



YEARLY STATUS REPORT - 2022-2023

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 its own campus? **Yes**

- Phone no./Alternate phone no. **6289482452**
- Mobile No: **9433824533**
- Registered e-mail **maheshtalacollege@yahoo.com**
- Alternate e-mail **principal@maheshtalacollege.ac.in**
- Address **Budge Budge Trunk Road (Opposite Indian Chain), Maheshtala - 700139**
- City/Town **Kolkata**
- State/UT **West Bengal**
- Pin Code **700139**

2.Institutional status

- Affiliated / Constitution Colleges **Affiliated**
- Type of Institution **Co-education**

- Location **Semi-Urban**

- Financial Status **Grants-in aid**
- Name of the Affiliating University **University of Calcutta**
- Name of the IQAC Coordinator **Dr.Deepa Bhattacharyya**
- Phone No. **9674030676**
- Alternate phone No. **9433363793**
- Mobile **9674030676**
- IQAC e-mail address **iqac@maheshtalacollege.ac.in**
- Alternate e-mail address **principal@maheshtalacollege.ac.in**

3.Website address (Web link of the AQAR (Previous Academic Year)

<https://www.maheshtalacollege.ac.in/aqar-submission>

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://www.maheshtalacollege.ac.in/academin-calendar>

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C++	65.25	2004	03/05/2004	02/05/2009
Cycle 2	B	2.31	2016	05/11/2016	04/11/2021

6.Date of Establishment of IQAC

25/08/2004

7.Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
STATE GOVERNMENT	PAY PACKET	DEPARTMENT OF HIGHER EDUCATION, GOVT OF WEST BENGAL	2022-23	53916317
UNIVERSITY OF CALCUTTA	NATIONAL SERVICE SCHEME (NSS)	CENTRAL SECTOR SCHEME OF GOVERNMENT OF INDIA, MINISTRY OF YOUTH AFFAIRS & SPORTS	2022-23	47500

8. Whether composition of IQAC as per latest NAAC guidelines Yes

- Upload latest notification of formation of IQAC [View File](#)

9. No. of IQAC meetings held during the year 4

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? Yes
- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10. Whether IQAC received funding from any of the funding agency to support its activities during the year? No

- If yes, mention the amount

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

? Intensive student-centric activities ? Institution Innovation Cell starts functioning ? Green Audit and Gender Audits done ? ISO

Certifications completed ? Collaborative activities with different higher education institutions

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

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

	<p>enabled faculty exchange programs, allowing faculty members to gain new perspectives, share expertise, and collaborate on research and teaching projects.</p>
<p>Conduct outreach programs and social initiatives to benefit the local community.</p>	<p>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.</p>
<p>Research activities to be strengthened</p>	<p>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.</p>
<p>Sports activities and facilities to be enhanced and encouraged</p>	<p>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.</p>
<p>Implement measures for campus beautification and cleanliness.</p>	<p>Implement measures for campus beautification and cleanliness.</p>

<p>Upgrade existing infrastructure, including classrooms, laboratories, and library facilities, to provide a conducive learning environment.</p>	<p>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.</p>
<p>Strengthen the alumni network and encourage alumni participation in college activities.</p>	<p>The alumni network has become more active and engaged, with a growing number of alumni participating in college events, programs, and initiatives.</p>

13. Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

Name	Date of meeting(s)
Teachers Council	27/02/2024

14. Whether institutional data submitted to AISHE

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 its own campus?	Yes
• Phone no./Alternate phone no.	6289482452
• Mobile No:	9433824533
• Registered e-mail	maheshtalacollege@yahoo.com
• Alternate e-mail	principal@maheshtalacollege.ac.in
• Address	Budge Budge Trunk Road (Opposite Indian Chain), Maheshtala - 700139
• City/Town	Kolkata
• State/UT	West Bengal
• Pin Code	700139
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Semi-Urban
• Financial Status	Grants-in aid
• Name of the Affiliating University	University of Calcutta

• Name of the IQAC Coordinator	Dr. Deepa Bhattacharyya																		
• Phone No.	9674030676																		
• Alternate phone No.	9433363793																		
• Mobile	9674030676																		
• IQAC e-mail address	iqac@maheshtalacollege.ac.in																		
• Alternate e-mail address	principal@maheshtalacollege.ac.in																		
3. Website address (Web link of the AQAR (Previous Academic Year))	https://www.maheshtalacollege.ac.in/aqar-submission																		
4. Whether Academic Calendar prepared during the year?	Yes																		
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.maheshtalacollege.ac.in/academin-calendar																		
5. Accreditation Details																			
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>C++</td> <td>65.25</td> <td>2004</td> <td>03/05/2004</td> <td>02/05/2009</td> </tr> <tr> <td>Cycle 2</td> <td>B</td> <td>2.31</td> <td>2016</td> <td>05/11/2016</td> <td>04/11/2021</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	C++	65.25	2004	03/05/2004	02/05/2009	Cycle 2	B	2.31	2016	05/11/2016	04/11/2021
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to														
Cycle 1	C++	65.25	2004	03/05/2004	02/05/2009														
Cycle 2	B	2.31	2016	05/11/2016	04/11/2021														
6. Date of Establishment of IQAC	25/08/2004																		
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,																			

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
STATE GOVERNMENT	PAY PACKET	DEPARTMENT OF HIGHER EDUCATION, GOVT OF WEST BENGAL	2022-23	53916317
UNIVERSITY OF CALCUTTA	NATIONAL SERVICE SCHEME (NSS)	CENTRAL SECTOR SCHEME OF GOVERNMENT OF INDIA, MINISTRY OF YOUTH AFFAIRS & SPORTS	2022-23	47500
8. Whether composition of IQAC as per latest NAAC guidelines			Yes	
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 			View File	
9. No. of IQAC meetings held during the year			4	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 			Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 			View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?			No	
<ul style="list-style-type: none"> If yes, mention the amount 				
11. Significant contributions made by IQAC during the current year (maximum five bullets)				
? Intensive student-centric activities ? Institution Innovation				

Cell starts functioning ? Green Audit and Gender Audits done ?
ISO Certifications completed ? Collaborative activities with
different higher education institutions

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

Plan of Action	Achievements/Outcomes
<p>Conduct orientation sessions for faculty, staff, and students to familiarize them with the key principles and objectives of the NEP.</p>	<p>Conducted successful orientation sessions, enhancing understanding of NEP among stakeholders.</p>
<p>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.</p>	<p>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.</p>
<p>Implement innovative teaching methods and technologies to improve learning outcomes.</p>	<p>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.</p>
<p>More collaborations with higher educational institutions and NGOs</p>	<p>Collaborations have provided students with access to a wider range of academic programs,</p>

	<p>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.</p>
<p>Conduct outreach programs and social initiatives to benefit the local community.</p>	<p>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.</p>
<p>Research activities to be strengthened</p>	<p>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.</p>
<p>Sports activities and facilities to be enhanced and encouraged</p>	<p>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</p>

	college's sports prowess.
Implement measures for campus beautification and cleanliness.	Implement measures for campus beautification and cleanliness.
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.
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Teachers Council	27/02/2024
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2022-2023	16/02/2024
15. Multidisciplinary / interdisciplinary	
<p>The college has a vibrant multidisciplinary ambience that promotes inter-department linkages, multi-department academic activities and ensures holistic educational approach, promulgated by ancient Indian knowledge systems. The ethos behind the college's multidisciplinary approach is from Gurudev Rabindranath Tagore – <i>Nana bhasha, nana mot, nana poridhan, Bibidher majhey dekho</i></p>	

milan mohan (Multiple languages, multiple perspectives, multiple dress choices; yet, behold the great unity amidst all the multiplicity)

- The College has a Multidisciplinary Research Forum - DHIMAHI (wisdom) that meets online one Saturday evening, every month. It has scholars and teachers from different colleges and universities (some even from abroad) as well as from the college.
- There are two multi-disciplinary publications, one is INTELLECT.US which is a Peer reviewed ISBN annual research publication, and the other is ANWESHAN , consisting of essays, memoirs, poems, reviews, paintings by students, alumni and teachers.
- Inter-departmental quizzes, poster competitions, seminars, webinars, PPT competitions are held to give boost to inter-disciplinary approach
- Inclusivity Studies is a mandatory subject for all students of First Semester of the college, which motivates students to decline all barriers and opt for a comprehensive outlook in life and multidisciplinary approach in studies. Curriculum framework for this subject has been completely developed by teachers of the college.
- Value Education is a compulsory subject for all students of First Semester of the college, which motivates students to learn about ancient moral systems, teachings of our great sages and social reformers and move ahead with the vision of Tagore.

16.Academic bank of credits (ABC):

Under the National Education Policy, the Academic Bank of Credit (ABC) has introduced a system that offers students multiple entry and exit options in their undergraduate (UG) and postgraduate (PG) programs. This means that students can leave a course at a certain stage and re-enter it within a specific period. This flexibility in academic programs aims to provide students with opportunities to seek employment after completing a certain level of education, upgrade their qualifications, and reduce the dropout rate.

The implementation of the ABC regulation will also promote a blended learning approach. This means that students will be able to earn credits from various Higher Education Institutions (HEIs) registered under the ABC scheme through platforms like SWAYAM. Maheshtala College is a LOCAL CHAPTER of SWAYAM and our institution has already started encouraging both faculty and students to enroll in national schemes such as MOOCS, SWAYAM, NPTEL, and V-Lab, which facilitate online learning and the acquisition of credits.

The ABC system introduced by the National Education Policy offers students the flexibility to enter and exit academic programs at different stages. This helps them seek employment, upgrade their qualifications, and reduces the dropout rate. Additionally, the policy promotes blended learning through platforms like SWAYAM, and our institution is actively encouraging participation in these initiatives.

17.Skill development:

The college is alert to the paradigm shift from knowledge-based to skill-based curriculum in the wake of New Education Policy (NEP 2020). A number of programmes on Skill Development have been organized.

The College has Institution Innovation Council, affiliated to Ministry to Education, Govt of India and organises different skill development programmes such as Soft Skills, Folk Art, Employability skills.

A Skill Enhancement Course (SEC) is compulsory for all students of the College. Majority of the Departments of the College conduct Add- on Courses for their students to cater to the contemporary societal and corporate needs.

The College has to provide Digital taxation skills, including Tally lessons for all students of Commerce department. The Teachers of the Department of Commerce also take special classes for the same.

The Department of Computer Sc. provides free certificate computer course for all students of the college to enhance their computer skills.

