



Yearly Status Report - 2019-2020

Part A

Data of the Institution

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

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

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

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

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

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

IQAC		
Librarians Day Celebration	13-Aug-2019 1	72
Celebration of Kanyasree Day and Women Empowerment Day	14-Aug-2019 1	124
International Seminar	19-Aug-2019 1	111
New IQAC Modalities of NAAC	08-Nov-2019 1	30
Quality Improvement in Office-Automation and Functions	08-Nov-2019 1	11
College Foundation Day celebration, Felicitation of former staff, annual prize and 'Vidya Amritam' Scholarship distribution, Kasturi Das Memorial Lecture Series	09-Nov-2019 1	122
National Science Day Celebration	28-Feb-2020 1	110
Sampurnaa-Weeklong Celebration of International Women's week	02-Mar-2020 6	610
National Webinar on World Environment Day	05-Jun-2020 1	94
International Webinar on Mental Health and Well-being in Corona Times	19-Jun-2020 1	78
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution-Maheshtala College	Unnat Bharat Abhiyaan	UBA	2019 5	50000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes
If yes, mention the amount	10000
Year	2019

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

- E-Shiksha cell initiated and digital teaching-learning promoted.
- Student intensive co-curricular and extracurricular activities.
- Regular inter and intradepartmental meetings for sensitizing teachers and drawing up detailed plan for successful implementation, mid-semester evaluation and end-semester review meeting of newly introduced CBCS.
- Mentorship program introduced for better teacher-taught synergy.
- Academic Administrative Audit (AAA) conducted and its follow up action taken up.

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

Plan of Action	Achivements/Outcomes
4) Holistic development and stress-free growth.	Programmes organized in collaboration with 'Vipassana Meditation'. 'Samabhyathi' - An emotional support group formed by NSS unit.
3) E-Shiksha for all	Inter-departmental competition using power-point presentations by students. Webzines are published. Online classes (in Google Classroom), online exams, webinars are going on.
2) More focus on science based subjects	Celebration of National Science Day.

for increasing enrolment.	Speeches by eminent speakers, presentation by students are done. Science exhibition was also organised.				
1) Theme of Unity in Diversity to be incorporated in all programmes as far as possible.	Sampriti Utsav involving all teachers. Cultural programmes by students.				
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td>Internal Quality Assurance Cell</td> <td>18-Aug-2021</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Internal Quality Assurance Cell	18-Aug-2021
Name of Statutory Body	Meeting Date				
Internal Quality Assurance Cell	18-Aug-2021				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				
Date of Submission	14-Mar-2020				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The Management Information System (MIS) of the college is completely indigenous, user friendly and efficient and is designed to boost student success and to chart the college in the right direction. The total Management Information System of the college is depicted as under: At the time of admission, all details of each student are maintained in students' database, which includes personal details like name, father's and mother's or legal guardian's names, residential address, date of birth, mobile number, whether belonging to SC/ST/OBC or physically challenged, ADHAR Card number, date of birth, family income, name of last school studied in, name of last examination passed along with subjects studied at school, percentage of marks secured, chosen subjects of study in college. All these data are updated regularly and used for registration, identity card and library card				

preparation, classes, class register, examination, scholarships stipends, fees collection, sports, student development, election of students' union/council and other purposes. All results, descriptive roll, internal examination and project/tutorial marks sent to university are also retained in a repository by the college. Students' Management System is completely digitized. Efforts are on to introduce Biometric Attendance System for students too. Teachers' Management System Database of teachers is completely digitalised through the HRMS (Human Resource Management System). All details of teachers are also maintained by the college in the form of personal files, leave records, academic performance updation, seminar and conference participation details, etc. Biometric attendance system is used by teaching and non teaching staff and the data maintained in repositories. Financial Management System The financial management system of the college is digitised with TALLY (Version9). Daily Cashbook entry is initially manual and later on updated in the system. All the accounts of the college are linked to the financial management system. Links with banks are also through emails. Library Management System Library is partially digitized and efforts are on for full digitisation. All books in the library are catalogued and placed in library database. The library is open access and all new entries are updated in the system. Besides the four broad management systems which are integrated and synchronised, all correspondence and from the college are maintained in eformat. The Learning Management System of the college is completely indigenous and is partly manual and partly automated. The college also has a Security Management System that is majorly digital and partly human - In addition to Biometric and CCTV installations, there is a posse of security personnel. Digital security is also maintained.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

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

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Computer Certificate Course	Nil	01/08/2019	120	Employability and Entrepreneurship	Computer skill development for all first semester students

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Bengali Honours	17/07/2019
BA	English Honours	17/07/2019
BA	Education Honours	17/07/2019
BA	Sanskrit Honours	17/07/2019
BA	History Honours	17/07/2019
BA	Philosophy Honours	17/07/2019
BA	Political Science Honours	17/07/2019
BA	Geography Honours	17/07/2019

