



MAHESHTALA COLLEGE

BUDGE BUDGE TRUNK ROAD

KOLKATA-700141

WEST BENGAL

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The Annual Quality Assurance Report (AQAR) : 2014-2015

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

2014-2015

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PART – A

1. Details of the Institution

1.1 Name of the Institution

Maheshtala College

1.2 Address Line 1

Budge Budge Trunk Road, Maheshtala

Address Line 2

Kolkata-7000141

City/Town

Kolkata

State

West Bengal

Pin Code

700141

Institution e-mail address

maheshtalacollege@yahoo.com

Contact Nos.

(033) 2490-1502 / 8350

Name of the Head of the Institution:

Prof. Soumendu Sen Gupta (Principal)

Tel. No. with STD Code:

03324169168

Mobile:

9051747976

Name of the IQAC Co-ordinator:

Dr. Suchandra Bhattacharyya

9432946459

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Mobile:

IQAC e-mail address:

iqacmaheshtala71@gmail.com

1.3 NAAC Track ID

1.4 NAAC Executive Committee No. & Date:

EC/32/351 DATED 3.5.2004

1.5 Website address:

www.maheshtalacollege.org

Web-link of the AQAR:

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

1.6 Accreditation Details

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

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

25.08.2004

1.8 AQAR for the year

2014-2015

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1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

- i. AQAR 2010-11 submitted to NAAC on 16/10/2015 (DD/MM/YYYY)
- ii. AQAR 2011-12 submitted to NAAC on 16/10/2015 (DD/MM/YYYY)
- iii. AQAR 2012-13 submitted to NAAC on 16/10/2015 (DD/MM/YYYY)
- iv. AQAR 2013-14 submitted to NAAC on 16/10/2015 (DD/MM/YYYY)
- v. AQAR 2014-15 submitted to NAAC on 16/10/2015 (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify) Journalism, Photography and Video-production.

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1.12 Name of the Affiliating University

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

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

UGC-COP Programmes

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2. IQAC Composition and Activities

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

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2.14 Significant Activities and contributions made by IQAC

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

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2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<ul style="list-style-type: none"> • To initiate process for appointing Guest Lecturers for the Departments where academic activities have suffered due to lack of permanent teachers. • Chalk out plans for forthcoming seminars and workshops. • To initiate process for opening NSS Unit • To initiate process for renovation of Computer Science Laboratory, Journalism Laboratory. • To initiate process for formation of GIS Laboratory for Geography department 	<ul style="list-style-type: none"> • Guest Lecturers have been appointed in the different Departments. • Departmental seminars arranged throughout the year. • NSS formed. • Job executed • Job executed

Annexure No 1 – Academic Calendar is attached.

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body **Governing Body**

Provide the details of the action taken

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

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Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

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

Interdisciplinary				
Innovative				

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

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

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

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(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	01
Trimester	None
Annual	6

1.3 Feedback from stakeholders

Alumni Parents Employers Students

(On all aspects)

Mode of feedback : Online Manual

Annexure No. 2 – Feedback analysis is attached.

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors (Principal)	Others (CWTT& PTT)
9+5+1+15=30	9	5	1	15

2.2 No. of permanent faculty with Ph.D.

6

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
1	13							1	13

2.4 No. of Guest and Visiting faculty and Temporary faculty

21

3

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		3	
Presented papers		2	4
Resource Persons		3	1

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

Students' Seminar, Micro-teaching by students on curricular issues, Teaching through ICT resources, Departmental library facilities, Quiz programmes, Invitational Lectures by Guest teachers of repute, Regular publication of wall magazines, Syllabus-oriented workshops for students, Educational tours for students(Geography), Essay competition & Extempore speeches by students to commemorate anniversaries of great personalities.