The Cultural Committee of the College organises events and encourages participation of all students to enhance their cultural skills.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Most of our students are from Bengali medium schools, and as such most of the lectures are delivered in Bengali and English. Some students, particularly from Commerce stream, hailing from Hindi - speaking families, are explained the nuances of the course in English and Hindi.

As part of the institution's initiative for creation of an ecosystem for Indian Knowledge System (IKS), the Sanskrit department of the institution collaborated with Women's Christian College and successfully conducted an Add On Course in Communicative Sanskrit. The webzine of the Sanskrit department of the college named, 'Shrauti' published interesting collection of articles on Sanskrit fictional literature and Ayurveda. Students presented papers in a webinar on 'Shaastra charcha - Vedic literature'. Every cultural programme in the college starts with chanting of Vedic hymns and nowadays, students are volunteering to recite the hymns. Bhasha Divas to commemorate International Language Martyrs Day. One of the most remarkable feature of the college is the enthusiastic participation of all students in the different cultural festivals like Raksha Bandhan (Rakhi) Saraswati Puja, Milad , Vasant Utsav and Sharodiya where students and staff from diverse backgrounds converge to celebrate the ancient Indian dictum of 'vividhata madhye ekta' (Unity in diversity).

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Maheshtala College follows CBCS syllabus of University of Calcutta in all the three streams BA, BSc and BCom Hons and General. As part of our constant endeavor to cater to student-centric pedagogic practices, and update and upgrade our curricular delivery, we have adopted the ethos of OBE or Outcome Based Education in various subjects.

At the beginning of the semester, during the Orientation Programme, students are made aware of the Programme Outcomes and

Course Outcomes in detail. Respective teachers handling a particular course discuss and disseminate the importance of the course. Students are also apprised about the job opportunities available to the students on completion of the course. Most classrooms have boards on which Career opportunities are provided.

In Parents-Teachers' Meetings, parents are also made aware of the learning outcomes, as most of our students hail from economically-depressed families where awareness level about the programmes, courses and job opportunities is very low.

After the initial Orientation Programme, the students also gradually familiarise themselves about the Programme Outcomes and Course Outcomes ; if any student requires any clarification, the departmental teachers or mentors clarify their doubts and guide them properly.

Programme .

Assessment of attainment of outcomes is also done in both direct and indirect methods.

20.Distance education/online education:

Maheshtala College was among the first colleges in West Bengal to move from classroom to online mode at the onset of Covid pandemic and the online measures taken during the pandemic have been sustained. College now has LMS which is used extensively by teachers and students. During pandemic Zoom, Google Classroom, Jamboard etc.

Measures such as online Add-On courses, digital repositories, student support services through NLIST, online examination through LMS are already in practice.

Students are encouraged to pursue courses on the SWAYAM NPTEL of which the college is a Local Chapter.

Extended Profile

1.Programme

1.1

43

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 1390

Number of students during the year

File Description	Documents
Data Template	View File

2.2 561

Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 54

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 51

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 53

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	43
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	1390
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	561
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	54
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	51
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	53
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	23
Total number of Classrooms and Seminar halls	
4.2	14.16234
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	42
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

As an affiliated college, Maheshtala College follows the curriculum is designed by Calcutta University. Since 2018, Choice Based Credit System has been implemented in the college. The college with its effective curriculum planning and adherence to Academic Calender renders support to the students to ensure holistic education.

- Principal in consultation with Academic Sub Committee and IQAC discuss, design and plan strategies to formulate Academic Calender of the institution , draw out the prospectus, routine, plan for Continuous Internal Evaluation, requisition for books, evaluation strategies, requirements for practical and lab-based subjects etc
- At present, there are six programmes - BA Hons, BA General, BSc Honour, BSc General, BCom Honours and BCom General. There are 16 subjects (including Environmental Studies), out of which 12 subjects offer Honours degrees

as well.

- At the beginning of each session, an Induction Programme held for students to familiarise them about their chosen programmes and courses.
- Traditional teaching methods are supplemented by use of ICT and LMS, along with practical classes for lab based subjects and excursions, field trips to ensure smooth delivery of curriculum
- Students' seminars, inter-departmental PPT competitions are held to make students more confident and hone their research abilities. These are also evaluated and assessed.
- Teachers regularly keep note of classes, CIE, evaluation plans, their academic accomplishments in Academic Diary and Mentor-Mentee Register
- CIE is centralised with all departments adhering to a fixed time span, though Departments have autonomy to conduct CIE according to their preferred modes.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://www.maheshtalacollege.ac.in/about <u>-3-1</u>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Principal in consultation with IQAC and Academic Sub Committee plans the curricular framework, on the basis of which Academic Sub Committee prepares an Academic Calendar, keeping in mind the following:

- Academic calendar of Parent University
 - Days of special observance of the college
 - Continuous Internal Evaluation plan

Academic calendar is prepared by the Academic Sub Committee in consultation with IQAC of the college with details of commencement of classes, probable dates of CIE and University Examinations, students' seminar, excursion, celebration of special occasions and days, national and state holidays etc. The afore-mentioned calendar is prepared at the beginning of each

session and it is made available on the college website and in the prospectus.

A few days after the beginning of each session, Principal issues notice intimating each department about the time-span for conducting Continuous Internal Evaluation. Each department in turn conducts a departmental meeting to decide modes of CIE and endorses by Principal.

Departments have autonomy to conduct CIE according to their preferred modes - Viva, projects, MCQ, written tests etc

Results of CIE are announced after evaluation, and identification of Advanced and Deficient Learners are made on that basis.

Parents are also informed about the progress of their wards through Parents-Teachers' Meetings.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.maheshtalacollege.ac.in/about -3-1

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

29

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

14

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

510

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

510

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The teaching-learning process incorporates discourses on gender, issues of professional ethics, importance of conservation of environment and the need for sustainability.

This is effectively done in two ways:

1. Some departments offer CC, DSE and GE courses that address these issues directly as part of the CBCS curriculum.
 - English: Women's Writing and Women's Empowerment, Waves of Feminism, Human Values.
 - Philosophy: Human values, Environmental Philosophy, Feminist Philosophy, EcoFeminism, Indian and Western Ethics.
 - Political Science: Gender, Human Values and Rights and Politics.
 - Economics: Environmental Economics, Sustainability & Gender Issues.
 - Sanskrit: Human Values & Ethics, Gender, Environment sustainability & Professional Ethics.
 - Bengali: Gender Awareness, Human Values.
 - History: Gender, marriage and property relations; Environment; Culture, Tradition & Practices
 - Chemistry: Green Chemistry
 - Geography: Development-environment conflict; Research Methodology; Human Values- Concept and classification of

Race and Ethnicity

- **Mathematics: Bio-Mathematics**
 - **Education: Gender Dynamics**
 - **Compulsory course on Environmental Studies (AECC2) for all Sem 2 students.**
1. **Departments organize seminars/webinars, lectures and other co- curricular activities on these topics. Department of Mass Communication and Journalism provides compulsory Value Education and Inclusivity Studies Certificate courses for all students.**

The Institution also celebrates International Women's Day (SAMPURNAA) to acknowledge the progress made towards achieving gender equity and women's empowerment .

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

4

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

511

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni**

A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://www.maheshtalacollege.ac.in/about-3-1

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1248

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

61

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college arranges for evaluation and assessment of the learning levels of students primarily through two methods:

- **Summative assessments:** Tests - subjective and MCQ, quizzes, and other graded course activities such as project work, practical exams are used to measure student performance.
- **Formative assessment :** Teachers ` interaction with students within classrooms, mentoring activities , and different co-curricular activities in which students participate constitute the guiding feedback on their relative performance.

Teachers provide face-to-face assistance beyond college hours through Mentor-Mentee system.

Departments use monitoring and mentoring to keep track of slow learners' progress. Along with teachers, some advanced learners are encouraged to mentor weak students and help them with explanations and notes. Students enrolled in the department are identified as slow and advanced learners based on Bloom's taxonomy.

Following activities are done for Slow learners

: 1. Individual counselling. 2. Remedial Coaching 3. Extra notes. 4. Group discussion sessions. 5. Internal examination process. 6. Encouragement for participation in NSS, Sports, and academic activities. 7. Additional library books.

For Advanced learners:

1. Advance notes 2. Seminar sessions 3. Participative learning sessions 4. Experimental learning sessions

i.e. Field Tour 5. Projects 6. Assessments 7. Group discussion

sessions

File Description	Documents
Link for additional Information	https://www.maheshtalacollege.ac.in/student-support-service
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1393	51

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

At Maheshtala College, teachers believe that each student is unique, and that education should address distinct learning needs, capabilities, interests and aspirations. The methods adopted have evolved according to the scope of the syllabus and in accordance to UGC regulations:

Learning through experience:

- Practical Classes for Students of the departments of Geography, Physics, Chemistry, Computer Science, Journalism and Mass Communication who are engaged in experiential learning
- Study-Tour/Field work for Students of Geography , Economics ,Political Science, History, Bengali, Journalism, Faculty of Science are taken to different places of their academic interest.
- Projects and Tutorials for all students of the college on Environmental Studies.
- Mock Parliaments for Students from Political Science , Journalism, English, Bengali and History departments
- T N Seshan Memorial Electoral Literacy Club.
- Alumni engaged in different professions often come and

share their real-life experiences with present students

Problem - solving :

- Assignments on different topics for Students of Arts, Science and Commerce faculties

College E-portal on Competitive Exams that has over 40, 000 questions

Personalized learning through Mentor-Mentee programme

Participative Learning :

- Micro-teaching by students, Intra and Inter-Classroom competitions using PPT , Quizzes
- Students Seminars
- Extension and Outreach activities by NSS , UBA
- Cultural competitions

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.maheshtalacollege.ac.in/about-3-1

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

ICT tools empower both teachers and learners and optimize teaching- learning experience. College subscribed to G suite during Covid pandemic, and LMS was introduced soon after. These tools are used in the Teaching learning process in Online-Offline mode of instruction. Besides LMS, the teachers of Maheshtala College online education resources through NLIST, social networking sites, blended learning platforms like Google classroom / Zoom Meet / Google meet effectively deliver teaching and provide enhanced learning experience to the students. In addition to 'chalk and talk' method of teaching, the faculty members are using the IT enabled learning tools such as PPT, Videos, films, Audio system, online sources, to expose the students for advanced knowledge and practical learning. College has own YouTube channel; most official correspondence is through E- mails, WhatsApp group, Zoom and Google classrooms are used as

platforms to communicate, provide material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, mentor and share information. The faculty use various ICT enabled tools to enhance the quality of teaching-learning like Google classroom/ Jam Board is used to manage and post-course related information- learning material, quizzes, lab submissions and evaluations, assignments, etc.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.maheshtalacollege.ac.in/student-support-service

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

51

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

51

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

10

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

374

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The College has a regular, robust and transparent system of internal assessment for every course offered under CBCS through Continuous Internal Assessment as well as the evaluative model following the regulations of the University of Calcutta. At the commencement of academic session 2021-22, rules and regulations, schedule, duration, question pattern and marking system have been explained to the students through Orientation and website notification. If a student fails to appear in any internal examination for some valid and inadvertent causes, necessary arrangements are made to conduct separate evaluation of an absentee candidate. Transparency and security of evaluation are ensured. Besides, other assessments like class tests and CIEs are conducted prior to the University Level, Theory Exams to evaluate the progress of the students. The results of these assessments were duly intimated to the examinees along with suggestions for improvement and doubt-clearing. Students were apprised of their mistakes and were advised to rewrite answers and send them to the concerned teacher so that he /she is able to check whether the mistakes are properly understood and rectified by the students.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.maheshtalacollege.ac.in/about-3-1

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The college has a Grievance Redressal Cell composed of teaching and non teaching staff and students with the Principal as the Chairperson. Periodic meetings are held for keeping track of grievances. Any student, any member of teaching or non-teaching staff and guardians may have any kind of grievance fill up a detailed form specifying the nature of grievance, which is then taken up by appropriate officials.

