# MAHESHTALA COLLEGE

**BUDGE BUDGE TRUNK ROAD**
**KOLKATA-700141**
**WEST BENGAL**
**Website:**www.maheshtalacollege.org
**Email:** maheshtalacollege@yahoo.com

# The Annual Quality Assurance Report (AQAR) : 2017-2018

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

**2017-2018**

# Maheshtala College
## Annual Quality Assurance Report 2017-2018

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# Maheshtala College
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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. Shampa Das Gupta (Teacher-in-charge)

Tel. No. with STD Code:

03323446575

Mobile:

9830335537

Name of the IQAC Co-ordinator:

Dr. Suchandra Bhattacharyya

Mobile:

9073158312

IQAC e-mail address:

iqacmaheshtala71@gmail.com

1.3 NAAC Track ID

WBCOGN11356

1.4 NAAC Executive Committee No. & Date:

NAAC/WH/Cert-A&A/EC(18th SC)/5.2/2016

# Maheshtala College
## Annual Quality Assurance Report 2017-2018

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 | 1st Cycle | C++ | 65.25 | 2004 | 5 years |
| 2 | 2nd Cycle | B | | 2016 | 5 years |
| 3 | 3rd Cycle | | | | |
| 4 | 4th Cycle | | | | |

1.7 Date of Establishment of IQAC : DD/MM/YYYY    25.08.2004

1.8 AQAR for the year    2017-2018

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

   i.   AQAR 2011-12 submitted to NAAC on     16/10/2015     (DD/MM/YYYY)
  ii.   AQAR2012-13 submitted to NAAC on     16/10/2015     (DD/MM/YYYY)
 iii.   AQAR 2013-14 submitted to NAAC on     16/10/2015     (DD/MM/YYYY)
 iv.   AQAR 2014-15 submitted to NAAC on     16/10/2015     (DD/MM/YYYY)
  v.   AQAR 2015-16 submitted to NAAC on     08/09/2016     (DD/MM/YYYY)
                         (submitted to NAAC Peer team)
 vi.   AQAR 2016-17 submitted to NAAC on     31/07/2018     (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)

# Maheshtala College
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Type of Institution    Co-education  √    Men  x    Women  x

Urban  √    Rural  x    Tribal  x

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

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

1.11 Type of Faculty/Programme

Arts  √    Science  √    Commerce  √    Law  x    PEI (PhysEdu)  x

TEI (Edu)  x    Engineering  x    Health Science  x    Management  x

Others (Specify)  x

1.12 Name of the Affiliating University    University of Calcutta

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  ×

## 2. IQAC Composition and Activities

2.1 No. of Teachers                        | 4 |

2.2 No. of Administrative/Technical staff   | 1 |

2.3 No. of students                        | 1 |

2.4 No. of Management representatives        | 2 |

2.5 No. of Alumni                          | 1 |

2.6 No. of any other stakeholder and        | 1 |

Community representatives

2.7 No. of Employers/ Industrialists        | 0 |

2.8 No. of other External Experts           | 2 |

2.9 Total No. of members                    | 12 |

2.10 No. of IQAC meetings held          Once

2.11 No. of meetings with various stakeholders:    No. | 1 |    Faculty | 1 |

Non-Teaching Staff Students | 1 |    Alumni | 1 |    Others | 1 |

2.12 Has IQAC received any funding from UGC during the year?   Yes | |   No | √ |

If yes, mention the amount | NA |

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | 2 |   International | |   National | |   State | |   Institution Level | 2 |

**Annexure No 1 – Programmes organized by IQAC**

(ii) Themes | Holistic Academic Upliftment |

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.
- 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.
- IQAC monitors counseling 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 communal harmony programmes.