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

193

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

NA

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

1

2.10 Average percentage of attendance of students

70% - 75%

2.11 Course/Programme-wise distribution of pass percentage (Final Year): 2014 - 15

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A (H + G)	321 (75+246)		3 (4%)	58 (77.33%)		6 (8%) 75 (30.49%)
B.SC (H+G)	42 (26+16)			19 (73.08%)		2 (7.69%) 10 (62.5%)
B.COM (H+G)	26 (7+19)			3 (42.86%)		2 (28.57%) 2 (10.53%)
TOTAL	389		3	80		97

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

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

2.13 Initiatives undertaken towards faculty development 2014-15

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	1
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
Others : Ph.D. Course Work	2

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	14	8	4	3
Technical Staff	1	0	0	1

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Criterion – III

3. Research, Consultancy and Extension

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

Encouraging teachers to pursue M Phil, PhD programmes through FIP/FDP, Ph.D. course work programmes, providing support by offering in-house as well as outside library facilities (British Council & American Library).

Following measures are taken to smooth progress of research projects by the faculty –

1. Prompt disbursement of sanctioned grant by Governing Body.
2. Computers & laptops with internet facility are provided for research work.
3. Provided spaces for research work.

3.2 Details regarding major projects : No Major research project this year

	Completed	Ongoing	Sanctioned	Submitted
Number				1
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		2	1	
Outlay in Rs. Lakhs		0.5	1.5	

3.4 Details on research publications 2014 - 15

	International	National	Others
Peer Review Journals	6	0	0
Non-Peer Review Journals	0	0	2
e-Journals	4	0	0
Conference proceedings	0	3	0

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3.5 Details on Impact factor of publications: NA

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from : NA

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

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

3.10 Revenue generated through consultancy NIL

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3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					8
Sponsoring agencies					College

Annexure No. 3 – Details regarding seminar is attached.

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

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

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

NA

NA

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

NA

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

JRF NA

SRF NA

Project Fellows NA

Any other NA

3.21 No. of students Participated in NSS events: NSS Unit was opened in college only in January, 2015. 70 students participated in different events in college, six events held so far.

University level

State level

National level

International level

3.22 No. of students participated in NCC events: NCC unit is not present in the college.

University level

0

State level

0

National level

0

International level

0

3.23 No. of Awards won in NSS: None so far.

University level

0

State level

0

National level

0

International level

0

3.24 No. of Awards won in NCC: None so far.

University level

0

State level

0

National level

0

International level

0

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3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="9"/>		
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="6"/>	Any other	<input type="text" value="0"/>

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

1. Promoting health awareness through dedicated Thalassaemia Awareness Programme including Blood test for Thalassaemia by School of Tropical Medicine experts.
2. Promoting Communal Harmony by all Hindu & Muslim students of our college by jointly celebrating Rakhi Bandhan, Milad & Saraswati Puja.
3. Community service – Faculty & student members of NSS Unit distributed copy, pens, pencils etc to the needy students of a local school; Swachh Bharat Abhiyaan programme through campus cleaning and through awareness program done by poster drawing, slogan writing etc. Students attended blood donation camp nearby and offered voluntary service.

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Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3 Bighas (approx) 4300sqft(approx)			
Class rooms	25			
Laboratories	5	1		
Seminar Halls	1			
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		7	UGC	
Value of the equipment purchased during the year (Rs. in Lakhs)				3.1
Others				

4.2 Computerization of administration and library

- Student Registration software installed.
- Library software development in progress.
- COSA and E-PRODAN has been implemented.
- Online admission procedure running successfully.
- Notification through SMS alerts to new students.

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4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12920		235		13155	
Reference Books	1437		20		1457	
e-Books						
Journals	8		0		8	
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

Note:

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

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	54	10	3 (connections)	2 (Browsing points)	0	11	31	
Added	12	4	2	0	0	1	7	
Total	66	14	5	2	0	12	38	

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

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

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.93
ii) Campus Infrastructure and facilities	4.49
iii) Equipments	Nil
iv) Others	0.57
Total :	5.99

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Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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

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5.2 Efforts made by the institution for tracking the progression

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

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

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1543			

(b) No. of students outside the state

0

(c) No. of international students

0

Men	No	%
	649	42.06

Women

No	%
894	57.94

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
1106	342	6	134	3	1591	1028	310	6	196	3	1543

Demand ratio 1 : 1.72

Dropout % 19

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

Special coaching and guidance classes for 3rd year students by in-house faculty .