BCom	Accountancy Honours	17/07/2019
BSc	Economics Honours	17/07/2019
BSc	Mathematics Honours	17/07/2019
BSc	Computer Science Honours	17/07/2019
BA	General	17/07/2019
BCom	General	17/07/2019
BSc	General	17/07/2019

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

	Certificate	Diploma Course
Number of Students	125	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Communication Skill	01/08/2019	10
Communication Skill	01/02/2020	11
Personality development	01/08/2019	35
Personality development	01/02/2020	40
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Field Project on Solid Waste Management in Maheshtala Municipality Region	32
BSc	Internship undertaken by Head Hunters Placement (P) Ltd.	4
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
Feedback from stakeholders is received and analyzed periodically, primarily at Principal's level and then at Governing Body level. Students' feedback

synchronized with Students' Satisfaction Survey in structured format approved by IQAC, and accepted from students of all three academic disciplines - B.A., B.Sc. B.Com. all three years. Parents' feedback is received by teachers of all departments during Parent-Teacher Meetings and necessary steps are taken for holistic improvement of students and also college infrastructure. Teachers' feedback is deliberated upon and discussed in Academic Review Meetings held by Principal with teachers, and placed in IQAC. Feedback from alumni and local people is also taken in audio visual mode and utilized as YouTube videos for welfare of the college.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	English (H)	64	48	21
BA	Education (H)	20	50	15
BA	Sanskrit (H)	26	5	1
BA	History (H)	64	76	35
BA	Philosophy (H)	20	6	3
BA	Political Science (H)	26	58	16
BA	Geography (H)	64	44	19
BA	Economics (H)	15	Nil	Nil

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1087	Nil	52	Nil	Nil

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
52	30	5	3	2	2

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Yes. The Student Mentoring system was recommended by the last NAAC Peer team and was under active

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

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1087	52	1:21

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
27	26	1	3	8

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Dr. Rumpa Das	Principal	Asian Education Award 2019-20
2020	Dr. Arghya Mukhopadhyay	Lecturer	Best Story of the week on DD News Network in the week 20th April to 26th April, 2020

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

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

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

Academic Calendar prepared. Weblink :
<https://www.maheshtalacollege.ac.in/academin-calendar>

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

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

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
ACCA	BCom	Accountancy(H)	8	8	100
CMSA	BSc	Computer Science(H)	2	2	100
MTMA	BSc	Mathematics(H)	3	3	100
GEOA	BA	Geography (H)	10	10	100
PLSA	BA	Political Science (H)	4	4	100
PHIA	BA	Philosophy (H)	5	5	100
SANA	BA	Sanskrit (H)	3	3	100
EDCA	BA	Education (H)	3	3	100

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2.7 – Student Satisfaction Survey

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

<https://www.maheshtalacollege.ac.in/feedback-1>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Communication Strategies for Successful Employment.	English	13/11/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Korok Incubation Center	Sk. Rajibul	Prof. Soumendu Sengupta, Former Principal, Maheshtala College	Rajibul Reprography	Reprography and printing by Former Student, 80 orthopedical ly handicapped and speech impared.	18/07/2019
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

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

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	English	2	Nill
International	English	3	Nill
National	Bengali	3	Nill
National	Sanskrit	3	Nill
International	Sanskrit	2	Nill
National	Geography	2	Nill
International	Computer Science	2	Nill
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
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English	1
English	3
English	1
English	3
Computer Science	2
Computer Science	2
Philosophy	1
Sanskrit	3
Sanskrit	2
Library Science	3
View File	

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

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

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	21	26	22	Nil
Presented papers	6	4	Nil	Nil
View File				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Medical camp for Eye and Dental Checkup at college campus on 4th September 2019	NSS, Maheshtala College in collaboration with GRSM ROTARY	7	158

Supply of relief material to the "Bulbul Cyclone" affected people at Bakkhali on 20th November 2019	NSS, Maheshtala College	4	4
"Secret Santa" celebration on the eve of X-Mas with specially abled children on 23rd December 2019	NSS, Maheshtala College	2	6
Household and village level survey Camp on Health, Hygiene and Sanitation in the villages of Bawali from 18th February 2020 to 22nd February, 2020.	UBA, Maheshtala College Unit	4	10
Literacy drive programme in the villages of Bakrahat from 18th February 2020 to 22nd February, 2020.	UBA, Maheshtala College Unit	4	10
Women empowerment and education skill development in the villages of Burul from 18th February 2020 to 22nd February, 2020.	UBA, Maheshtala College Unit	4	10
Digital awareness in the villages of Budge Budge -II and Gopalpur from 18th February 2020 to 22nd February, 2020 from 18th February 2020 to 22nd February, 2020.	UBA, Maheshtala College Unit	4	10
Three-day plantation programme from 25th February 2020 to 27th February 2020.	NSS, Maheshtala College	13	87
Cleaning Wall and wall-painting by the students from 25th February 2020 to 28th February, 2020.	NSS, Maheshtala College	5	12