Grievances related to university exams are taken up by Principal and the office and personally taken up with the concerned departments of Calcutta University.

College helpline phone and email are displayed on website and students can meet Principal, teachers and staff with their grievances, besides writing about them through Grievance

Redressal Cell.

Principal, Grievance Redressal Cell, mentors of the college and the college office always are alert and responsive towards students' grievances and the multi-tier process lends the system a transparency and accountability.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.maheshtalacollege.ac.in/online-grievance-redressal

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The mission of Maheshtala College is overall development of students in order to make them aware that acquiring of knowledge is the key to power, as evident in the motto of the college. Students should be able to realise their own potential, develop individual decision -making acumen and should be able to adapt and adopt to the changes in the world around them.

Before the beginning of the CBCS course, multiple workshops were organised by the parent university for each of the subjects taught in the college. Moreover, online workshops were organised by the college for teachers and students to familiarise them with the different aspects of CBCS.

The stated stated Programme and Course outcomes of the Programmes offered by the institution are formulated by teachers of each department to inform the students and published on the website. At the beginning of each batch, an Orientation Programme is organised where teachers of each department sensitise students with the Programme and Course outcomes as well as explain the career opportunities available for their chosen programme and course.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.maheshtalacollege.ac.in/pos-psos-and-cos
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The Programme and Course Outcomes are gauged through the direct and indirect methods.

The institution conducts Continuous Internal Evaluation in addition to the end-semester University examination . This is done through class tests, viva voce, quizzes, project-based assignments.. It also gives teachers the opportunity to help the student to do better. The student's attendance, his or her class performance and his or her academic evaluation help teachers to formulate a score of the student: the end-semester exam result is also taken into consideration.

After identification of the slow learners and the advanced learners using Bloom's Taxonomy, departmental meetings are held to plan remedial classes for the slow learners and special classes for the advanced learners.

Students scoring highest marks in any programme and course are rewarded through the Vidya Amritam scholarships, presented on the Annual Day of the college.

The indirect method of assessing POs and COs is based on the calculation from Feedback reports obtained from students after the completion of the course. Feedback forms carry 10 marks on each question.

The final attainment level score is calculated from 80% of direct method and 20% from indirect method of assessment.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.maheshtalacollege.ac.in/pos-posos-and-cos

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

54

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.maheshtalacollege.ac.in/agar-submission>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.10

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://icssr.org/

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

44

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

11

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

10

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension activities are conducted by the institution through NSS and UBA leading to community development, service to society and awareness about different social evils and malpractices, as well as dissemination of a rational outlook . The NSS unit of the college has adopted a remote village 'Haatberia' about 15 kms away from the college, where the volunteers undertake different activities.

In order to create awareness about Gender equity, SAMPURNAA - a weeklong programme is organised every year on the theme of Empowerment, Equity and Excellence , which is attended enthusiastically by students of the college. Parents have

reported that students have transmitted their lessons from these programmes and have initiated sapling plantation, literacy initiatives, cleanliness and hygiene in their own homes.

During Covid, NSS volunteers have distributed masks and sanitisers to residents of the neighbouring areas . In collaboration with Alumni Association 'Praktani', 20 theatre-workers and stage technicians were helped by providing them a month's supply of rice, pulses, tea, sugar, soap at the Academy of Fine Arts.

A local NGO, Transcendent Knowledge Society, that works with children afflicted with autism and intellectual disabilities, have awarded the college for sustained contribution to social responsibility.

File Description	Documents
Paste link for additional information	https://www.maheshtalacollege.ac.in/nss
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

4

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

202

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

24

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

24

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has a green campus of 3188 square meters or 0.787 acres, with four buildings dedicated to teaching -learning process. There are 31 classrooms, some of which are equipped with projectors, televisions and desktop computers for students. Beside the classrooms, there are 2 seminar halls and 7 laboratories. One seminar hall doubles as a Computer Centre. There is one conference room where meetings and IQAC activities are held. There is a subsidised Canteen. The college has two playgrounds with landscaping and a small kitchen garden in front of the canteen. A Cheap Store and Convenience Centre is present in the campus, as part of Alumni Association initiative. There is a Cycle Stand for students, both boys and girls, and Ramps for differently abled students and staff.

The college provides good quality IT facilities for teachers and students. All departments are provided with laptops, desktops and projectors. College now has 42 computers for use by students, 18 laptops and 15 for teachers, in addition to 4 projectors, 10 printers. The college is wi fi enabled and a committee to look after IT facilities. There are 7 routers for ensuring steady wi fi connectivity.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.maheshtalacollege.ac.in/_files/ugd/aa8df4_89fd2029145644f7a060b5c4b4ee6268.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has two playgrounds with landscaping and a small kitchen garden in front of the canteen. The ground is used by students and staff for playing badminton, volleyball etc. Some events of the Annual Sports of the college, such as Kho Kho, Marble race, are also organised in the small ground.

The college has a small gymnasium having Exercycle, Jogging machine, Stepper, Multigym . The boys' common room has two large carrom boards, chess boards.

The college hosted South 24 parganas District Inter-College Sports and Games Competition , 2022-23, under the aegis of the Dept of Higher Education , Govt of West Bengal. In collaboration with local Municipality and local Amontron Club, the Bata Sports Stadium and Amontron ground were used, and are used as venue for organising Annual Sports of the college.

Yoga Day is celebrated every year with all students and teachers participating. Vipassana meditation camp is held every year.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.maheshtalacollege.ac.in/_files/ugd/aa8df4_c0939e8c8aa642008657c1befc0c9d04.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.maheshtalacollege.ac.in/_file_s/ugd/aa8df4_f1d5e51984484030870d7f54deee150c.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

2.06

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The college has two playgrounds with landscaping and a small kitchen garden in front of the canteen. The ground is used by students and staff for playing badminton, volleyball etc. Some events of the Annual Sports of the college, such as Kho Kho, Marble race, are also organised in the small ground.

The college has a small gymnasium having Exercycle, Jogging machine, Stepper, Multigym . The boys' common room has two large

carrom boards, chess boards.

The college hosted South 24 parganas District Inter-College Sports and Games Competition , 2022-23, under the aegis of the Dept of Higher Education , Govt of West Bengal. In collaboration with local Municipality and local Amontron Club, the Bata Sports Stadium and Amontron ground were used, and are used as venue for organising Annual Sports of the college.

Yoga Day is celebrated every year with all students and teachers participating. Vipassana meditation camp is held every year.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.maheshtalacollege.ac.in/about-library

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources **A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.05

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

45

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college is wi fi enabled and has a dedicated committee to look after IT facilities. This allows for ease of access. There are 7 routers for ensuring steady wi fi connectivity.

The college website is entirely conceptualised, designed and handled by the Department of Computer Science. The domain is rented from wix.com at a nominal price and the entire website including daily updation of different documents are done by the department.

The college has two Broadband and Internet connection of Alliance Broadband of 250 and 175 Mbps

The college office has TALLY ERP Version 9, purchased in 2014 and updated periodically.

Beside Online admission facility, the college has a customised ERP solution, which facilitates accounts, administrative and academic support. The modules used are Student MIS (Admission, fees payment), Learning Management System. Fees are collected through Billdesk.

For regular maintenance of Computers, printers, photocopiers, CCTV, local vendor has been entrusted with Annual Maintenance Contract.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.maheshtalacollege.ac.in/student-support-service

4.3.2 - Number of Computers

42

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

12.1

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The College has a well-wrought mechanism for maintaining and organizes physical, academic and support facilities - laboratory , library, gym , computers and classrooms. Classrooms are cleaned daily by the concerned support staff (casual) of the college.

Regular monitoring of electrical equipments and fixtures is done and repaired as and when needed by local electricians, under the supervision of College staff . Class routine is designed in such a way that there is maximum utilisation of infrastructure and classrooms. All gadgets are protected by annual maintenance contract (AMC), and digital and software equipment have online AMCs. There is a Campus Maintenance Subcommittee to look after the well-being of all infrastructure and Governing Body , on the recommendation of Finance Subcommittee looks into the proper utilisation of physical , academic and all support facilities. The librarian conducts orientation programmes to guide the new users every year to handle books and online resources.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.maheshtalacollege.ac.in/student-support-service

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

432

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

65

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	https://www.maheshtalacollege.ac.in/student-support-service
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

186

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

186

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

10

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

26

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

As no election for Students' Union has been held in the state since 2013, the teachers recommend names of students to act as representative, based on academic performance, regularity, participation in extra-curricular activities. Students have representations in IQAC, Grievance Redressal Committee, Sports sub-committee and Cultural sub-committee. Students are guided by teachers to organise different cultural programmes, to observe the important days like Republic Day, Independence Day, Teacher's Day etc. College Cultural Social Programme, Freshers' Welcome, Saraswati Puja, Basanta Utsav, Indoor Game competition,

and Annual Sports are organized by the students in active cooperation with teachers.

The students also join hands with the NSS unit of the college to conduct different activities related to Institutional Social Responsibility like Blood Donation Camp, Relief material collection etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

234

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of the college named 'Praktoni' is registered and contributes to the development of the institution in significant ways. It was formally established in 2002 and registered in 2022 under the Registration of Societies Act , XXVI, 1961 of the Government of West Bengal with Registration No. S0030766 of 2022-23 and has 170 registered members. Alumni Association is represented in the IQAC of the college.