No. of students beneficiaries

All third year students of the college

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5.5 No. of students qualified in these examinations: College does not have any mechanism to record academic progress of students after their passing out, though they sometimes get in touch occasionally.

NET	0	SET/SLET	0	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	0	UPSC	0	Others	0

5.6 Details of student counselling and career guidance

- 1) Career talk on 19th December, 2014 by Lucy Talukdar, Joint Director of Employment (District In-Charge) and Prithwiraj Halder, Joint Director of Employment (District In-Charge), District Employment Exchange, Budge Budge.
- 2) Programme on Future in Management Education organized by the college in collaboration with EIILM, Kolkata on 23rd Dec, 2014

No. of students benefitted 60 + 44

5.7 Details of campus placement : None so far.

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

5.8 Details of gender sensitization programmes

Students - boys as well as girls, are familiarized with the gender-based anomalies prevalent in social set up, such as patriarchal oppression in home, workplace and the public world, female foeticide, dowry deaths, gender imbalance in professional fields etc. Short films, PowerPoint presentations, interactive sessions among teachers and students, and some times discussions among women faculty members and girl-students are held. Inspiring videos are shown, featuring celebrity women achievers, are shown as part of sensitization programmes. Gender audit of the college was conducted this year.

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5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount (in Rs.)
Financial support from institution	57	41,155/-
Financial support from government	1. Minority : 491 2. Others : 272 3. Kanyasree : 43	1. 23,56,800/- 2. 12,24,000/- 3. 10,75,000/-
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Opening of NSS Unit, GIS Laboratory, Renovation and Up-gradation of Boy-students' toilet and lavatory

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Criterion-VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

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

Mission Statement:

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

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6.2 Does the Institution has a management Information System

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

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

6.3.1 Curriculum Development

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

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

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

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

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

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

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

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6.3.2 Teaching and Learning

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

6.3.3 Examination and Evaluation

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

6.3.4 Research and Development

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

Our facilities:

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

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6.3.5 Library, ICT and physical infrastructure / instrumentation

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

Laboratory and library are upgraded. Library is also under CCTV surveillance service.

Fire extinguishers are under sustained maintenance for safety.

6.3.6 Human Resource Management

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

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

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

Students of Journalism department attended a National Conference at R.K.Mission, Golpark on 19/9/2014 and 20/9/2014

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6.3.9 Admission of Students

Admission procedure conducted online to ensure transparency.

The college publicises its admission process through local cable channel, hoardings at different locations around the college as well as in front of college gates & campus.

SMS alert facility to the students introduced.

6.4 Welfare schemes for

Teaching	12,720/-
Non teaching	
Students	1,40,009/-

6.5 Total corpus fund generated

28,36,555/-

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO		YES	Governing Body
Administrative	NO		NO	

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

For UG Programmes Yes No

For PG Programmes Yes No

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

NA

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

NA

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6.11 Activities and support from the Alumni Association

Efforts are on to form a registered Alumni Association, and a meeting has already been held. There is a Facebook page of Maheshtala College, and ex-students also keep contacts personally, over phone and the internet. Ex-students felicitate teachers every Teachers' Day, and help present students by sometimes offering different kinds of help.

6.12 Activities and support from the Parent – Teacher Association

Parents-Teachers Association does not exist so far: however, in Annual Parents-Teachers meetings, there is an interface of both teachers as well as parents, where they apprise each other of the progress and lapses in the student/s' academic as well as overall growth.

6.13 Development programmes for support staff

Computer training and web access training given.

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

1. Tree plantation by students and teachers.
2. Use of plastic is prohibited in college campus.
3. No smoking zone in college.
4. "Swachh Bharat" – Campus cleaning program by NSS Unit.
5. Use of Pan Masala, gutkha etc. are strictly prohibited.
6. Motivate students to make their college campus "clean and green".
7. Green audit conducted.
8. Students made aware of natural resources in college, and efforts to plant more medicinal plants in campus.

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Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. ICT training given to newly appointed faculty and staff.
2. Students' Registration software has been installed.
3. SMS alert facility introduced.

