggestion in the concerned G R format

b) Mentoring Register should be more detailed.

c)ICT Capacity Building Workshop to be organised twice a year

d) More MoU and Academic linkages to be made, stressing on holistic health

e) Resolved to organise department - wise extension activities and community engagement programmes

f) IIC Coordinator to be approached to include more programs on soft skill development, digital content creation

g) CIE to stress on reading and writing skills

h) Principal said that Dhimahi Inter-Disciplinary Research Forum now has international members and participants on a wide spectrum of subjects that emphasizes multidisciplinary approach; College magazine Anweshan published and Intellect.Us editing work in progress.

I) SWAYAM NPTEL starts functioning

8. PBAS for teaching and non teaching staff discussed. Resolved to follow Govt of West Bengal rules for appraisal for both teachers and teaching support staff

9. Principal said that Dhimahi Inter-Disciplinary Research Forum now has international members and participants on a wide spectrum of subjects that emphasizes multidisciplinary approach; College magazine Anweshan published and Intellect.Us editing work in progress.

10. IQAC Coordinator presents her report on 5 Days Online National Level Faculty Development Programme held from June 19, 2023 to June, 23, 2023, in collaboration with MOU institution, Uluberia College. Total number of Resource Persons was five and total number of Participants was 109. Feedback taken after the programme is very positive.

11. Feedback, in English as well as in Bengali (mother tongue of most students in the college) from all stakeholders collected, analysed, discussed and published on the website

12. Plan of Action for 2023-2024

A. To prepare all stakeholders for 3rd cycle NAAC accreditation and assessment at the earliest

B. To continue Sports activities after college conducted 3 days' long District Sports Meet very successfully; enlist services of Girls' Kho Kho trainer, Athletics coach for boys and girls, arrange football facilities and initiate communication with local Agomoni Club

C. To organise more Capacity Building Workshops for Teaching and Non Teaching staff, particularly on ICT and Communication Skills

D. Motivate more faculty members to engage in research activities and publish
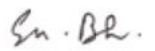
E. Have an Examination Control Room for teachers as many of them are Head Examiners and due to CBCS and forthcoming NEP, examination-related work has increased

F. Career Counseling programmes through Alumni engaged in different professions to be increased

G. Student- centric activities to be increased

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NOTICE

For

Meeting of the Internal Quality Assurance Cell (IQAC)

16.6.23

A meeting of Internal Quality Assurance Cell (IQAC), Maheshtala College has been called on 24ᵗʰ June, 2023 at 2 PM with the following agenda at College Campus.

Agenda for Meeting:

1. Reading and Confirmation of the Minutes of last Meeting.
2. Action Taken Report on the basis of resolutions of the last meeting.
3. Report on submitted AQAR 2021-2022 and preparation of 2022-23 AQAR
4. Report on Addon Course / Certificate Course/ Value Added Course
5. Review of Academic Result (Semester III & V) and Action plan for improvement
6. CAS of a) Ajijur Rahaman Mallick (Stage 3 to 4), b) Sanjibita Mondal (Stage 3 to 4), c) Sanjok Lohar (Stage 1 to 2), Subhasis De (Stage 1 to 2), e) Ranajit Das (Stage 1 to 2).
7. Discussion regarding a) Grievance Redressal Cell, b) Mentorship, c) ICT Capacity Building Workshop d) MOU and academic linkages e) Extension activities and community engagement f) IIC activities g) CIE h) Dhimahi Research Forum and research publications, Intellect.Us and Anweshan, i) Intimation of Approval of SWAYAM NPTEL and Report on Course Registration through NPTEL
8. Performance based appraisal system (Teaching & Teaching Supporting Staff)
9. Review of Research Cell Activities - Dhimahi – Interdisciplinary Research Forum
10. Report on *5 Days Online National Level Faculty Development Programme* On "Digital Tools in Teaching Learning Process & Research" June 19 -23, 2023 in collaboration with IQAC, Uluberia College, Howrah
11. Review of feedback form all stakeholders - student, parent, alumni and employer.
12. Plan of Action 2023-2024
13. Misc.

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IQAC MEETING DATED 24.06.2023

Resolutions:

1. Read and confirmed minutes and resolutions of last IQAC Meeting dated 20.3.23.

2. Action Taken Report - a) Academic infrastructure increased with 15 desktops & Printers for students and 6 projectors installed, taking number of ICT Rooms to 10, b) New Add On courses on Skill based subjects introduced, c) Examination Control Room starts operation, d) Old Physics Laboratory renovation and refurbishment by CSR initiative, e) GB President, Smt. Ratna Chatterjee gifts Open Air stage in her late mother's memory for students' cultural activities f) Solar powered garden lamps fixed in garden for beautification of college and as e initiative g) Plantation drive in locality by NSS

3. Academic Performance Indicators such as students' results, CIE, mentoring registers and class performances discussed; teachers' performance also discussed on the basis of Teachers' Diary and Mentorship Register.

Resolved that beside academic performance, students' performance in sports and extra-curricular activities will also be noted and considered for Vidya Amritam and fees concession by college

4. Computer Training and Browsing Centre needs more desktops.

5. Alumni Association after registration has been organising Career Counselling sessions and have also contributed for treatment of Poulami Mondal, student of Computer Science who has been critically injured in train accident. Alumni Association has promised to organise many such other events.

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