The Alumni Association contributes not only with money but also in kind. Though the financial contribution of the Alumni Association is not significant but they are a strong support for the college. They organize Career Counselling Programmes, Motivation Workshops, Personality Development Programmes for present students. Alumni also contribute to the college magazine and participate in cultural programmes. Many of the Add On Courses of the college had alumni as Resource Persons. Some alumni members come forward to participate in the extension activities of the programme, organised in the neighbourhood of the college. Alumni are also entitled for Life membership in Central Library of the college for Reading facilities. There is a WhatsApp group of the alumni association where alumni regularly post job and appointment-related opportunities for other alumni and present students.

File Description	Documents
Paste link for additional information	https://www.maheshtalacollege.ac.in/alumni
Upload any additional information	View File

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Maheshtala College was established with the motto, Knowledge is power. The ethos of the statement is exemplified in the vision of the college :

- 1) Education that removes the darkness and fear of the unknown
- 2) Empowerment that strengthens the will to succeed
- 3) Equity that ensures justice and impartiality

4) Excellence that motivates each individual to better his /her best

The vision of the college is in tandem with the mission which is stated simply -

- Ensure education and opportunities for all
- Empower students to ideate, innovate and aspire to become global citizens

The institutional governance is three-tiered-

1. Apex level - The Governing Body is the policy-making authority

2. Executive level - The Principal as the Head of the Institution is responsible for the day to day administration and implements the policies promulgated by the Governing Body and other statutory bodies such as UGC, the parent university, the state government to uphold the vision and mission in all actions.

Functional level - The statutory subcommittees, namely the Finance Sub Committee and the Academic Sub Committee, the IQAC, other subcommittees and cells and the Teachers' Council assist the Principal to execute the academic, financial and auxiliary functions of the college .

File Description	Documents
Paste link for additional information	https://www.maheshtalacollege.ac.in/
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The college works under the management of the Governing Body and leadership of the Principal. The Principal in active consultation with the Governing Body of the college, has initiated a number of committees, cells comprising of teacher, staff , students, alumni, external members (as required) and through which the different functions of the college are handled effectively. Decentralised administration is practised under the

leadership of the Principal. Regular updates from the cells and committees help in determining the progress and implementation of perspective planning and strategies. All Full time teachers are given the responsibility to be convenor/coordinator/nodal officer (some teachers in more than one). The IQAC has representatives from higher management (Principals) of other noted colleges, an industrialist, members from local community, alumni and present students. Similarly, the Academic and Finance Sub Committee has nominees from parent university and a renowned college, retired academicians and scientists, representatives from local community, alumni, non teaching staff and current students. All stakeholders of the college

- students, teaching and non teaching staff, parents and community representatives, can meet the Principal anytime during college hours and contact her 24X7.

File Description	Documents
Paste link for additional information	https://www.maheshtalacollege.ac.in/sub-committee
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

1) NAAC- Sentinel for Quality benchmarking in higher education institutions

2) Vision and Mission Statement of Our College.

3) Rapidly evolving employment and education scenario

Strategic plan for five years (2019-2024) in place and divided into one, three and five years. Governing Body and IQAC discuss about progress of and implementation of strategic perspective plan, both short term and long term. Strategic plan and action plan are designed in such a manner that this quality policy is driven and deployed during every process. Principal as Executive head of the institution, in consultation with IQAC and different sub committees and cells monitors and takes necessary action regarding the fulfillment of the plans and periodically reviews such progress. Each process is regularly reviewed by a monitoring mechanism and discussed at length in meetings of

different cells, IQAC and finally at the Governing Body. Perspective Plan is also reflected in the IQAC Plan of Action and action is taken accordingly.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.maheshtalacollege.ac.in/future-plan
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The college is a Grant-in-aid college, under UGC's 2F and 12B and is guided by the rules and regulations of UGC, NAAC, Parent university - University of Calcutta and the Service Rules of the Dept of Higher Education, Govt of West Bengal. As such the administrative set up, appointment and service rules, policies and procedural matters by defined by the organisations mentioned above are followed by the college. Governing Body of the college meets periodically to formulate institution -specific strategies on administrative, academic , financial and other miscellaneous matters concerning the college and oversees the implementation of the different programmes.

Principal is in charge of day-to-day administration of the college and is helped by efficient staff and teachers to ensure the optimization of the institutional resources and for streamlined teaching-learning, students' and staff welfare and community interest. In consultation with IQAC, Academic Sub Committee, Finance Sub Committee and other sub committees and cells, Principal monitors all activities of the college.

File Description	Documents
Paste link for additional information	https://www.maheshtalacollege.ac.in/governing-body
Link to Organogram of the Institution webpage	https://www.maheshtalacollege.ac.in/organogram
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

As the college is a Government sponsored institution, the following welfare measures are provided :

1. Puja Holidays to both teaching and non-teaching staff. The order is issued by the Higher Education department, which is strictly followed by the college.

2. Maternity Leave (180 days) , Paternity Leave(30 days)
Childcare Leave for Female Employees (2 years)

4. Provident fund for the permanent employees of the college.

5. Medical Insurance facility

6. Casual leave of 14 days for all employees
7. Medical Leave of 10 days for all employees
8. Compensatory leave for teachers and non-teaching staff working on holidays and Sundays
9. Duty leave for teachers to attend seminars, conferences, FDP, RC, OP, and any other courses required for the career development of incumbent and quality enhancement of the institution.
10. Study leave for advanced study and research
- 11.. There is a provision for providing ex gratia for Casual Non teaching Staff
12. Salary advance to new appointed teachers before pay fixation (adjusted later)
13. Administrative Staff trainings are organised for periodic upgradation of Non teaching staff members.
14. Orientation programme with experts from Higher Education department, Govt of West Bengal for Career Advancement Scheme for teachers

File Description	Documents
Paste link for additional information	https://www.maheshtalacollege.ac.in/core-values
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

152

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

11

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Biometric attendance and attendace register of all staff is maintained which is regularly examined by the Principal. Service Book is maintained for all staff against substantive post.

The performance appraisal of teachers is guided by UGC guidelines for Career Advancement Scheme and is followed as mandated by the West bengal Department of Higher Education.

- Every teacher of the college is provided with a Teacher's Diary and Mentor-Mentee Register where the concerned teacher notes down syllabus allocation, lesson plan or modules, daily class assignments, leave taken, his or her academic achievements - publication details, Seminars/ conferences attended as paper -presenter or Resource Person, Orientation Programme or Refresher Course attended, administrative assignments performed , mentorship records as well as any other achievement or detail worth noting.
- Principal countersigns the Diary periodically and discusses with concerned teacher or department about particular issues. During Career Advancement process, the concerned teacher's annual self-appraisal is presented to the parent university and Department of Higher Education, Govt of West Bengal, after endorsements by IQAC Coordinator and Principal.
- The college has an acute shortage of non teaching staff and all of the staff have to multi-task to ensure the effective running of the office , including admission, daily financial transactions, support for students,

examination, accounts, despatch , liaison with local administration, parent university and the Higher Education department.

- The performance appraisal of staff is done following the extant state government norms.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college has an Internal Audit mechanism in addition to statutory government audits to conduct regular checks and balance.

Department of Higher Education, Govt of West Bengal recommends name of External Financial Auditor which is then forwarded to the institution. College External Audit has been completed till

2019-2020 and DPI, Govt of West Bengal has already been intimated for advancing name of Financial Auditor for 2020-21, 2021-22.

Internal audit work is complete for 2020-21 and 2021-22, and internal audit for 2022-23 is to be started soon. In absence of Head Clerk, Accountant and Cashier, it is very difficult to carry on the work related to the matter.

Mechanism for settling Audit objections is guided by the policy decision of the Governing Body - Finance Sub Committee of the college is entrusted with the work, in active consultation with Principal, and accounts personnel.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college is a government-sponsored college under Pay packet scheme, and the salary of all teachers and fulltime staff are routed through the HRMS . Main source of revenue is collection of fees from students, 50% of which have to be deposited to the government. Fee structure is reviewed every three years. The main expenditures are incurred for functioning and maintenance of academic programmes which include Staff salary, general overhead costs, general maintenance costs, library and ICT infrastructure. All financial decisions of the college are discussed in Finance Sub Committee meetings, which are later ratified in Governing Body meetings. The Bursar plays an important role in the financial operations of the college, conforming to strict expenditure discipline. Following the retirements of Head Clerk, Accountant and Cashier and certain bottlenecks in existing state policy, these three key positions are vacant in the college since last five and more years. Two staff members multitask for these positions under the overall supervision of the Bursar and the Principal.

Financial receipts are made through banks while most payments are made through account payee cheque or bank transfer.

Separate bank accounts are made for funds obtained from UGC, and for specific purposes. Payments from ICSSR are made through PFMS.

Expenditure above Rs 10,000/- are made through open tender, with tender documents published on college website, local Municipality office, post office and newspapers.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQACs formulate and implement quality policies in line with the institution's vision and mission, ensuring that all stakeholders are aware of and adhere to these policies. IQACs develop annual quality assurance plans that include activities such as academic audits, feedback mechanisms, and faculty development programs. They also monitor the implementation and effectiveness of these activities. IQACs organize internal reviews, such as self-assessment exercises and academic audits, to identify areas for improvement. They also facilitate external reviews by accreditation bodies to ensure compliance with standards and benchmarks. IQACs identify and promote best practices in teaching, research, and administration within the institution. They also facilitate the sharing of best practices with other institutions. IQACs engage with stakeholders, including students, faculty, staff, and the community, to gather feedback and improve institutional processes. Overall, the IQAC plays a critical role in fostering a culture of quality and continuous improvement within educational institutions, thereby enhancing the overall quality of education and services provided.

File Description	Documents
Paste link for additional information	https://www.maheshtalacollege.ac.in/igac-minutes
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC conducts regular reviews of the teaching-learning process, operational structures, and methodologies to assess their effectiveness and identify areas for improvement. These reviews are usually conducted at least once a year, as per norms.

The IQAC collects relevant data and feedback from various stakeholders, including students, faculty, and staff, to assess the current state of affairs. This may include surveys, assessments, and other forms of feedback mechanisms.

The collected data is then analyzed by the IQAC to identify trends, patterns, and areas that require improvement. This analysis helps in understanding the strengths and weaknesses of the institution's current practices.

The IQAC continuously monitors the progress of the implemented strategies and evaluates their effectiveness. This helps in determining whether the desired outcomes are being achieved and whether any adjustments are needed.

The IQAC records the incremental improvements achieved through its initiatives. This documentation is essential for tracking progress over time and for demonstrating compliance with quality assurance norms and standards.