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 |
|---|---|
| • To initiate process for appointing Guest Lecturers for the Departments where academic activities have suffered due to lack of permanent teachers. | • Guest Lecturers have been appointed in the different Departments. |
| • Chalk out plans for forthcoming various departmental activities. | • College Level Departmental Seminars, film shows, quiz competitions are held by departments. Wall magazines were also published. |
| • To motivate teachers and students for using ICT tools in classroom. | • Classes going on using ICT & blended learning techniques. Students are delivering seminars using ICT technology. |
| • Plans for different programs of NSS Unit. | • NSS arranged different programs throughout the year. |
| • To provide computer training for all students. | • Basic Computer training was provided to all students of 1st year. |
| • To arrange different career counselling programs for students. | • Different career counselling programs were held. |
| • To complete digitization of Library books. | • Partially complete. |
| • To continue the 'Green Audit' process. | • Job executed |
| • To introduce a diary to every teacher. | • Diary given to every teacher. |

**Annexure No 2 – Academic Calendar**

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, different issues of funding and infrastructural development. The IQAC and the GB are always sensitive to the various programmes running in the college and are 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 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.

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|---------|---------------------|
| Semester | 2 |
| Trimester | None |
| Annual | 4 |

1.3 Feedback from stakeholders

Alumni [ x ]     Parents [ x ]     Employers [ x ]     Students [ √ ]

*(On all aspects)*

Mode of feedback   :   Online [ x ]   Manual [ √ ]

**Annexure No. 3– Feedback analysis**

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

Semester System was introduced in B.Com. Course by University of Calcutta.

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

No

**Criterion – II**

**2. Teaching, Learning and Evaluation**

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Principal | Others (CWTT & PTT) |
|---|---|---|---|---|
| 18+5+1+12=36 | 18 | 5 | 1 | 12 |

2.2 No. of permanent faculty with Ph.D.   9

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 | 3 | | | | | | | 1 | 3 |

2.4 No. of Guest and Visiting faculty and Temporary faculty   23

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|---|---|---|---|
| Attended | 4 | 12 | 1 |
| Presented papers | 3 | 3 | |
| Resource Persons | | 4 | |

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, Quiz programmes, Invitational Lectures by reputed guest teachers, In-house interdisciplinary special lectures, Regular publication of wall magazines, Syllabus-oriented workshops for students, Educational tours for students, Extempore competition by students.

2.7 Total No. of actual teaching days during this academic year   204

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

| 1 | | |
|---|---|---|

as member of Board of Study/Faculty/Curriculum Development  workshop

2.10 Average percentage of attendance of students

| 65% - 70% |
|---|

2.11 Course/Programme-wise distribution of pass percentage (Final Year):     2017 - 18

| Title of the Programme | Total no. of students appeared | Division | | | | |
|---|---|---|---|---|---|---|
| | | Distinction | I | II | P | Pass % |
| B.A (H+G)) | 44+148 | | 1 | 22 | 5+69 | 90.32 + 32.04 |
| B.SC (H+G) | 11+15 | | | 5 | 2+5 | 77.78 + 22.22 |
| B.COM(H+G) | 5+5 | | | 10 | | 100.00 + 100.00 |
| TOTAL | 228 | | | | | |

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

- The IQAC ideates and conceptualizes different quality assurance initiatives so as to optimise benefits for the institution.
- IQAC co-ordinates between different stake-holders and through meaningful interaction tries to ensure the success of the initiatives undertaken for every year.
- The IQAC remains alert to the needs of the advance as well as deficient learners and through periodic interaction between teacher, students and parents, tries to access the progress of its plan for the year.
- Through class-tests, quiz programs, invited lectures by faculty from other institutions and distinguished alumni, inter-disciplinary seminars by in-house faculty, film shows, students are oriented towards broader perspectives and encouraged to learn by going beyond rote-learning.
- IQAC promotes computer literacy among students who are eager to learn computer.
- IQAC motivates students towards their extra academic responsibilities towards society and environment by organising different programs throughout the year.