"SAMABYATHI" Emotional Support Group formed on 8th April, 2020.	NSS, Maheshtala College in collaboration with "Samikshani" - A specialized psychological counselling institution.	15	63
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Sampurna Women's Week Celebration	Gender Cell, Maheshtala College	Discussion on 'Empowerment and Equal Opportunities: Myth or Reality?'	33	68
Sampurna Women's Week Celebration	Gender Cell, Maheshtala College	Inter-Departmental Presentations on Issues on 'Education, Empowerment Contemporary Society'	19	62
Sampurna Women's Week Celebration	Gender Cell, Maheshtala College	Film Show on 'Women in Indian Society'	17	59
Sampurna Women's Week Celebration	Gender Cell, Maheshtala College	Panel Discussion on 'Women Today'	28	85
Green Campus	NSS, Maheshtala College	Three-day plantation programme	13	87
Clean Campus	NSS, Maheshtala College	Cleaning and wall-painting	5	12
Unnat Bharat Abhiyaan	UBA, Maheshtala College Unit	Household and village level survey Camp on Health, Hygiene and Sanitation	4	10

		in the villages of Bawali.		
Unnat Bharat Abhiyaan	UBA, Maheshtala College Unit	Literacy drive programme in the villages of Bakrahat.	4	10
Unnat Bharat Abhiyaan	UBA, Maheshtala College Unit	Women empowerment and education skill development in the villages of Burul.	4	10
Unnat Bharat Abhiyaan	UBA, Maheshtala College Unit	Digital awareness in the villages of Budge Budge -II and Gopalpur.	4	10
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Student and Faculty exchange programme.	Vivekananda College, Thakurpukur, Maheshtala College	College Dept. Activities Fund	1
Seminar on Musoology by Prof. Sutapa Mukhopadhyay	Kishore Bharati Bhagini Nivedita College, Maheshtala College	College Dept. Activities Fund	1
Discussion on Modern Science on the occasion of National Science Day by Prof. Mahananda Roy	Kishore Bharati Bhagini Nivedita College, Maheshtala College	College Dept. Activities Fund	1
Discussion on Modern Science on the occasion of National Science Day by Prof. Rupam Dutta	Kultali Dr. B.R. Ambedkar College, Maheshtala College	College Dept. Activities Fund	1
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant

Institutional	Academic	K. K. Das College	15/11/2019	14/11/2020	100
Institutional	Academic	Raidighi College	05/09/2019	04/09/2020	100
Industrial	Corporate	Head Hunters Placement (P) Ltd., Kolkata - 700029	23/12/2019	23/12/2019	18
Government	On-job counselling and training	Utkarsh Bangla, Batanagar branch.	04/09/2019	04/09/2019	120

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Kishore Bharati Bhagini Nivedita College	25/09/2019	Academic areas of mutual interest, on the basis of equality and reciprocity. Teachers and students participated in Seminar on Museology organised by Maheshtala Coll. Dr Mahananda Roy as Resource Person in Science Day as part of Faculty Exchange Prog.	28
Vivekananda College, Thakurpukur	12/08/2019	Academic areas of mutual interest, on the basis of equality and reciprocity. Student Exchange Prog in Vivekananda College	10

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Classrooms with LCD facilities	Existing
Class rooms	Existing
Laboratories	Existing
Campus Area	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	14952	Nil	Nil	Nil	14952	Nil
Reference Books	1810	Nil	Nil	Nil	1810	Nil
Journals	7	Nil	Nil	Nil	7	Nil
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

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

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

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

Added	0	0	0	0	0	0	0	0	0
Total	77	17	5	2	0	14	46	150	0

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

150 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Website development by the Computer Science Department	https://www.maheshtalacollege.ac.in
YouTube channel by Principal Dr. Rumpa Das started on 28.03.2020	https://www.youtube.com/channel/UCq4090OxORYDTynFe2hM7qA
E-Shiksha Cell of Maheshtala College	https://www.maheshtalacollege.ac.in/about-3

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
350900	188118	523000	604380

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

College has a well wrought mechanism for maintaining and utilizing physical, academic and support facilities laboratory, library, gym, computers, classrooms. All gadgets are protected by Annual Maintenance Contract, and digital and software equipment have online AMCs. There is a Campus Maintenance Sub Committee to look after the wellbeing of all infrastructure and Governing Body, on the recommendation of Finance Sub Committee, looks into the proper utilisation of physical, academic and all support facilities. College boundary wall repaired and painted by Maheshtala Municipality. Concretization and reclamation of marshy land behind college building by Maheshtala Municipality High Mast Flood Lights setup by Maheshtala Municipality. Web-based CCTV installed by college. Mosquito nets installed for windows of ground floor, teachers' room and Principal's room and office. Toilets - Students and staff completely revamped.