Overall, the IQAC's role in reviewing and improving the institution's teaching-learning processes and outcomes is instrumental in ensuring that the institution remains responsive to the evolving needs of its stakeholders and maintains its commitment to excellence in education.

File Description	Documents
Paste link for additional information	https://www.maheshtalacollege.ac.in/annual-action-taken-report
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Conducting workshops and training programs to sensitize staff and students about gender issues and the importance of gender equality. Ensuring that all genders have equal opportunities for education, employment, and leadership roles within the institution. Offering support services such as counselling, healthcare, related to gender-based violence, harassment, and discrimination. Developing a curriculum that is inclusive and addresses gender issues and perspectives. Organizing events and

activities that celebrate gender diversity and promote inclusivity. Establishing safe spaces where individuals can discuss and address gender-related issues without fear of judgment or discrimination. Collaborating with other organizations and institutions to share best practices and resources for promoting gender equity.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

? Solid waste management

? Liquid waste management

? Biomedical waste management

? E-waste management

? Waste recycling system

? Hazardous chemicals and radioactive waste management

According to policy adopted by the Governing Body and in collaboration with Maheshtala Municipality and a registered organization of West Bengal Pollution Control Board, waste-segregation is done meticulously in the college.

- Biodegradable and non-biodegradable waste are segregated in different coloured large cauldron waste-bins, provided by Maheshtala Municipality and collected and disposed daily by personnel from Maheshtala Municipality
- E Waste is collected and stored at a designated place and collected, recycled and processed by a registered organization of West Bengal Pollution Control Board, after endorsement by authorized vendors that the items cannot be any longer reused and recycled.

Liquid Waste collection and processing is done through arrangement with local municipal body.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. Landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive

technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Inclusivity Studies is a compulsory subject for all First Semester students of the college. The college observes Communal harmony Day on the last day before the winter vacation, where teachers, staff and students hailing from different communities, professing different religious beliefs, speaking different mother tongues and endorsing different cultural ethos come together and celebrate the inherent UNITY IN DIVERSITY. International Mother Language day is celebrated every year by Bengali department, where students from all other departments participate. Sampurnaa - a weeklong fest celebrating the equity and equal opportunities to all genders is celebrated in first week of March, coinciding with International Women's Day. Saraswati Puja, Rakhi, Holi, Milad un Nabi, Saharodiya - Programme ushering in Spring and season of Durga Puja, Diwali, Bhai Duj are celebrated with great joy and vigour in the college. The college prides in its multicultural ambience.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The College has an Electoral Literacy Club that sensitizes local inhabitants and students about the constitutional obligations and duties of citizens. Participation of students in Youth Parliament Competition and the YPC Quiz is an annual affair and is immensely enjoyed. The College has Internal Complaints and Anti-Sexual Harassment Cell that meets periodically and organizes sensitization programmes to curb crimes against women. The college has a Zero Tolerance policy against ragging and harassment/ discriminatory behaviour of all kinds. Anti-Ragging Cell of the college ensures that every student enrolled in the college as well as his/her parents are aware of the menace of ragging by signing the anti ragging affidavit. The students are counselled by the Principal and the teachers about their constitutionally ensured rights, social and constitutional duties. To make students aware of their constitutional and social obligations related to the environment, Earth Day and World Environment Day are observed in the College. As part of corporate social responsibility, the College has organized programs of distribution of basic amenities like food and clothing in Amphan and Yaas inflicted areas in the Sunderbans in the year 2020 and 2021, and distributed sanitisers , masks and created awareness regarding Covid pandemic to local people.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The **A. All of the above**

Code of Conduct is displayed on the website
There is a committee to monitor adherence
to the Code of Conduct Institution
organizes professional ethics programmes
for students, teachers,
administrators and other staff 4.
Annual awareness programmes on Code of
Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The Academic Calendar of the college includes provision to celebrate days of international and national importance, events and festivals that uphold the secular, inclusive and multicultural ambience of the college.

- Celebrating patriotism, national glory and republican identity: Independence Day (15th August), Republic Day (26th January), Constitution Day
 - Celebrating birthdays of national leaders and personalities: Swami Vivekananda's Birthday / National Youth day (11th January), Netaji's birthday (23rd January), Rabindra and Nazrul Jayanti
 - Celebrating festivals : Saraswati Puja, Vasant Utsav /Dol Jatra, Milad un Nabi, Communal Harmony Day (24th Dec)
 - Celebrating Equity and Equal Opportunities to all genders and people : Sampurnaa (one week long cultural fest), Kanyashree Day, Special One week Camp at adopted village.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

In 2019, Web-swatantra was launched with teachers of Computer Science department. Server and web-space (10 GB) was borrowed at nominal cost of Rs 810/-, thereby maximising faculty-engagement and minimising college expenditure. Content for website was written by Principal and all teachers. Students opinion on design and content was prioritised. Thereafter, server-space was enhanced to 35 GB. Web-swatantra, in association with E Shiksha cell of college, has ensured seamless online exams, online admission, LMS services.

Besides government scholarships, the Principal, GB President and Members ,teachers ,alumni of the college provide scholarships. Prize winners are considered on the basis of academic excellence, excellence in sports, regularity in attendance , library usage and tenacity to overcome physical adversity, poverty. Special awards are reserved for girl students.

Besides government scholarships, the Principal, GB President and Members ,teachers ,alumni of the college provide scholarships. Prize winners are considered on the basis of academic excellence, excellence in sports, regularity in attendance , library usage and tenacity to overcome physical adversity, poverty. Special awards are reserved for girl students.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The motto of Maheshtala College, 'Knowledge is power' is reflective of the vision and mission of the college to empower and enable students from diverse backgrounds to overcome their personal hardships and aspire to make a mark for themselves in their future lives. The sustained efforts of the college to embrace plurality and disseminate education, respecting the unique individuality of each student, has proved to be extremely beneficial for students, particularly girls from underprivileged and marginalised background. In an age where young girls are being forced to drop-out from educational institutions, and particularly in an area where there is a sizeable minority population, the number of girl-students in the college outnumbers boys. Girl-students have also been performing better than boys in many courses , both in university examinations and internal examinations. Progression to higher studies is also more than that of boys. Notable women-alumni of the college are engaged as Assistant Professors and State Aided College Teachers , school-teachers, lawyers, administrative employees in schools, colleges, banks, independent entrepreneurs, artistes and the like. This has positively impacted the present students and parents, and created an aura of trust , safety and ease of learning.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

As an affiliated college, Maheshtala College follows the curriculum is designed by Calcutta University. Since 2018, Choice Based Credit System has been implemented in the college. The college with its effective curriculum planning and adherence to Academic Calender renders support to the students to ensure holistic education.

- Principal in consultation with Academic Sub Committee and IQAC discuss, design and plan strategies to formulate Academic Calender of the institution , draw out the prospectus, routine, plan for Continuous Internal Evaluation, requisition for books, evaluation strategies, requirements for practical and lab-based subjects etc
- At present, there are six programmes - BA Hons, BA General, BSc Honour, BSc General, BCom Honours and BCom General. There are 16 subjects (including Environmental Studies), out of which 12 subjects offer Honours degrees as well.
- At the beginning of each session, an Induction Programme held for students to familiarise them about their chosen programmes and courses.
- Traditional teaching methods are supplemented by use of ICT and LMS, along with practical classes for lab based subjects and excursions, field trips to ensure smooth delivery of curriculum
- Students' seminars, inter-departmental PPT competitions are held to make students more confident and hone their research abilities. These are also evaluated and assessed.
- Teachers regularly keep note of classes, CIE, evaluation plans, their academic accomplishments in Academic Diary and Mentor-Mentee Register
- CIE is centralised with all departments adhering to a fixed time span, though Departments have autonomy to conduct CIE according to their preferred modes.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://www.maheshtalacollege.ac.in/about-3-1

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Principal in consultation with IQAC and Academic Sub Committee plans the curricular framework, on the basis of which Academic Sub Committee prepares an Academic Calendar, keeping in mind the following:

- Academic calendar of Parent University
 - Days of special observance of the college
 - Continuous Internal Evaluation plan

Academic calendar is prepared by the Academic Sub Committee in consultation with IQAC of the college with details of commencement of classes, probable dates of CIE and University Examinations, students' seminar, excursion, celebration of special occasions and days, national and state holidays etc. The afore-mentioned calendar is prepared at the beginning of each session and it is made available on the college website and in the prospectus.

A few days after the beginning of each session, Principal issues notice intimating each department about the time-span for conducting Continuous Internal Evaluation. Each department in turn conducts a departmental meeting to decide modes of CIE and endorses by Principal.

Departments have autonomy to conduct CIE according to their preferred modes - Viva, projects, MCQ, written tests etc

Results of CIE are announced after evaluation, and identification of Advanced and Deficient Learners are made on that basis.

Parents are also informed about the progress of their wards through Parents-Teachers' Meetings.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.maheshtalacollege.ac.in/about-3-1

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

29

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

14

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

510

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

510

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The teaching-learning process incorporates discourses on

gender, issues of professional ethics, importance of conservation of environment and the need for sustainability.

This is effectively done in two ways:

1. Some departments offer CC, DSE and GE courses that address these issues directly as part of the CBCS curriculum.
 - English: Women's Writing and Women's Empowerment, Waves of Feminism, Human Values.
 - Philosophy: Human values, Environmental Philosophy, Feminist Philosophy, EcoFeminism, Indian and Western Ethics.
 - Political Science: Gender, Human Values and Rights and Politics.
 - Economics: Environmental Economics, Sustainability & Gender Issues.
 - Sanskrit: Human Values & Ethics, Gender, Environment sustainability & Professional Ethics.
 - Bengali: Gender Awareness, Human Values.
 - History: Gender, marriage and property relations; Environment; Culture, Tradition & Practices
 - Chemistry: Green Chemistry
 - Geography: Development-environment conflict; Research Methodology; Human Values- Concept and classification of Race and Ethnicity
 - Mathematics: Bio-Mathematics
 - Education: Gender Dynamics
 - Compulsory course on Environmental Studies (AECC2) for all Sem 2 students.
1. Departments organize seminars/webinars, lectures and other co-curricular activities on these topics. Department of Mass Communication and Journalism provides compulsory Value Education and Inclusivity Studies Certificate courses for all students.

The Institution also celebrates International Women's Day (SAMPURNAA) to acknowledge the progress made towards achieving gender equity and women's empowerment .