2.13 Initiatives undertaken towards faculty development     2017-18

| *Faculty / Staff Development Programmes* | *Number of faculty benefitted* |
|---|---|
| Refresher courses | 3 |
| UGC – Faculty Improvement Programme | |
| HRD programmes | |
| Orientation programmes | |
| Faculty exchange programme | |
| Staff training conducted by the university | |
| Staff training conducted by other institutions | |
| Summer / Winter schools, Workshops, etc. | 9 |
| Others (Pursing Ph.D.) | 6 |

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+1(Librarian) | 18 | 0 | 7 |
| Technical Staff | 1 | 0 | 0 | 0 |

**Criterion – III**

**3. Research, Consultancy and Extension**

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

In collaboration with the Research Committee of the college, IQAC encourages teachers to pursue M Phil, PhD programmes through FIP/FDP, Ph.D. course work programmes, engage in research activities and publications, providing support by offering in-house as well as outside library facilities (British Council & American Library) and also necessary infra-structural support.

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 |  |  |  |  |
| Outlay in Rs. Lakhs |  |  |  |  |

3.3    Details regarding minor projects :

|  | Completed | Ongoing | Sanctioned | Submitted |
|---|---|---|---|---|
| Number |  | 1 |  |  |
| Outlay in Rs. Lakhs |  | ------ |  |  |

3.4    Details on research publications   2017 - 18

|  | International | National | Others |
|---|---|---|---|
| Peer Review Journals | 4 |  |  |
| Non-Peer Review Journals |  |  | 1 |
| e-Journals |  |  |  |
| Conference proceedings |  |  |  |

3.5 Details on Impact factor of publications:

Range   | 5.7, 4.097, 0.765 |   Average   |   |   h-index   |   |   Nos. in SCOPUS   |   |

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations: **Nil for 2017-2018**

| 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 *(other than compulsory by the University)* | | | | |
| Any other(Specify) | | | | |
| Total | | | | |

3.7 No. of books published    i) With ISBN No. ___1___    Chapters in Edited Books ___1___

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

3.11 No. of Seminars/Conferences organized by the Institution

| Level | International | National | State | University | College |
|---|---|---|---|---|---|
| Number | | | | | 7 |
| Sponsoring agencies | | | | | College |

**Annexure No. 4 – Seminar details**

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

3.13 No. of collaborations    International | x |    National | x |    Any other | x |

3.14 No. of linkages created during this year    | x |

3.15 Total budget for research for current year in lakhs: **Nil**

From Funding agency | 0 |    From Management of University/College | 0.48 |

Total | 0.48 |

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 |

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:  100 (NSS Unit was opened in college in January, 2015.)

University level | 1 |    State level | 0 |

National level | 0 |    International level | 0 |

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:     NCC unit is not present in the college.

University level | 0 |    State level | 0 |

National level | 0 |    International level | 0 |

3.25. No. of Extension activities organized

University forum | 0 |    College forum | 9 |

NCC | 0 |    NSS | 6 |

Any other | |

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

1.  Placement camps by TCS and various Career Awareness programmes.
2.  Promoting Communal Harmony by Hindu & Muslim students of our college by jointly celebrating Milad & Saraswati Puja.
3.  Sports (Indoor and Outdoor) conducted by college authority and students.
4.  Students welcomed the new comer students through a program named "Nabin Baran".
5.  Cultural Program organised by the students at "Utpal Datta Mancha".
6.  Students organised "Rakhi Bandhan Utsav".
7.  "Rabindra Jayanti" celebrated by faculty members and students.
8.  Teachers Day celebrated by students.
9.  "Iftar Party" was held during the "Ramjan".
10. "YuvaDivos" celebrated by NSS Unit on the birthday of Swami Vivekananda.
11. Observation of International Mother Language Day by NSS Unit.
12. Observation on Women's day by NSS Unit.
13. Malaria & Dengue awareness programme by NSS Unit.
14. Campus cleaning and tree plantation programme by NSS Unit.
15. Awareness programme on AIDS by NSS Unit.

**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 | 0.787 Acres / 3188 sq. mts. | | | |
| Class rooms | 25 (16+7+2) | | | |
| Laboratories | 7 | | | |
| Seminar Halls | 2 | | | |
| No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year. | | | | |
| Value of the equipment purchased during the year (Rs. in Lakhs) | | | | |
| Others | 2 (IQAC & NSS) | | | |

4.2 Computerization of administration and library

- Student Registration software running successfully.
- Software for Library installed and working successfully.
- Online admission procedure running successfully.
- Notification through SMS alerts to new students.
- Computerised HRMS introduced.
- N-LIST in library.