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

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	1.Kanyasree, 2.SC, 3.ST, 4.Minority, 5.Support from	633	Nil

	principal and faculty, 6.Vivekananda Merit cum mean scholarship by WB Govt.		
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil
View File			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Mindfulness of Breathing Meditation Session	27/08/2019	112	Vipassana Meditation
Personal Counselling	10/09/2019	105	Maheshtala College
Soft skill development	13/11/2019	22	Alumni Association, Maheshtala College
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Utkarsh Bangla (Govt. of West Bengal)	Nil	108	Nil	Nil
2020	Cognizant 2020 Batch Campus Hiring	Nil	14	2	Nil
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Head Hunters Placement (P) Ltd.	18	4	Nil	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	1	Computer Science (Honours)	Computer Science	University of Calcutta	M.Sc.
2020	1	Philosophy (Honours)	Philosophy	University of Calcutta	M.A.
2020	1	Sanskrit (Honours)	Sanskrit	Sanskrit College and University	M.A.
2020	2	Bengali (Honours)	Bengali	University of Calcutta	M.A.
2020	2	Geography (Honours)	Geography	Behala College	M.A. in Librarian Science
2020	2	Geography (Honours)	Geography	Vidyasagar Teachers' Training Institute	B.Ed.
2020	1	Geography (Honours)	Geography	Jyotirmoy School of Education Sonarpur	B.Ed.
2020	1	Geography (Honours)	Geography	Hi-Tech Animation	Animation
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
Any Other	1
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Quiz Competition on	Institutional	79

National Science Day, 2020		
Seminar on Rabindranath Tagore on his death anniversary on 08.08.2019	Institutional	40
Essay Competition on Pandit Iswarchandra Vidyasagar's Birth Anniversary on 26th September, 2019.	Institutional	48
Sampritimulak Sanskritik Onusthan (Programme on Peace and Harmony) on 24th December, 2019.	Institutional	24
Saraswati Puja by the students on 29th January, 2020.	Institutional	197
Face-painting, pottery-painting, slogan-writing, poster-painting and alpona competition on 2nd March, 2020.	Institutional	32
Film Show on Women in Society on 6th March, 2020.	Institutional	59
Inter-departmental presentations on issues on Education, Empowerment and Contemporary Society on 5th March, 2020	Institutional	19
Felicitation of Women Alumni Achievers on 7th March, 2020.	Institutional	3
Rabindra Jayanti Celebration (Online) on 8th May, 2020	Institutional	95

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Due to government restriction, election to Students' Union could not be held and new Students' Union could not be formed. However, a Students' Cell was

formed with representatives of teachers, two class representatives (among students), representative from non-teaching staff to address different students' issues. IQAC has students' representative and all meetings of the college that concerns students are communicated to the students. Students wholeheartedly participate in activities of the college. Grievance Redressal (if any) is done in all earnest. Anti-ragging declaration is signed by all students.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

337

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

- Soft skill development programme by Tamosi Moitra Sarkar on 13th November, 2019.
- Alumni association formed a WhatsApp group on 6th April, 2020.
- Alumni Association donated Rs. 8500/- to West Bengal Emergency Relief Fund.
- Alumni WhatsApp HelpLine started from 17th April, 2020 for arranging telemedicine, ambulance, medicine etc. for COVID patients.
- Alumni Association contributed to Amphan Cyclone Relief by arranging temporary shelter, basic necessities and support for Amphan affected people under the co-ordination of Mr. Supratip Dey, Alumni.
- Re-union of Alumni Association on 9th November, 2019.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

A mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized governance system is followed. Principal is Ex Officio Member Secretary of the Governing Body and Chairperson of the IQAC. In consultation with the Teachers' Council, Principal nominates teacher-members to different committees for planning and implementation of different academic, student related, administration and allied policies. All academic and operational policies are based on unanimous decision of Governing Body, IQAC and Teachers' Council. Teacher/Faculty members are given representation in various committees/cells nominated by the Teachers Council, Governing body, IQAC and other committees. Different subcommittees nominated from Teachers' Council - Admission Subcommittee, Routine Sub Committee, Sports Sub Committee, E-Shiksha Cell, Campus Maintenance, Library subcommittee Sub Committee for West Bengal Health Scheme Examination Sub Committee, Prospectus Sub Committee, Website Sub Committee, Canteen subcommittee, Journal and Publication Subcommittee (Intellect.Us), Cultural subcommittee, NSS Sub Committee, Counselling- Career Guidance and Placement Unit, Service Book Sub Committee, Website committee, Provident Fund Sub Committee, Leave Sub Committee Committees constituted according to government guidelines: Internal Complaints Committee Grievance Redressal Cell Building Sub Committee Anti Ragging Committee Academic Sub Committee, Finance Sub Committee, UBA Sub Committee NSS Sub Committee Gender Equal Opportunity Cell Nonteaching staff are represented in the Governing body, the IQAC, Examination Sub Committee, Provident Fund Sub