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

4

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

511

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://www.maheshtalacollege.ac.in/about-3-1

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1248

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

61

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity**2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners**

The college arranges for evaluation and assessment of the learning levels of students primarily through two methods:

- **Summative assessments:** Tests – subjective and MCQ, quizzes, and other graded course activities such as project work, practical exams are used to measure student performance.
- **Formative assessment :** Teachers ` interaction with students within classrooms, mentoring activities , and different co-curricular activities in which students participate constitute the guiding feedback on their relative performance.

Teachers provide face-to-face assistance beyond college hours through Mentor-Mentee system.

Departments use monitoring and mentoring to keep track of

slow learners' progress. Along with teachers, some advanced learners are encouraged to mentor weak students and help them with explanations and notes. Students enrolled in the department are identified as slow and advanced learners based on Bloom's taxonomy.

Following activities are done for Slow learners

: 1. Individual counselling. 2. Remedial Coaching 3. Extra notes. 4. Group discussion sessions. 5. Internal examination process. 6. Encouragement for participation in NSS, Sports, and academic activities. 7. Additional library books.

For Advanced learners:

1. Advance notes 2. Seminar sessions 3. Participative learning sessions 4. Experimental learning sessions

i.e. Field Tour 5. Projects 6. Assessments 7. Group discussion sessions

File Description	Documents
Link for additional Information	https://www.maheshtalacollege.ac.in/student-support-service
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1393	51

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

At Maheshtala College, teachers believe that each student is unique, and that education should address distinct learning needs, capabilities, interests and aspirations. The methods

adopted have evolved according to the scope of the syllabus and in accordance to UGC regulations:

Learning through experience:

- Practical Classes for Students of the departments of Geography, Physics, Chemistry, Computer Science, Journalism and Mass Communication who are engaged in experiential learning
- Study-Tour/Field work for Students of Geography , Economics ,Political Science, History, Bengali, Journalism, Faculty of Science are taken to different places of their academic interest.
- Projects and Tutorials for all students of the college on Environmental Studies.
- Mock Parliaments for Students from Political Science , Journalism, English, Bengali and History departments
- T N Seshan Memorial Electoral Literacy Club.
- Alumni engaged in different professions often come and share their real-life experiences with present students

Problem - solving :

- Assignments on different topics for Students of Arts, Science and Commerce faculties

College E-portal on Competitive Exams that has over 40, 000 questions

Personalized learning through Mentor-Mentee programme

Participative Learning :

- Micro-teaching by students, Intra and Inter-Classroom competitions using PPT , Quizzes
- Students Seminars
- Extension and Outreach activities by NSS , UBA
- Cultural competitions

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.maheshtalacollege.ac.in/about-3-1

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

ICT tools empower both teachers and learners and optimize teaching- learning experience. College subscribed to G suite during Covid pandemic, and LMS was introduced soon after. These tools are used in the Teaching learning process in Online- Offline mode of instruction. Besides LMS, the teachers of Maheshtala College online education resources through NLIST, social networking sites, blended learning platforms like Google classroom / Zoom Meet / Google meet effectively deliver teaching and provide enhanced learning experience to the students. In addition to 'chalk and talk' method of teaching, the faculty members are using the IT enabled learning tools such as PPT, Videos, films, Audio system, online sources, to expose the students for advanced knowledge and practical learning. College has own YouTube channel; most official correspondence is through E- mails, WhatsApp group, Zoom and Google classrooms are used as platforms to communicate, provide material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, mentor and share information. The faculty use various ICT enabled tools to enhance the quality of teaching-learning like Google classroom/ Jam Board is used to manage and post-course related information- learning material, quizzes, lab submissions and evaluations, assignments, etc.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.maheshtalacollege.ac.in/student-support-service

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

51

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

51

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

10

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

374

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The College has a regular, robust and transparent system of internal assessment for every course offered under CBCS through Continuous Internal Assessment as well as the evaluative model following the regulations of the University of Calcutta. At the commencement of academic session 2021-22, rules and regulations, schedule, duration, question pattern and marking system have been explained to the students through Orientation and website notification. If a student fails to appear in any internal examination for some valid and inadvertent causes, necessary arrangements are made to conduct separate evaluation of an absentee candidate. Transparency and security of evaluation are ensured. Besides, other assessments like class tests and CIEs are conducted prior to the University Level, Theory Exams to evaluate the progress of the students. The results of these assessments were duly intimated to the examinees along with suggestions for improvement and doubt-clearing. Students were apprised of their mistakes and were advised to rewrite answers and send them to the concerned teacher so that he /she is able to check whether the mistakes are properly understood and rectified by the students.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.maheshtalacollege.ac.in/about-3-1

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The college has a Grievance Redressal Cell composed of teaching and non teaching staff and students with the Principal as the Chairperson. Periodic meetings are held for keeping track of grievances. Any student, any member of teaching or non-teaching staff and guardians may have any kind of grievance fill up a detailed form specifying the nature of grievance, which is then taken up by appropriate officials.

Grievances related to university exams are taken up by Principal and the office and personally taken up with the concerned departments of Calcutta University.

College helpline phone and email are displayed on website and students can meet Principal, teachers and staff with their grievances, besides writing about them through Grievance Redressal Cell.

Principal, Grievance Redressal Cell, mentors of the college and the college office always are alert and responsive towards students' grievances and the multi-tier process lends the system a transparency and accountability.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.maheshtalacollege.ac.in/online-grievance-redressal

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The mission of Maheshtala College is overall development of students in order to make them aware that acquiring of knowledge is the key to power, as evident in the motto of the college. Students should be able to realise their own potential, develop individual decision -making acumen and should be able to adapt and adopt to the changes in the world around them.

Before the beginning of the CBCS course, multiple workshops were organised by the parent university for each of the subjects taught in the college. Moreover, online workshops

were organised by the college for teachers and students to familiarise them with the different aspects of CBCS.

The stated Programme and Course outcomes of the Programmes offered by the institution are formulated by teachers of each department to inform the students and published on the website. At the beginning of each batch, an Orientation Programme is organised where teachers of each department sensitise students with the Programme and Course outcomes as well as explain the career opportunities available for their chosen programme and course.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.maheshtalacollege.ac.in/pos-psos-and-cos
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The Programme and Course Outcomes are gauged through the direct and indirect methods.

The institution conducts Continuous Internal Evaluation in addition to the end-semester University examination . This is done through class tests, viva voce, quizzes, project-based assignments.. It also gives teachers the opportunity to help the student to do better. The student's attendance, his or her class performance and his or her academic evaluation help teachers to formulate a score of the student: the end-semester exam result is also taken into consideration.

After identification of the slow learners and the advanced learners using Bloom's Taxonomy, departmental meetings are held to plan remedial classes for the slow learners and special classes for the advanced learners.

Students scoring highest marks in any programme and course are rewarded through the Vidya Amritam scholarships, presented on the Annual Day of the college.

The indirect method of assessing POs and COs is based on the calculation from Feedback reports obtained from students after the completion of the course. Feedback forms carry 10 marks on each question.

The final attainment level score is calculated from 80% of direct method and 20% from indirect method of assessment.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.maheshtalacollege.ac.in/pos-psos-and-cos

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

54

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.maheshtalacollege.ac.in/aqar-submission>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research

projects / endowments in the institution during the year (INR in Lakhs)**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.10**

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year****1**

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://icssr.org/

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year****44**

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

11

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

10

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension activities are conducted by the institution through

NSS and UBA leading to community development, service to society and awareness about different social evils and malpractices, as well as dissemination of a rational outlook . The NSS unit of the college has adopted a remote village 'Haatberia' about 15 kms away from the college, where the volunteers undertake different activities.

In order to create awareness about Gender equity, SAMPURNAA - a weeklong programme is organised every year on the theme of Empowerment, Equity and Excellence , which is attended enthusiastically by students of the college. Parents have reported that students have transmitted their lessons from these programmes and have initiated sapling plantation, literacy initiatives, cleanliness and hygiene in their own homes.

During Covid, NSS volunteers have distributed masks and sanitisers to residents of the neighbouring areas . In collaboration with Alumni Association 'Praktani', 20 theatre-workers and stage technicians were helped by providing them a month's supply of rice, pulses, tea, sugar, soap at the Academy of Fine Arts.

A local NGO, Transcendent Knowledge Society, that works with children afflicted with autism and intellectual disabilities, have awarded the college for sustained contribution to social responsibility.

File Description	Documents
Paste link for additional information	https://www.maheshtalacollege.ac.in/nss
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

4

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

202

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

24

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

24

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning. viz., classrooms, laboratories, computing equipment etc.

The college has a green campus of 3188 square meters or 0.787 acres, with four buildings dedicated to teaching -learning process. There are 31 classrooms, some of which are equipped with projectors, televisions and desktop computers for students. Beside the classrooms, there are 2 seminar halls and 7 laboratories. One seminar hall doubles as a Computer Centre. There is one conference room where meetings and IQAC activities are held. There is a subsidised Canteen. The college has two playgrounds with landscaping and a small kitchen garden in front of the canteen. A Cheap Store and Convenience Centre is present in the campus, as part of Alumni Association initiative. There is a Cycle Stand for students, both boys and girls, and Ramps for differently abled students and staff.

The college provides good quality IT facilities for teachers and students. All departments are provided with laptops, desktops and projectors. College now has 42 computers for use by students, 18 laptops and 15 for teachers, in addition to 4 projectors, 10 printers. The college is wi fi enabled and a committee to look after IT facilities. There are 7 routers for ensuring steady wi fi connectivity.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.maheshtalacollege.ac.in/files/ugd/aa8df4_89fd2029145644f7a060b5c4_b4ee6268.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has two playgrounds with landscaping and a small kitchen garden in front of the canteen. The ground is used by students and staff for playing badminton, volleyball etc. Some events of the Annual Sports of the college, such as Kho Kho, Marble race, are also organised in the small ground.

The college has a small gymnasium having Exercycle, Jogging

machine, Stepper, Multigym . The boys' common room has two large carrom boards, chess boards.

The college hosted South 24 parganas District Inter-College Sports and Games Competition , 2022-23, under the aegis of the Dept of Higher Education , Govt of West Bengal. In collaboration with local Municipality and local Amontron Club, the Bata Sports Stadium and Amontron ground were used, and are used as venue for organising Annual Sports of the college.

Yoga Day is celebrated every year with all students and teachers participating. Vipassana meditation camp is held every year.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.maheshtalacollege.ac.in/_files/ugd/aa8df4_c0939e8c8aa642008657c1befc0c9d04.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.maheshtalacollege.ac.in/_files/ugd/aa8df4_f1d5e51984484030870d7f54deee150c.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year

(INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

2.06

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The college has two playgrounds with landscaping and a small kitchen garden in front of the canteen. The ground is used by students and staff for playing badminton, volleyball etc. Some events of the Annual Sports of the college, such as Kho Kho, Marble race, are also organised in the small ground.