4.3  Library services: (Upto June 2018)

| | Existing | | Newly added | | Total | |
|---|---|---|---|---|---|---|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 14,492 | | 358 | 1,49,954 | 14,850 | |
| Reference Books | 1,632 | | 137 | | 1,769 | |
| e-Books | N-List | | N-List | | N-List | |
| Journals | 11 | | 0 | | 11 | |
| e-Journals | N-List | | N-List | | N-List | |
| Digital Database | | | | | | |
| CD & Video | | | | | | |
| Others (College Publications) | | | | | | |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|---|---|---|---|---|---|---|---|---|
| Existing | 68 | 16 | 5(connections) | 2(Browsing points) | 0 | 14 | 38 | |
| Added | 09 | 1 | 0 | 0 | 0 | 0 | 08 | |
| Total | 77 | 17 | 5 | 2 | 0 | 14 | 46 | |

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. Classes using blended learning techniques are one of the best practices of the institution.

4.6 Amount spent on maintenance in lakhs:    (As per financial year)

   i) ICT

   1.74642

   ii) Campus Infrastructure and facilities

   3.19505

   iii) Equipment

   0.26635

   iv) Others

   1.29759

   **Total:**

   6.50541

**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 and overview of the college but also upholds the unique features of Maheshtala College. E-prospectus also published in the college website. 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.
- Assessment system through class tests/midterm test/selection test.
- Seminars & Workshops 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
- 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 AIDS awareness programme and communal harmony programmes.

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, chart preparations.

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|---|---|---|---|
| 955 | | | |

(b) No. of students outside the state  | 0 |

   (c) No. of international students  | 0 |

Men  | No | % |
|---|---|
| 324 | 34 |

Women  | No | % |
|---|---|
| 631 | 66 |

| Last Year (2016-17) | | | | | | This Year (2017-18) | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 786 | 168 | 6 | 139 | 1 | 1100 | 669 | 141 | 10 | 135 | ---- | 955 |

Demand ratio  1 : 2.43                      Dropout  1 : 2

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

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

No. of students beneficiaries  | All third year students of the college |

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  [    ]     SET/SLET [    ]    GATE [    ]    CAT [    ]

IAS/IPS etc [    ]     State PSC [    ]     UPSC [    ]     Others [    ]

5.6 Details of student counselling and career guidance

1.  CL Educate Limited organize aptitude test on 31$^{st}$ August, 2017 named "Inquisite Minds – Aptitude Test".
2.  ICA (The Institute of Computer Accountants) – "Yuva Pratibha Scholarship Exam 2017" on 23$^{rd}$ November, 2017.
3.  CL Educate Limited organize workshop on "How to crack competitive exams" – 14$^{th}$ December, 2017.

No. of students benefitted  | 123 + 93 + 52 |

5.7 Details of campus placement:

| On campus | | | Off Campus |
|---|---|---|---|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 1.  TCS (BPS division - Kolkata) on 6th February, 2018 | 40 | 2 | |

5.8 Details of gender sensitization programmes

Teachers regularly sensitized students about different issues and incidence related to gender atrocities and disparities, prevalent in society.

5.9 Students Activities

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

State/ University level ☐    National level ☐ 0    International level ☐ 0

        No. of students participated in cultural events

State/ University level ☐ 0    National level ☐ 0    International level ☐ 0

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

Sports  :  State/ University level ☐ 0    National level ☐ 0    International level ☐ 0

Cultural: State/ University level ☐ 0    National level ☐ 0    International level ☐ 0

5.10 Scholarships and Financial Support

|  | Number of Students | Amount (in Rs.) |
|---|---|---|
| Financial support from institution |  | Rs. 8,370/- |
| Financial support from government | 96 (Kanyasree by WB Govt) 83 (SC/ST/OBC stipend) 417 (Minority stipend) |  |
| 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    0    National level    0    International level    0

Exhibition: State/ University level    0    National level    0    International level    0

5.12    No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: The female students have long been demanding the installation of a sanitary napkin vending machine in the college premises. The college has actively been considering their demand and has decided on principle to install a vending machine as soon as possible.