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

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

7.3 Give two Best Practices of the institution

1. Optimization of use of paper
2. Health Check up Camps and awareness programs

Annexure No.5 is enclosed

7.4 Contribution to environmental awareness / protection

1. Initiatives taken to make our campus plastic free.
2. Initiatives taken for optimisation of electricity and water consumption.
3. 'Go Green' – Maximum utilization of papers. Not to waste papers to protect the trees.
4. Project on Environmental Studies are assigned to the students as Environmental Studies is a compulsory subject for final year students.
5. Green audit conducted & students sensitized about maintenance and upkeep of natural resources in college. Efforts to plant more medicinal plants.

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7.5 Whether environmental audit was conducted? Yes No

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

Strength:

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

Weakness:

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

Opportunity:

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

Challenges:

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

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8. Plans of institution for next year

- Library Extension & Upgradation.
- More seminars and workshops to be conducted.
- Introduction of Teachers' diary.

Name DR. SUCHANDRA BHATTACHARYA

Suchandra Bhattacharya.

Signature of the Coordinator, IQAC

Name SOUMENU SEAGUPTA

[Signature]

Signature of the Chairperson, IQAC

Principal
Maheshtala College



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Annexure No. 1
Academic Calendar from July 2014 to June 2015

1.7.2014	College re-opens after Summer Recess
Middle of July	Commencement of 1 st year classes
29 th & 30 th July	Eid
End of August	Commencement of 2 nd & 3 rd year classes
15.8.2014	Observance of Independence Day
18.8.2014	Janmashthami
5.9.2014	Celebration of Teachers' Day
Middle of September	1. Freshers' welcome 2. Departmental seminar of Geography
17.9.2014	Biswakarma Puja
23.3.2014	Mahalaya
30.9.2014	Puja Vacation starts
27.10.2014	College re-opens after Puja Vacation
1.11.2014	Jagadhatri Puja
4.11.2014	Muharram
6.11.2014	Guru Nanak Jayanti
Middle of November	Mid Term Test for 1 st yr & 2 nd yr
First week of December	1. College Social 2. Departmental Seminar by Computer Science department
Middle of December	1. Syllabus-oriented film show by Philosophy department 2. Students' Union Election
25.12.2014	Christmas & Winter recess
2.1.2015	College re- opens after winter recess
12.1.2015	Vivekananda Birth Anniversary
14.1.2015	Makar Sankranti
Mid -January	1. Part III Test 2. Parents - Teachers Meeting
23.1.2015	Netaji's birthday
24.1.2015	CU Foundation Day
25.1.2015	Maghotsov
26.1.2015	Observance of Republic Day
Middle of February	1. Part II Test 2. Parents - Teachers Meeting 3. College Sports
21.2.2015	Celebration of International Mother Language Day
First week of March	B.A./B.Sc./B.Com Part I Compulsory English & Bengali Exam (CU)
5.3.&6.3.2015	Doljatra Milad
Mid-March	1. Part I Test 2. Parents - Teachers Meeting
3.4.2015	Good Friday
4.4.2015	Easter Saturday
14.4.2015	Ambedkar Jayanti & Chaitra Sankranti

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15.4.2015	Bengali New Year Day
1.5.2015	May Day
4.5.2015	Buddha Purnima
9.5.2015	Rabindra Jayanti
15.5.2015	Academic Recess (Summer)
May & June	Calcutta University Exams
June	Admission process starts after publication of Higher Secondary Examination result

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Annexure No. 2
Feedback Analyses: 2014-2015 & Feedback Form

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

- 1) Almost 70% students reported that syllabus was effectively covered.
- 2) 65% of students were of the opinion that allotted time for classes was enough. However, some advanced learners have reported that some more classes should also be allotted to some topics and more teachers also be added. Academic Sub Committee has decided to pursue the matter to see whether Guest Lecturers having consistently good academic record may be employed.
- 3) Students were happy with time span allotted to them for classes and for midterm and selection tests.
- 4) Most of the students agreed that their ability of independent thought was developed by the classroom teaching
- 5) Owing to scarcity of fulltime teachers, a substantial percentage of students felt that syllabus could not be completed satisfactorily. Guest lecturers have been deployed in many departments but on the part of the college administration, the main constraint has been finance. Academic Sub-Committee has adopted a pro-active role to address loopholes regarding unsatisfactory standards of teaching and appreciating consistent and positive performance of guest teachers, since it involves considerable financial burden on the college, and should be properly supervised to keep up the standards of teaching.
- 6) Almost 90% students felt that the college needs to improve library facilities. This has been a major problem since full time librarian post is vacant. They also felt need for having reprographic facilities and computer facilities in library.
- 7) Many students requested setting up of NSS unit in college, they feel that working with NSS will help them in future career. Academic Sub-Committee & Governing Body have decided to initiate proceedings towards setting up of NSS unit in consultation with Calcutta University.