The college has a small gymnasium having Exercycle, Jogging machine, Stepper, Multigym . The boys' common room has two large carrom boards, chess boards.

The college hosted South 24 parganas District Inter-College Sports and Games Competition , 2022-23, under the aegis of the Dept of Higher Education , Govt of West Bengal. In collaboration with local Municipality and local Amontron Club, the Bata Sports Stadium and Amontron ground were used, and are used as venue for organising Annual Sports of the college.

Yoga Day is celebrated every year with all students and teachers participating. Vipassana meditation camp is held every year.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.maheshtalacollege.ac.in/about-library

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

1.05

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

45

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college is wi fi enabled and has a dedicated committee to look after IT facilities. This allows for ease of access. There are 7 routers for ensuring steady wi fi connectivity.

The college website is entirely conceptualised, designed and handled by the Department of Computer Science. The domain is rented from wix.com at a nominal price and the entire website including daily updation of different documents are done by the department.

The college has two Broadband and Internet connection of Alliance Broadband of 250 and 175 Mbps

The college office has TALLY ERP Version 9, purchased in 2014 and updated periodically.

Beside Online admission facility, the college has a customised ERP solution, which facilitates accounts, administrative and academic support. The modules used are Student MIS (Admission, fees payment), Learning Management System. Fees are collected through Billdesk.

For regular maintenance of Computers, printers, photocopiers, CCTV, local vendor has been entrusted with Annual Maintenance Contract.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.maheshtalacollege.ac.in/student-support-service

4.3.2 - Number of Computers

42	
File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File
4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS
File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	No File Uploaded
4.4 - Maintenance of Campus Infrastructure	
4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)	
4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)	
12.1	
File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	
The College has a well-wrought mechanism for maintaining and organizes physical, academic and support facilities -	

laboratory , library, gym , computers and classrooms. Classrooms are cleaned daily by the concerned support staff (casual) of the college.

Regular monitoring of electrical equipments and fixtures is done and repaired as and when needed by local electricians, under the supervision of College staff . Class routine is designed in such a way that there is maximum utilisation of infrastructure and classrooms. All gadgets are protected by annual maintenance contract (AMC), and digital and software equipment have online AMCs. There is a Campus Maintenance Subcommittee to look after the well-being of all infrastructure and Governing Body , on the recommendation of Finance Subcommittee looks into the proper utilisation of physical , academic and all support facilities. The librarian conducts orientation programmes to guide the new users every year to handle books and online resources.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.maheshtalacollege.ac.in/student-support-service

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

432

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

65

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	https://www.maheshtalacollege.ac.in/student-support-service
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

186

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

186

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year**

5.2.1.1 - Number of outgoing students placed during the year	
10	
File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
5.2.2 - Number of students progressing to higher education during the year	
5.2.2.1 - Number of outgoing student progression to higher education	
26	
File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File
5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)	
5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year	
0	
File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
5.3 - Student Participation and Activities	
5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year	
5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural	

activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

As no election for Students' Union has been held in the state since 2013, the teachers recommend names of students to act as representative, based on academic performance, regularity, participation in extra-curricular activities. Students have representations in IQAC, Grievance Redressal Committee, Sports sub-committee and Cultural sub-committee. Students are guided by teachers to organise different cultural programmes, to observe the important days like Republic Day, Independence Day, Teacher's Day etc. College Cultural Social Programme, Freshers' Welcome, Saraswati Puja, Basanta Utsav, Indoor Game competition, and Annual Sports are organized by the students in active cooperation with teachers.

The students also join hands with the NSS unit of the college to conduct different activities related to Institutional Social Responsibility like Blood Donation Camp, Relief material collection etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the

Institution participated during the year (organized by the institution/other institutions)**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

234

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of the college named 'Praktoni' is registered and contributes to the development of the institution in significant ways. It was formally established in 2002 and registered in 2022 under the Registration of Societies Act , XXVI, 1961 of the Government of West Bengal with Registration No. S0030766 of 2022-23 and has 170 registered members. Alumni Association is represented in the IQAC of the college.

The Alumni Association contributes not only with money but also in kind. Though the financial contribution of the Alumni Association is not significant but they are a strong support for the college. They organize Career Counselling Programmes, Motivation Workshops, Personality Development Programmes for present students. Alumni also contribute to the college magazine and participate in cultural programmes. Many of the Add On Courses of the college had alumni as Resource Persons. Some alumni members come forward to participate in the extension activities of the programme , organised in the neighbourhood of the college. Alumni are also entitled for Life membership in Central Library of the college for Reading facilities. There is a WhatsApp group of the alumni

association where alumni regularly post job and appointment -related opportunities for other alumni and present students.

File Description	Documents
Paste link for additional information	https://www.maheshtalacollege.ac.in/alumni
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Maheshtala College was established with the motto, Knowledge is power. The ethos of the statement is exemplified in the vision of the college :

- 1) Education that removes the darkness and fear of the unknown**
- 2) Empowerment that strengthens the will to succeed**
- 3) Equity that ensures justice and impartiality**
- 4) Excellence that motivates each individual to better his /her best**

The vision of the college is in tandem with the mission which is stated simply -

- o Ensure education and opportunities for all**
- o Empower students to ideate, innovate and aspire to become global citizens**

The institutional governance is three-tiered-

1. Apex level - The Governing Body is the policy-making authority

2. Executive level - The Principal as the Head of the Institution is responsible for the day to day administration and implements the policies promulgated by the Governing Body and other statutory bodies such as UGC, the parent university, the state government to uphold the vision and mission in all actions.

Functional level - The statutory subcommittees, namely the Finance Sub Committee and the Academic Sub Committee, the IQAC, other subcommittees and cells and the Teachers' Council assist the Principal to execute the academic, financial and auxiliary functions of the college .

File Description	Documents
Paste link for additional information	https://www.maheshtalacollege.ac.in/
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The college works under the management of the Governing Body and leadership of the Principal. The Principal in active consultation with the Governing Body of the college, has initiated a number of committees, cells comprising of teacher, staff , students, alumni, external members (as required) and through which the different functions of the college are handled effectively. Decentralised administration is practised under the leadership of the Principal. Regular updates from the cells and committees help in determining the progress and implementation of perspective planning and strategies. All Full time teachers are given the responsibility to be convenor/coordinator/nodal officer (some teachers in more than one). The IQAC has representatives from higher management (Principals) of other noted colleges, an industrialist, members from local community, alumni and present students. Similarly, the Academic and Finance Sub Committee has nominees from parent university and a renowned college, retired academicians and scientists, representatives from local community, alumni, non teaching staff and current students. All stakeholders of the college

- students, teaching and non teaching staff, parents and community representatives, can meet the Principal anytime during college hours and contact her 24x7.

File Description	Documents
Paste link for additional information	https://www.maheshtalacollege.ac.in/sub-committee
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

1) NAAC- Sentinel for Quality benchmarking in higher education institutions

2) Vision and Mission Statement of Our College.

3) Rapidly evolving employment and education scenario

Strategic plan for five years (2019-2024) in place and divided into one, three and five years. Governing Body and IQAC discuss about progress of and implementation of strategic perspective plan, both short term and long term. Strategic plan and action plan are designed in such a manner that this quality policy is driven and deployed during every process. Principal as Executive head of the institution, in consultation with IQAC and different sub committees and cells monitors and takes necessary action regarding the fulfillment of the plans and periodically reviews such progress. Each process is regularly reviewed by a monitoring mechanism and discussed at length in meetings of different cells, IQAC and finally at the Governing Body. Perspective Plan is also reflected in the IQAC Plan of Action and action is taken accordingly.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.maheshtalacollege.ac.in/future-plan
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The college is a Grant-in-aid college, under UGC's 2F and 12B and is guided by the rules and regulations of UGC, NAAC, Parent university - University of Calcutta and the Service Rulex of the Dept of Higher Education, Govt of West Bengal. As such the administrative set up, appointment and service rules, policies and procedural matters by defined by the organisations mentioned above are followed by the college. Governing Body of the college meets periodically to formulate institution -specific strategies on administrative, academic , financial and other miscellaneous matters concerning the college and oversees the implementation of the different programmes.

Principal is in charge of day-to-day administration of the college and is helped by efficient staff and teachers to ensure the optimization of the institutional resources and for streamlined teaching-learning, students' and staff welfare and community interest. In consultation with IQAC, Academic Sub Committee, Finance Sub Committee and other sub committees and cells, Principal monitors all activities of the college.

File Description	Documents
Paste link for additional information	https://www.maheshtalacollege.ac.in/governing-body
Link to Organogram of the Institution webpage	https://www.maheshtalacollege.ac.in/organogram
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

As the college is a Government sponsored institution, the following welfare measures are provided :

1. Puja Holidays to both teaching and non-teaching staff. The order is issued by the Higher Education department, which is strictly followed by the college.

**2. Maternity Leave (180 days) , Paternity Leave(30 days)
Childcare Leave for Female Employees (2 years)**

4. Provident fund for the permanent employees of the college.

5. Medical Insurance facility

6. Casual leave of 14 days for all employees
7. Medical Leave of 10 days for all employees
8. Compensatory leave for teachers and non-teaching staff working on holidays and Sundays
9. Duty leave for teachers to attend seminars, conferences, FDP, RC, OP, and any other courses required for the career development of incumbent and quality enhancement of the institution.
10. Study leave for advanced study and research
- 11.. There is a provision for providing ex gratia for Casual Non teaching Staff
12. Salary advance to new appointed teachers before pay fixation (adjusted later)
13. Administrative Staff trainings are organised for periodic upgradation of Non teaching staff members.
14. Orientation programme with experts from Higher Education department, Govt of West Bengal for Career Advancement Scheme for teachers

File Description	Documents
Paste link for additional information	https://www.maheshtalacollege.ac.in/core-values
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

43

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

152

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

11

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Biometric attendance and attendace register of all staff is maintained which is regularly examined by the Principal. Service Book is maintained for all staff against substantive post.

The performance appraisal of teachers is guided by UGC guidelines for Career Advancement Scheme and is followed as mandated by the West bengal Department of Higher Education.

- Every teacher of the college is provided with a Teacher's Diary and Mentor-Mentee Register where the concerned teacher notes down syllabus allocation, lesson plan or modules, daily class assignments, leave taken, his or her academic achievements - publication details, Seminars/ conferences attended as paper -presenter or Resource Person, Orientation Programme or Refresher Course attended, administrative assignments performed , mentorship records as well as any other achievement or detail worth noting.
- Principal countersigns the Diary periodically and discusses with concerned teacher or department about particular issues. During Career Advancement process, the concerned teacher's annual self-appraisal is presented to the parent university and Department of Higher Education, Govt of West Bengal, after endorsements by IQAC Coordinator and Principal.
- The college has an acute shortage of non teaching staff and all of the staff have to multi-task to ensure the effective running of the office , including admission,

daily financial transactions, support for students, examination, accounts, despatch, liaison with local administration, parent university and the Higher Education department.