**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 fro 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.

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/lesson plan, Periodic class tests, Remedial classes for the weaker students, publication of wall magazine & quiz, debate, extempore etc. to make studying interesting.
>
> Syllabus oriented charts are made by students and displayed in the departmental room.
>
> Practical and demonstrative teaching is undertaken in laboratories and through excursions and educational visits.
>
> Almost all departments regularly hold classes using ICT techniques, and encourage 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.

6.3.2 Teaching and Learning

| | |
|---|---|
| Teaching Aid | • Blackboard, Chalk & Duster<br>• Computer with internet facility<br>• GPS and GIS - used by Geography Department<br>• Audio Visual Aids (i.e. DVDs& CDs) |
| Assessment | • Mid Term examination<br>• Selection Test |
| Remedial / Tutorial classes | • Tutorial classes |
| Seminar & Workshop | • Departments organize different departmental seminars and Guest Lecture Session. |

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 Committee 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, info-chart making, 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.

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 this, 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.

College has taken membership of INFLIBNET, so that, faculty members as well as students can be benefitted by studying different e-books and e-journals under INFLIBNET-NLIST program.

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 appointing guest lecturers for respective departments.

6.3.8  Industry Interaction / Collaboration

None for 2017-18

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 | 44,835/- |
| Non teaching | |
| Students | 43,769/- |

6.5 Total corpus fund generated     19,98,386/-

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

6.11 Activities and support from the Alumni Association

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 appraise each other of the progress and lapses in the student/s' academic as well as overall growth.

6.13 Development programmes for support staff

Null

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. Use of Pan Masala, gutkha etc.  are strictly prohibited.
5. Motivate students to make their college campus "clean and green".
6. Green audit conducted.
7. Students celebrated World Environment Day on 5th June, 2018.

**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. Basic Computer Training & Communication skills training given to the students who want to learn computer.
> 2. Student Registration software installed.
> 3. Smart class room introduced.
> 4. E-resource available through Inflibnet.

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. Optimal Use of paper
> 2. Library Orientation Programme

**Best Practices - 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 optimization of electricity and water consumption.
>
> 3. 'Go Green' – Maximum utilization of papers. Awareness created 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.

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. Inadequate non-teaching staff.
2. Inadequate fund for infrastructure development.
3. 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.

8. **Plans of institution for next year**

1. Plan for new CBCS and semester system.
2. To organise more student centric seminars.
3. To improve the connection with local schools and local areas.
4. To install sanitary napkin vending machine as per the demands of the female students.

Name : DR. SUCHANDRA BHATTACHARYYA      Name : SHAMPA DAS GUPTA

IQAC Coordinator   30.8.18      Chairperson of IQAC   30.8.18.

# Maheshtala College
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## Annexure No 1
## Programs organized by IQAC

| Sl. No. | Theme | Speaker | Date |
|---|---|---|---|
| 1 | Librarians' Day Celebration | Dr. Asitabha Das Librarian, University of Kalyani | 12th August, 2017 |
| 2 | Re-viewing the role of IQAC in Higher Education Institutions – Perspective West Bengal | Prof. L. N. Satpati Hony. Director, UGC – Human Resource Development Centre (HRDC), Formerly UGC – Academic Staff College, University of Calcutta | 3rd March, 2018 |