Committee, Finance Sub Committee. Students' Level In absence of a democratically elected Students' Union (due to Government restriction), Students' Cell conveys students' views, demands, suggestions to the Academic Sub Committee, Principal and Governing Body. Example: IQAC Coordinator and NAAC Coordinator have been vested with the responsibility to assess and arrange different co-curricular and extracurricular activities of the institution, in consultation with IQAC internal members and NAAC Core team members for synergy of academic programmes with a focus on students' future needs. Principal, and if necessary, GB, accords approval. Participative management The institution promotes the culture of participative management at the strategic level, functional level and operational level. Strategic level: The Principal, Governing Body, Teachers Council and the IQAC are involved in defining policies procedures, framing guidelines and rules regulations pertaining to admission, examination, discipline, grievance, support services, finance etc Functional level: Principal, Faculty members share knowledge among themselves, students and staff members while working and in joint research, and have published papers. Operational level: • Principal interacts with Government and external agencies, faculty members maintain interactions with the concerned departments of affiliating university. • Students and office staff cooperate with Principal and faculty for the execution of different academic, administrative, extension related, co-curricular and extracurricular activities. One example of participative management is the way in which university examinations are held in the college. On receiving exam schedule from the affiliating university via mails. Principal convenes meeting of Examination Sub Committee, along with entire office staff, teachers' representatives in Governing Body, Secretary of the Teachers' Council and decides on the modalities The entire process is supervised by the Principal as Centre-in-Charge and is the designated official for all functions and responsibilities for the matter.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	<ul style="list-style-type: none"> • Completely online transparent admission system followed. • College website has separate section for Admission that is studentfriendly and informative. • Admission to the college is based only on merit and is managed entirely by Admission Sub Committee, headed by Principal and the IQAC. • Fee Structure, admission criteria and regulations decided by affiliating university are followed in totality.
Industry Interaction / Collaboration	<ul style="list-style-type: none"> • The College organizes programmes with reputed industries in diverse sectors to enhance industry-institution activities by organising industry visits, talks by industry spokespersons. • Field visits to adjoining industries are organised to give students a first-hand experience of working of public/private sectors. • Alumni who are established in various

	<p>sectors deliver talks, sensitise juniors about industry and job-market demands.</p>
<p>Human Resource Management</p>	<ul style="list-style-type: none"> • Fulltime faculty members are appointed through West Bengal College Service Commission requisite Guest lecturers having requisite UGC qualifications are appointed on need basis through proper appointment procedure (advertisement and interview by Expert Committee) through IQAC. • IQAC organizes various FDP for Faculty members and nonteaching staff for skill upgradation and overall workplace improvement. • On duty leave provided to faculty members for pursuing higher studies, attending Refresher Orientation programmes, attending short term courses, seminars, conferences, workshops, university assignments and self-improvement programmes. • Meditation workshops, health checkup programmes organized for healthy stress-free workplace. • Festival Advance for faculty members and Non-teaching staff offered on request.
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<ul style="list-style-type: none"> • Library is well equipped with reference books, textbooks, journals, periodicals and newspapers. • Library is automated through indigenous software. • Library has subscription to NLIST by UGC INFLIBNET through which teachers and students access and download e-resources in respective subjects. • Library has Benutosh Guha Corner for Competitive Exams and Self-Reliance which helps present and former students to prepare for competitive exams. • Library Induction programme , Librarians' Day and seminars on Intellectual Property Rights, Plagiarism are held to sensitise students towards library resource uses and make students read more books. Bookworm Award is given to regular library users.
<p>Research and Development</p>	<ul style="list-style-type: none"> • The college has an active Research Cell that motivates teachers and students alike to undertake research-based projects. Meetings are held twice a year. Funds are allocated for undertaking such activities. • Faculty members are encouraged to undertake PhD/postdoctoral programmes and provided requisite leave for attending course work, library and other activities. • Faculty members are

encouraged to organise, attend and present papers in international/national/state level seminars and conferences. • Teachers are motivated to publish in College Multidisciplinary academic journal 'IntellectUs (ready for publication), in addition to regular publication of Maheshtala College magazine • Teachers of all departments guide students for undertaking short term projects, surveys and building models, charts, many of which is showcased in Science Fair, held on National Science Day (28th February).