- The performance appraisal of staff is done following the extant state government norms.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college has an Internal Audit mechanism in addition to statutory government audits to conduct regular checks and balance.

Department of Higher Education, Govt of West Bengal recommends name of External Financial Auditor which is then forwarded to the institution. College External Audit has been completed till

2019-2020 and DPI, Govt of West Bengal has already been intimated for advancing name of Financial Auditor for 2020-21, 2021-22.

Internal audit work is complete for 2020-21 and 2021-22, and internal audit for 2022-23 is to be started soon. In absence of Head Clerk, Accountant and Cashier, it is very difficult to carry on the work related to the matter.

Mechanism for settling Audit objections is guided by the policy decision of the Governing Body - Finance Sub Committee of the college is entrusted with the work, in active consultation with Principal, and accounts personnel.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college is a government-sponsored college under Pay packet scheme, and the salary of all teachers and fulltime staff are routed through the HRMS . Main source of revenue is collection of fees from students, 50% of which have to be deposited to the government. Fee structure is reviewed every three years. The main expenditures are incurred for functioning and maintenance of academic programmes which include Staff salary, general overhead costs, general maintenance costs, library and ICT infrastructure. All financial decisions of the college are discussed in Finance Sub Committee meetings, which are later ratified in Governing Body meetings. The Bursar plays an important role in the financial operations of the college, conforming to strict expenditure discipline. Following the retirements of Head Clerk, Accountant and Cashier and certain bottlenecks in existing state policy, these three key positions are vacant in the college since last five and more years. Two staff

members multitask for these positions under the overall supervision of the Bursar and the Principal.

Financial receipts are made through banks while most payments are made through account payee cheque or bank transfer.

Separate bank accounts are made for funds obtained from UGC, and for specific purposes. Payments from ICSSR are made through PFMS.

Expenditure above Rs 10,000/- are made through open tender, with tender documents published on college website, local Municipality office, post office and newspapers.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQACs formulate and implement quality policies in line with the institution's vision and mission, ensuring that all stakeholders are aware of and adhere to these policies. IQACs develop annual quality assurance plans that include activities such as academic audits, feedback mechanisms, and faculty development programs. They also monitor the implementation and effectiveness of these activities. IQACs organize internal reviews, such as self-assessment exercises and academic audits, to identify areas for improvement. They also facilitate external reviews by accreditation bodies to ensure compliance with standards and benchmarks. IQACs identify and promote best practices in teaching, research, and administration within the institution. They also facilitate the sharing of best practices with other institutions. IQACs engage with stakeholders, including students, faculty, staff, and the community, to gather feedback and improve institutional processes. Overall, the IQAC plays a critical role in fostering a culture of quality and continuous improvement within educational institutions, thereby enhancing the overall quality of education and services provided.

File Description	Documents
Paste link for additional information	https://www.maheshtalacollege.ac.in/igac-minutes
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC conducts regular reviews of the teaching-learning process, operational structures, and methodologies to assess their effectiveness and identify areas for improvement. These reviews are usually conducted at least once a year, as per norms.

The IQAC collects relevant data and feedback from various stakeholders, including students, faculty, and staff, to assess the current state of affairs. This may include surveys, assessments, and other forms of feedback mechanisms.

The collected data is then analyzed by the IQAC to identify trends, patterns, and areas that require improvement. This analysis helps in understanding the strengths and weaknesses of the institution's current practices.

The IQAC continuously monitors the progress of the implemented strategies and evaluates their effectiveness. This helps in determining whether the desired outcomes are being achieved and whether any adjustments are needed.

The IQAC records the incremental improvements achieved through its initiatives. This documentation is essential for tracking progress over time and for demonstrating compliance with quality assurance norms and standards.

Overall, the IQAC's role in reviewing and improving the institution's teaching-learning processes and outcomes is instrumental in ensuring that the institution remains responsive to the evolving needs of its stakeholders and maintains its commitment to excellence in education.

File Description	Documents
Paste link for additional information	https://www.maheshtalacollege.ac.in/annual-action-taken-report
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Conducting workshops and training programs to sensitize staff and students about gender issues and the importance of gender equality. Ensuring that all genders have equal opportunities for education, employment, and leadership roles within the institution. Offering support services such as counselling, healthcare, related to gender-based violence, harassment, and discrimination. Developing a curriculum that is inclusive and

addresses gender issues and perspectives. Organizing events and activities that celebrate gender diversity and promote inclusivity. Establishing safe spaces where individuals can discuss and address gender-related issues without fear of judgment or discrimination. Collaborating with other organizations and institutions to share best practices and resources for promoting gender equity.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

? Solid waste management

? Liquid waste management

? Biomedical waste management

? E-waste management

? Waste recycling system

? Hazardous chemicals and radioactive waste management

According to policy adopted by the Governing Body and in collaboration with Maheshtala Municipality and a registered organization of West Bengal Pollution Control Board, waste-segregation is done meticulously in the college.

- Biodegradable and non-biodegradable waste are segregated in different coloured large cauldron waste-bins, provided by Maheshtala Municipality and collected and disposed daily by personnel from Maheshtala Municipality
- E Waste is collected and stored at a designated place and collected, recycled and processed by a registered organization of West Bengal Pollution Control Board, after endorsement by authorized vendors that the items cannot be any longer reused and recycled.

Liquid Waste collection and processing is done through arrangement with local municipal body.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Inclusivity Studies is a compulsory subject for all First

Semester students of the college. The college observes Communal harmony Day on the last day before the winter vacation, where teachers, staff and students hailing from different communities, professing different religious beliefs, speaking different mother tongues and endorsing different cultural ethos come together and celebrate the inherent UNITY IN DIVERSITY. International Mother Language day is celebrated every year by Bengali department, where students from all other departments participate. Sampurnaa - a weeklong fest celebrating the equity and equal opportunities to all genders is celebrated in first week of March, coinciding with International Women's Day. Saraswati Puja, Rakhi, Holi, Milad un Nabi, Saharodiya - Programme ushering in Spring and season of Durga Puja, Diwali, Bhai Duj are celebrated with great joy and vigour in the college. The college prides in its multicultural ambience.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The College has an Electoral Literacy Club that sensitizes local inhabitants and students about the constitutional obligations and duties of citizens. Participation of students in Youth Parliament Competition and the YPC Quiz is an annual affair and is immensely enjoyed. The College has Internal Complaints and Anti-Sexual Harassment Cell that meets periodically and organizes sensitization programmes to curb crimes against women. The college has a Zero Tolerance policy against ragging and harassment/ discriminatory behaviour of all kinds. Anti-Ragging Cell of the college ensures that every student enrolled in the college as well as his/her parents are aware of the menace of ragging by signing the anti ragging affidavit. The students are counselled by the Principal and the teachers about their constitutionally ensured rights, social and constitutional duties. To make students aware of their constitutional and social obligations related to the environment, Earth Day and World Environment

Day are observed in the College. As part of corporate social responsibility, the College has organized programs of distribution of basic amenities like food and clothing in Amphan and Yaas inflicted areas in the Sunderbans in the year 2020 and 2021, and distributed sanitisers , masks and created awareness regarding Covid pandemic to local people.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The Academic Calendar of the college includes provision to celebrate days of international and national importance, events and festivals that uphold the secular, inclusive and multicultural ambience of the college.

- Celebrating patriotism, national glory and republican identity: Independence Day (15th August), Republic Day (26th January), Constitution Day
 - Celebrating birthdays of national leaders and personalities: Swami Vivekananda's Birthday / National Youth day (11th January), Netaji's birthday (23rd January), Rabindra and Nazrul Jayanti
 - Celebrating festivals : Saraswati Puja, Vasant Utsav /Dol Jatra, Milad un Nabi, Communal Harmony Day (24th Dec)
 - Celebrating Equity and Equal Opportunities to all genders and people : Sampurnaa (one week long cultural fest), Kanyashree Day, Special One week Camp at adopted village.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

In 2019, Web-swatantra was launched with teachers of Computer Science department. Server and web-space (10 GB) was borrowed at nominal cost of Rs 810/-, thereby maximising faculty-engagement and minimising college expenditure. Content for website was written by Principal and all teachers. Students opinion on design and content was prioritised. Thereafter, server-space was enhanced to 35 GB. Web-swatantra, in

association with E Shiksha cell of college, has ensured seamless online exams, online admission, LMS services.

Besides government scholarships, the Principal, GB President and Members ,teachers ,alumni of the college provide scholarships. Prize winners are considered on the basis of academic excellence, excellence in sports, regularity in attendance , library usage and tenacity to overcome physical adversity, poverty. Special awards are reserved for girl students.

Besides government scholarships, the Principal, GB President and Members ,teachers ,alumni of the college provide scholarships. Prize winners are considered on the basis of academic excellence, excellence in sports, regularity in attendance , library usage and tenacity to overcome physical adversity, poverty. Special awards are reserved for girl students.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The motto of Maheshtala College, 'Knowledge is power' is reflective of the vision and mission of the college to empower and enable students from diverse backgrounds to overcome their personal hardships and aspire to make a mark for themselves in their future lives. The sustained efforts of the college to embrace plurality and disseminate education, respecting the unique individuality of each student, has proved to be extremely beneficial for students, particularly girls from underprivileged and marginalised background. In an age where young girls are being forced to drop-out from educational institutions, and particularly in an area where there is a sizeable minority population, the number of girl-students in the college outnumbers boys. Girl-students have also been performing better than boys in many courses , both in university examinations and internal examinations. Progression to higher studies is also more than

that of boys. Notable women-alumni of the college are engaged as Assistant Professors and State Aided College Teachers , school-teachers, lawyers, administrative employees in schools, colleges, banks, independent entrepreneurs, artistes and the like. This has positively impacted the present students and parents, and created an aura of trust , safety and ease of learning.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. Institution to be made ready for NEP : organising seminars, brain storming sessions
2. More skill development programmes to be organised
3. Students and teachers to be sensitized about academic quality enhancement
4. More students to be encouraged to use LMS
5. Excursions, field visits to be arranged by all departments
6. Programmes and projects on Indian Knowledge System to be encouraged
7. Collaboration with neighbouring industries to be tried and encouraged
8. Library-centric activities should be increased.