## Annexure No. 2
## Academic Calendar from July 2017 to June 2018

| | |
|---|---|
| 1.7.2017 | – College reopen after Summer Recess |
| Middle of July 2017 | – B.A./B.Sc. Part-I University Exam begin |
| 3rd week of July, 2017 | – Commencement of First year classes |
| Last week of July, 2017 | - Commencement of 3rd year classes |
| 14.8.2017 | -Janmastami |
| 15.8.2017 | – Celebration of Independence Day |
| 25.8.2017 | – C.U. last date of change of subject |
| 1st week of September | - Freshers' Welcome |
| 02.9.2017 | – Holiday for Id-uz-Zuha |
| 4.9.2017 | – Last date of submission of Registration Form |
| 5.9.2017 | – Teachers' Day |
| 17.9.2017 | – Biswakarma Puja |
| 19.9.2017 | – Holiday for Mahalaya |
| 26.9.2017 – 5.10.2017 | – Puja Vacation |
| 31.9.2017 | – Distribution of Registration Form |
| 1.10.2017 | - Muharram |
| 2.10.2017 | – Holiday for Gandhi's Birthday |
| 19.10.2017- 20.10.2017 | - Kali Puja |
| 21.10.2017 | - Bhatri Dwitya |
| Mid of October, 2017 | – Mid-Term Test (I/II/III Year) |
| 4.11.2017 | – Holiday for Guru Nanak's Birthday |
| Mid of November, 2017 | _ Guardian's Meet for all students |
| 29.11.2017 | – Holiday for Jagadhatri Puja |
| 2.12.2017 | – Fateha-Dohaz-Daham |
| December 2nd Week, 2017 | - College Social |
| 2nd week of December, 2017 | - College Test (Third Year) |
| 25.12.2017 | – Christmas day |
| 26.12.2017 – 31.12.2017 | - Winter Recess |

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| | |
|---|---|
| 1.1.2018 | – Holiday for New Year's Day |
| January, 2018 | - College Sports |
| 12.1.2018 | – Holiday for Vivekananda's Birthday |
| 22.1.2018 | – Holiday for Saraswati Puja |
| 23.1.2018 | – Holiday for Netaji's Birthday |
| 24.1.2018 | – Celebration of C.U. Foundation Day |
| 25.1.2018 | – Maghotsab |
| 26.1.2018 | – Celebration of Republic Day |
| Last week of January, 2018 | - College Test (Second Year) |
| 2$^{nd}$ week of February - 2018 | – C.U. Supplementary Exam of 2017 |
| 13.02.2018 | – Shivratri |
| 3$^{rd}$ week of February , 2018 | – Part-I Compulsory Languages Exam (C.U.) |
| 22.2.2018 | - International Mother Language Day Celebration |
| 1.3.2018, | – Holiday for Doljatra / Holi |
| 1$^{st}$ week of March | – College Test (First Year) |
| 30.3.2018 | – Holiday for Good Friday |
| 1$^{st}$ week of April | - Parent teachers meeting |
| 1$^{st}$ week of April, 2018 | – B.A./B.Sc./B.Com. Part-III C.U. Exam |
| 13.4.2018 | – Holiday for Chaitra Sankranti |
| 14.4.2018 | – Holiday for Dr. Ambedkar's Birthday & Bengali New Year's Day |
| 1.5.2018 | – May Day |
| 1$^{st}$ week of May, 2018 | - B.A./B.Sc./B.Com. Part-II C.U. Exam |
| 7.5.2018 | – Holiday for Rabindra Jayanti |
| 16.5.2018 | - Summer recess |
| 29.5.2018 | – Holiday for Buddhapurnima |

## Annexure No. 3
## Feedback Analyses: 2017-2018 & Feedback Form

Feedback for teachers as well as library and college was taken from the students; the variable range of score being 5 to 1, where 5 means strongly agree, 4 means agree, 3 means not sure, 2 means disagree, 1 means strongly disagree.

Teachers are evaluated on all the parameters. The number of respondents in each subject, however, is different, since student-strength is not equal in each department.

According to the parameters, the following analyses have been made regarding teachers:

1. Completion of syllabus is of primary importance in the curriculum. The feedback report shows that most of the students agree that their syllabus is completed on time.
2. According to the students most of the teachers encourage active interaction on different topics in the class after detailed discussion of the same.
3. It is imperative for quality teaching to have clarity of communication in class so as to make the topic accessible to the students. Most of the students as shown in the feedback forms are satisfied regarding communication in class.
4. Most of the teachers are very punctual and take classes regularly.
5. The teachers come well prepared for their classes and as a result can explain the subjects clearly to the satisfaction of the students.
6. Many teachers encourage the students to actively participate in the class discussions which help to clear their doubts.
7. Some of the teachers use ICT, web-resources and other modern teaching aids in class.
8. The students feel that most of the teachers are very friendly and encouraging towards them.
9. The teachers are accessible over phone and mail other than college hours.
10. Many students agree that the evaluation process is fair. Though some have grievances.
11. The results are published on schedule.
12. Periodic assessments of students are done as per schedule.