Examination and Evaluation

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

Teaching and Learning

• The institution emphasizes student-centric teaching-learning and devises appropriate methodology to ensure optimization of teaching learning experience. Special focus on ICT-enabled pedagogy has been adopted for making students ready for industry. • Mentor-mentee system has improved student-teacher relationship, which in turn has boosted academic performance. • Regular meetings of Principal and IQAC with departmental teachers and successful implementation of academic calendar has enabled better coordination, better syllabus coverage and sustained improvement of academic

framework. • Organization and participation in workshops, departmental seminars, quizzes, ICT enabled microteaching sessions have positively impacted both teachers and the taught.

Curriculum Development

• The college follows the syllabus of the affiliating university: curricular planning is done by Academic Sub Committee keeping in mind number of credits offered, available expertise of teachers, library books, students' pre knowledge and academic enrichment initiatives to be provided. • Depending upon student feedback, student needs and job market demands, add on courses and value added courses are introduced with proper course module and planning.

• Co-curricular activities are conducted in synergy with the main curricular programmes. • IQAC guides, promotes and supervises proper and efficient curriculum delivery system of checks and measures' is implemented through periodic meeting of Principal with departmental teachers, Academic Sub Committee and IQAC Meetings twice each semester.

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

E-governance area	Details
<p>Planning and Development</p>	<p>All teachers, Principal, all academic departments and IQAC are connected through email and communication is done electronically. Governing Body meetings are convened and minutes and resolutions are recorded and maintained in e-repository. For drawing up plans and strategies, in-depth analysis is made by Principal and her team that includes representation from all stakeholders. The Governing Body, Finance Sub Committee and Academic Sub Committee are alert to the needs of the college and attention is given to the minute details received from the Feedback from different quarters. Credence is given to new state-of-the-art technology in teaching-learning and research processes. The college is wi-fi enabled and teachers, staff and nonteaching staff are trained and adept in using ICT facilities in college.</p>
<p>Administration</p>	<p>The college administration uses e-governance modules in synergy with the UGC, Higher Education department of the Government of West Bengal and</p>

affiliating university, that is Calcutta University. Entire networking is through website notification and email transmission to and fro the college. Besides, almost all of the college correspondence is through mail and website notification, with repository of such notices saved in e format. Intra-office notifications are mail-based with all departments and important subcommittees having individual e mail IDs which are used regularly. Principal encourages teleconference and e-communication among faculty members.

Finance and Accounts

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

Student Admission and Support

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

Examination

The College follows the parent university's CBCS model and regular monitoring of projects, tutorials, internal assessments are done by teachers, under the supervision of the Examination Sub Committee the Academic Sub Committee. Continuous Internal Evaluation is held in all semesters and students are encouraged to make use of ICT inputs Student database is updated regularly and used for registration, identity card and library card preparation, classes, class register, examination, scholarships stipends, fees collection, sports, students development, election of students'

union/council and other purposes. All results, descriptive roll, internal examination and project/tutorial marks sent to university are also retained in a repository by the college.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	New IQAC Modalities of NAAC	Quality Improvemen t in Offic e-Automati on and Functions.	08/11/2019	08/11/2019	30	11
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Online Distance Learning certificate course in "Satellite Photogrammetry and its Application", from IIRS, Dehradun, Dept. of Space, ISRO, Govt. of India.	1	29/06/2020	03/07/2020	5
Online WGCapD on "Remote Sensing in Crop	1	09/06/2020	09/06/2020	1

Monitoring and Assessment", organized by IIRS, Dehradun, Dept. of Space, Govt. of India				
Orientation Programme from Teaching Learning Centre, Ramanujan College, University of Delhi (Under the aegis of MINISTRY OF HUMAN RESOURCE DEVELOPMENT) from 26th June to 24th July, 2020	3	26/06/2020	24/07/2020	14
Online Faculty Development Programme on Image Authentication, WSN IOT organized by the Dept. of CSE, JIS College of Engineering, West Bengal in association with CSI Kolkata chapter.	1	22/06/2020	26/06/2020	5
Online Faculty Development Programme on LaTeX, organized by Dept. of IT, Mizoram University in association with Spoken Tutorial Project, IIT Bombay, under Pandit Madan Mohan Malaviya National Mission on	1	29/06/2020	03/07/2020	5