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

Academic Session :

Name of the teacher:

Department :

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

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Annexure No. 3
Seminar details from 1st July, 2014 to 30th June, 2015

Department	Seminar type	Theme	Date
Geography	Departmental Seminar	Biodiversity	8 th September 2014
English	Film show & interactive session	Riders to the Sea & J.M.Synge	9 th December, 2014
Computer Science	Departmental Seminar	Future & opportunities of Scientific Research in India	17 th December 2014
Philosophy	Departmental (Film Show)	Film show on "Euthanasia"	22 nd December 2014
Philosophy	Departmental (Extempore Competition)	Syllabus oriented	9 th February 2015
Bengali	Departmental Seminar	Discussion on International Mother Language Day	21 st February 2015
Bengali	Departmental Seminar	Discussion on Tagore on the occasion of his birth ceremony	9 th May 2015

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Annexure No. 4
Library Book Details: 2014-2015

ITEM	Opening Balance	Payments during the year	Depreciation	Closing Balance
Library Books - UGC XI Plan	3,15,671	0	31,576	2,84,095
M.S. REMEDIAL - XI PLAN	1,65,829	0	16,583	1,49,246
M.S. - BACK AREA - XI PLAN	1,70,734	0	17,073	1,53,661
M.S. - CAPACILTY BLDG.	23,339	0	2,334	21,005
M.S. ENTRY IN SERVICE	58,744	0	5,874	52,870
		0		
Library Books - XII Plan	2,700	0	270	2,430
Library Books - UGC X Plan	1,04,226	0	10,423	93,803
Library Books - COS - X Plan	5,238	0	523	4,715
Library Books - College Fund	98,099	6,717	10,482	94,334
Library Books - WB Govt. Grant	48,967	2,600	5,157	46,410
TOTAL	9,93,547	9,317	1,00,295	9,02,569

Annexure No. 5
Best Practice : 2014 - 2015

1. Name of the practice: Optimization of use of paper

Goal: The aim of this practice was to ensure economizing and optimizing resources, particularly paper, so as to minimize environmental destruction and promote awareness among students about optimization of natural resources. The larger aim is to minimise use of

Context: The main raw material for preparation of paper is wood, which is procured through cutting of trees. This results in a huge depletion of natural resources annually. In fact, the realization that 35% of trees cut every year results in preparation of paper actually inspired the initiation of this practice of maximizing the use of paper in the college by all stake-holders involved. Students, teachers, members of non-teaching faculty came forward on realizing the necessity of saving as much of this resource as possible.

Often, in an educational institution, a huge quantity of this resource is found to be misused, owing to lack of foresight. Use of paper in an educational institution is intrinsic both to curricular as well as administrative & planning aspects. But due to sheer carelessness and callousness, often huge quantities of paper are found to be wasted. Besides draining substantial amount of money, this wastage also has serious ecological repercussions and also doesnot portend well for the student community who are the future of our country.

Practice: In our college, paper-use is optimized through various means by all sections- teachers, students and office-staff as well. Since admission is online for the past few years, the necessity for printing vast quantities of application forms has drastically reduced. Prospectus are printed keeping in mind the number of admitted candidates only. The office (including Principal's office) usually uses paper printed on one-side (considered waste or rough) for keeping day-to-day records. Teachers, if they need hard copies of any document, generally use one-side pre-printed paper but are mostly encouraged to use soft versions. Question papers for college examinations are often printed in small fonts – often two or more copies of the same question paper are accommodated in a single sheet, then cut and distributed among students. Though the look of the question paper often resembles a small strip, yet looks are sacrificed to drive home a very important point that 'A piece of paper saved is a tree saved'.