The following analyses have been made regarding college library and infrastructure:

1. Many students feel that prescribed books and reading materials are available in the library.
2. The reading space in library is inadequate.
3. The library staff are mostly co-operative.
4. Students need more online education resources / Internet resources.
5. The girls and boys common rooms are available in the college building.
6. Many students feel that office staff are helpful.
7. Students feel that toilet facilities could be better and that more drinking water points are needed.
8. Grievances and problems of the students are not always resolved in time.
9. Equipments in the laboratories are in working condition.
10. Students feel that health awareness campaigns are helpful and that career awareness campaigns and placement programs that are held regularly are also beneficial.
11. The students feel that the classrooms could be more clean and well maintained.
12. The campus has adequate power supply and generator facilities.

# Maheshtala College

### STUDENT FEEDBACK FORM 2017-2018
### For BA/BSc/B.Com Third Year students

This questionnaire is intended to collect information relating to your satisfaction towards the faculty, teaching, learning and evaluation, as well as library & college infrastructures. The information provided by you will be kept confidential and will be used as important feedback for quality improvement of the programme of studies/institution.

**Name of the Teacher :**

**Department :**

*Directions for filling up form:* For each item please indicate your level of satisfaction with the following statement by choosing a score between 5 and 1.

(5 – Strongly agree, 4 – agree, 3 – not sure, 2 – disagree, 1 – strongly disagree)

### Teaching, Learning and Evaluation

| Sl. No. | Parameters | 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|---|---|
| 1. | The teacher completes the entire syllabus in time | | | | | |
| 2. | The teacher discusses topics and interacts in the class | | | | | |
| 3. | The teacher communicates clearly and inspires me by her/his teaching | | | | | |
| 4. | The teacher is punctual in the class. | | | | | |
| 5. | The teacher comes well prepared for the class. | | | | | |
| 6. | The teacher encourages participation and discussion in class | | | | | |
| 7. | The teacher uses modern teaching aids like computers, hand outs, suitable references, power point presentation, web-resources etc. | | | | | |
| 8. | The teacher's attitude towards the students is friendly & helpful. | | | | | |
| 9. | The teacher is available and accessible in the College/Department. | | | | | |
| 10. | The evaluation process (examination) is fair and unbiased. | | | | | |
| 11. | Results of college examinations are published on time. | | | | | |
| 12. | Periodical assessments/tests are conducted as per schedule. | | | | | |

## Maheshtala College

### STUDENT FEEDBACK FORM 2017-2018
### For BA/BSc/B.Com Third Year students

This questionnaire is intended to collect information relating to your satisfaction towards the faculty, teaching, learning and evaluation, as well as library & college infrastructures. The information provided by you will be kept confidential and will be used as important feedback for quality improvement of the programme of studies/institution.

## <u>Library & college infrastructure</u>

(5 – Strongly agree, 4 – agree, 3 – not sure, 2 – disagree, 1 – strongly disagree)

| Sl. No. | Parameters | 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|---|---|
| 1 | The prescribed books/reading materials are available in the Central library/ departmental library. | | | | | |
| 2 | Available reading space in library is satisfactory. | | | | | |
| 3 | The library staffs are cooperative and helpful. | | | | | |
| 4 | Online educational resources in library are available and accessible. | | | | | |
| 5 | Internet facilities are available in the college. | | | | | |
| 6 | Girls' and Boys' common rooms are available in the college building. | | | | | |
| 7 | The office staffs in the college are helpful. | | | | | |
| 8 | Results and attendance records are displayed on time. | | | | | |
| 9 | Toilets/washrooms are hygienic and properly maintained. | | | | | |
| 10 | Clean drinking water is available in the campus. | | | | | |
| 11 | Grievances/problems are redressed/solved well in time. | | | | | |
| 12 | Equipments in the laboratories are in working condition. | | | | | |
| 13 | First aid facilities are available. | | | | | |
| 14 | Health awareness campaigns are helpful. | | | | | |
| 15 | Career awareness campaigns and placement programmes are held. | | | | | |
| 16 | The campus is green and eco friendly. | | | | | |
| 17 | The buildings/classrooms are accessible to differently-able persons. | | | | | |
| 18 | The classrooms are clean and well maintained. | | | | | |
| 19 | The campus has adequate power supply/generator facilities. | | | | | |