Teachers and Teaching (PMMMNTT), MHRD, Govt. o				
Refresher Course in Library and Information Science from Department of Library and Information Science, University of Calcutta	1	11/11/2019	25/11/2019	14
Faculty Development Program on "Development of Massive Open Online Course(MOOC)", organized by IQAC, Vijaygarh Jyotish Ray College in collaboration with Educational Multimedia Research Centre (EMMRC)	2	29/08/2019	30/08/2019	2
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
3	26	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
a) a) Teachers are provided necessary leave to attend Course work, Short Term Courses, Refresher and Orientation Programmes. b) b) Salary advance is provided to new teachers before their pay fixation. c) c) Festival advance is provided. d) d) Loans against Provident Fund given. e) e) Subsidised Staff Canteen. f)	a) Festival advance and ex gratia provided. b) Loans against Provident Fund given. c) Subsidised Staff Canteen. d) Compensatory leave.	a) Students given Vidya Amritam Scholarships. b) Fee Concessions provided to poor students from Students' Aid Fund

Compensatory leave.

6.4 – Financial Management and Resource Mobilization

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

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

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Individuals	7000	Development
View File		

6.4.3 – Total corpus fund generated

930030

6.5 – Internal Quality Assurance System

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

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

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

Each Department organises at least one ParentTeachers' Meeting each year in which the guardians accompanied by their wards come and meet the departmental teachers. The interaction between the three major stakeholders of the College, the teachers, the students and the guardians, produce valuable feedback for the College: • The parents offer suggestions regarding the teaching process of the Department, and whether their wards are satisfied with the quality of teaching offered by the teachers. • The parents also offer suggestions regarding the infrastructure of the College, including the Canteen, Washroom and Common room. • The safety and security of the students in the area in and around the College also come up for discussion, and proper security measures have been put up as a result, including the appointment of a security guard and the installation CCTVs. • Parents feedback was incorporated in videos for admission and publicity

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

• 'Quality Improvement in Office-Automation and Function' for support staff on 8th November, 2019. • Fire Fighting Training by West Bengal Fire and Emergency Service for support staff of college on 11th December, 2019. • For holistic development and stress-free mind Meditation Session started on 27th August, 2019.

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

• All but one vacant teaching posts have been filled up with qualified candidates in the last three years. • Effort has been initiated to inculcate research culture among the faculty members of the institution. A

multidisciplinary peer-reviewed research journal IntellectUs with ISSN number will be introduced from this year with research articles by most of the faculty members. • Sixteen faculty members have registered for their Ph.D. • Most of the faculty regularly participate and present papers in Seminars and Workshops at international, national and state levels. • Effort has been made to better the amenities at the Students' Canteen. At present it is running

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Celebration of 'Kanyasree Day and Women Empowerment Day'	14/08/2019	14/08/2019	102	22
Seminar on Pandit Iswarchandra Vidyasagar's contribution for Women Empowerment on his Birth Anniversary.	26/09/2019	26/09/2019	33	15
Students against trafficking of women.	02/03/2020	02/03/2020	90	31
Panel discussion on 'Empowerment and Equal Opportunities : Myth or Reality'	03/03/2020	03/03/2020	49	19

Inter-departmental presentation on issues on Education, Empowerment, Contemporary Society.	05/03/2020	05/03/2020	13	6
Film Show on Women in Indian Society.	06/03/2020	06/03/2020	53	6
Panel discussion on 'Women Today'	07/03/2020	07/03/2020	73	12

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

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

7.1.3 – Differently abled (Divyangjan) friendliness

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

7.1.4 – Inclusion and Situatedness

Year	Number of	Number of	Date	Duration	Name of	Issues	Number of
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	initiatives to address locational advantages and disadvantages	initiatives taken to engage with and contribute to local community			initiative	addressed	participating students and staff
2019	1	1	23/12/2019	1	Secret Santa	Christmas celebration with specially abled children.	8
2020	1	1	18/02/2020	1	Household survey.	Survey on sanitation and cleanliness at Bowali, Bakrahath, Budge Budhe - II	12
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Maheshtala College Code of Conduct (E- Document)	02/07/2019	The E-document for Code of Conduct is to be mandatorily followed by all stakeholders and is uploaded on college website. Weblink : https://www.maheshtalacollege.ac.in/code-of-conduct