Unnecessary printing or photocopying of materials is being regulated by maintenance of a register where everyone seeking such services need to enumerate the exact number of copies, and are accountable for it.

Most correspondence between college and parent university and other institutions as well as inter-office correspondence are done through electronic mail.

Evidence of success: This practice has drastically reduced expenditure on printing and stationery as will be easily revealed by a study of our college budget over the last three or four

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financial years. Moreover, the practice has been so well-received by all sections of the college that even at home, they have started to initiate such practices. Optimisation of use of paper has also led students, staff and non-teaching members to restrict electricity and water usage.

Problems encountered & resource required: Initially, there was a bit of skepticism about the efficacy of such a practice but gradually the mindset of all stakeholders has undergone a sea-change. Though the question-papers printed in small strips looks odd, yet students and teachers alike have accepted them whole-heartedly.

Resources required are obviously paper and printing components, all of which have been reasonably minimized.

2. Title of the Practice: Health Check up camps and awareness programmes

Goal: In an effort to raise awareness among the students about health and hygiene and about deadly diseases such as such as cancer, AIDS and thalassaemia, health camps and health awareness programmes are regularly conducted by the college. It aims at providing primary health -related advice to students, and through them to reach out to the community at large.

The Context: The college organises health awareness programmes and health checkups for students at regular intervals, in association with Indian Medical Association, Budge Budge-Nangi-Maheshtala unit. Many of the students are not aware of the health related issues, and hence, they and their families suffer from various diseases, keeping them away from college. Moreover, these problems are increasing due to changing life style of the current generation. It is important to create awareness among the students so that they take good care of their health. Not only physical health, but mental health of students is also a major cause of concern for all in the present age , and students are sensitized about stress-related issues both within and outside the classrooms by teachers. A UGC-sponsored National level-seminar was organised by the departments of Philosophy and Education where experts from NIMHANS (Bengaluru) as well as Kolkata addressed manifold facets of ‘Stress & Coping’. The college is committed to health issues of students and considers it part of its social responsibility.

The Practice: The College conducts health check-up camps such as Medical camp (2012-13), HIV awareness and Cancer awareness (2013-14), AIDS awareness, Thalassaemia awareness and blood test (2014-15) programmes. Renowned oncologists from Saroj Gupta Cancer Research Centre, such as Dr Mahfuz Arif, sensitise students as well as teaching and non-teaching staff through powerpoint presentations, posters and collages as well as comprehensive and interactive discussions about the disease-profile, and the different reasons that are directly and indirectly responsible for the growth and proliferation of cancer. A high-level expert delegation from the School Of Tropical Medicine, Kolkata familiarised students about the causes and diagnostic mechanisms that may prevent spread of thalassaemia in future. Doctors from Indian Medical Association Mental (Budge Budge-Nangi-Maheshtala unit) come and examine students,

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diagnose and offer their medical opinion for their well-being. Each student is given a Health Card which is a detailed record of the whole medical and physiological history of the student concerned. The systematic record following the health checkup helps them in future as well, in the event of an illness or just for general well-being. Mental health camps, in the form of stress-management workshops and stress-alleviating strategy managements, conducted by eminent scholars and practising psychologists have been organised. Students are comprehensively guided and advised about the different threats and their possible remedies to lead stress-free happy and healthy lives that will equip them to handle crises & stress in future.

The students are made aware of the camps through prior notice and those interested get their names registered as participants. Emphasis is laid on both physical as well as mental health of the students as only a sound body can lodge a sound mind. This is more important in our context as many of our students cannot go for regular check-ups due to financial constraints.

Evidence of Success: A large section of the students have benefited by the health camps. Among these, some of them are from economically weaker sections. Some of them were diagnosed with diseases and recovered at early stage. Such cases were recommended for further treatment.

Problems encountered and resources required: It is found that some students are reluctant to register their names in the camps and hesitate for health check up. They have a hidden fear about the foreboding diseases or regarding the method of check-ups. We have to convince them to avail of the services of the doctors.