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Green Initiative is a systematic identification, quantification, recording, reporting and analysis of components of environmental diversity of the institution and the area where it is located. The "Green Initiative" aims to analyze environmental practices within and outside the college campus, which will have an impact on the ecology of the locality. The practice aims to analyze environmental practices within and outside of the concerned sites. The five best Green Initiatives which the college practiced throughout this session are listed below: • The institution has replaced all traditional lights of the institution with LED lights this year. There are many environmental benefits of LED lighting. Carbon dioxide emissions for LEDs are much lower than older lights. Roughly, one LED bulb will minimize greenhouse gas emissions by almost half a ton. The annual energy consumption for an LED bulb is around 30 times

lower than for a corresponding incandescent bulb. Hence the administration of the College felt that it was a useful step in our effort to make the campus green. • The Nature Club of the College organizes Tree Plantation drive on a regular basis. Students and teachers participate in planting trees, mostly of a medicinal nature, to combat the environmental pollution that is increasing globally, and even more worryingly, in our immediate neighbourhood, as the College is situated in an industrial belt. • The College has been made a "no plastic" and "no smoking" zone. Notices have been put up throughout the campus to make the students aware of the harm smoking causes to their health and the harm plastic causes to the health of our planet. Anyone violating these orders is penalized by the authority. • The college organized a campus cleaning drive 13.11.2018.. Students enthusiastically participated in the cleaning initiative and cleaned the area in and around the College. This is a part of the ongoing beautification drive that has been a continuous effort of the College administration.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1 Vidya Amritam Scholarships Objective of the programme: The vision behind the establishment of Maheshtala College in 1971 was spreading of collegiate education among the economically challenged and minority community students of the area many of whom could not pursue higher studies due to poverty and other handicaps. The introduction of "Vidya Amritam" scholarships is an effort to make the students able to continue their studies despite many obstructions faced by them. Context: At present, the college caters to a multicultural student population comprising of girls and boys belonging to different communities, religions, caste and beliefs. Most of them come from a disadvantaged background. "Vidya Amritam" scholarships have been introduced with this group of students in mind. Programme. Practice: Besides Kanyashree, Aikyashree (Minority), Swami Vivekananda Merit-cum-Means Scholarship, Nabanna Scholarship, Waqf Scholarship, Principal and all teachers of the college provide scholarships to poor and meritorious students, the seed -money of which was procured by disposal of wastepaper inside and around the college. This scheme favouring students and using nonconventional means for resource mobilisation was documented in newspapers such as Anandabazar Patrika and Ei Samay, and hailed as exemplary. Girls and boys from across all academic disciplines are identified by teachers on different parameters such as academic excellence, perseverance in face of physical adversity, poverty, physical handicap, excellence in special skills such as sports, any branch of study, regularity in attendance, regularity in library, overall proficiency and most innovative idea exemplified in model/project etc. Special awards are reserved for girl students. Teachers, both present and former, award prizes commemorating their deceased loved ones and their memory is eternalised by these young bright students who carry the legacy of the departed souls in their life, their pursuit of knowledge and overcoming obstacles. Evidence of Success: This scholarship scheme has positively impacted the enrolment of students and after introduction of the scheme 'Vidya Amritam Scholarships', there is a healthy competitive spirit among students. This will hopefully result in better academic performances by them in the coming sessions.

Best Practice 2 ESanjog for Three Es: Ease, Efficiency and Excellence Objective of the programme: In today's context many people's lives are saturated so thoroughly with digital technology that the once obvious distinction between either being online or offline now fails to do justice to a situation where the Internet is an integral part of life. Indeed, it is often observed that younger generations are totally dependent on the Internet and is assumed to be a basic condition of modern life. This programme seeks to take advantage of this scenario and make the teaching-learning process more accessible. Context: The Internet is an

inherently educational tool. Indeed, many people would argue that the main characteristics of the Internet align closely with the core concerns of education. For instance, both the Internet and education are concerned with information exchange, communication, and the creation of knowledge. The ESanjog of the College uses this feature to make teachers and students come closer in an environment of learning. Programme. Practice: The college administration uses e-governance modules in synergy with the UGC, Higher Education department of the Government of West Bengal and affiliating university that is Calcutta University. Entire networking is through website notification and email transmission to and fro the college. Admission to the college is completely online The teaching departments have individual email ids and connect with students through mail. History department has own Facebook page, named Tihaash in Bengali where every day HOD posts importance of that particular day in world and Indian history. All departments also have individual WhatsApp group for greater, swifter and more personal connectivity with students. Teachers connect with students through emails, and send study materials and links online.

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

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

7.3 – Institutional Distinctiveness

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

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

Provide the weblink of the institution

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

8.Future Plans of Actions for Next Academic Year

The college plans to stress on the importance of digital literacy amongst students and staff, and promote E - Shiksha. Student - centric programmes involving independent presentation of curricular topics, integrating online resources and traditional components will be prioritised. More thrust will be given for Teaching - learning to further optimise blended teaching methods. Faculty will be motivated to engage in upgradation and research, and participate in online FDPs and RC-OPs. Psychological and emotional counselling to be initiated for students as well as all staff members. Alternate energy inputs such as Solar Energy may be used for entire college campus. There are plans to start more add on courses designed to develop employability skills. Vocational training may be imparted to students in association with Government units or Rotary International for self-employment and small-scale units.