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## Annexure No. 4
## Seminar details from 1st July, 2017 to 30th June, 2018

| Sl. No. | Department | Seminar type | Theme & Speaker | Date |
|---|---|---|---|---|
| 1 | Computer Science | College sponsored | Beyond Binary through pattern recognition, Speaker : Dr. Kaushik Roy, West Bengal State University | 29th November, 2017 |
| 2 | Bengali | Guest Lecture Session | "Bangla Chhotogolpo" Speaker : Abira Sengupta, Astt. Prof., AC College, Jalpaiguri | 4th January, 2018 |
| 3 | English | Guest Lecture Session | "Romanticism and Wordsworth's Tintera Abbey". Prof. Saurav Banerjee, Mahitosh Nandy Mahavidyalaya. | 29th January, 2018 |
| 4 | Bengali | Departmental | International Mother Language Day | 21st February, 2018 |
| 5 | Philosophy | Departmental | Indian Philosophy | 22rd March, 2018 |
| 6 | Geography | Guest Lecture Session | "Sundarban: Issues and Challenges in a warming world." Speaker : Prof. Sunando Bandopadhyay, CU, Cahirperson, UG Board of Studies, CU. | 11th May, 2018 |
| 7 | Sanskrit | Guest Lecture Session | "Ciraniitam Samskrtam" Speaker : Dr. Rakesh Das, Ramkrishna Mission Vivekananda University. | |

## Other activities from 1st July, 2017 to 30th June, 2018

| Sl. No. | Department | Activity type | Theme | Date |
|---|---|---|---|---|
| 1 | Sanskrit | Wall Magazine by Students | Srijani | August, 2017 |
| 2 | All | Programme by Students | Teachers' Day | 5th Sept, 2017 |
| 3 | English | Info-chart exhibition | | 8th September, 2017 |
| 4 | Geography | Wall Magazine | | 18th September, 2017 |
| 5 | English | Movie show | Screening of Beowulf | 6th December, 2017 |
| 6 | Philosophy | Quiz Competition | | 21st December, 2017 |
| 7 | Philosophy | Wall Magazine by Students | | 15th January, 2018 |
| 8 | Philosophy | Wall Magazine by Students | | 2nd April, 2018 |
| 9 | Bengali | Programme by Students | Rabindra Jayanti | 10th May, 2018 |

# Maheshtala College
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**Annexure No. 5**
**Best Practices :  2017 - 2018**

### 1.  Title : <u>**Optimal Use of paper**</u>

<u>**Goal**</u>: The aim of this practice is to prevent misuse of paper as a part of our effort to generate awareness among staff and students about environmental issues, and to minimize environmental destruction and promote awareness among students about optimization of natural resources.

<u>**Context**</u>: Paper is derived from wood, which is procured through cutting of trees. This results in a huge depletion of natural resources globally. This is a direct cause of global warming. 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.

Use of paper in an educational institution is intrinsic both to curricular as well as administrative & planning aspects. But often huge quantities of paper are found to be wasted through mindless use of paper.  Besides draining substantial amount of money, this wastage also has serious ecological repercussions and also does not portend well for the student community who are the future of our country.

<u>**Practice**</u>: As a result, 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 now available online instead of being physically printed. 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. 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, thereby reducing the use of papers.

<u>**Evidence of success**</u>: 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 financial years. Moreover, the practice has become ingrained among the staff of the college. 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. We can now be justifiably proud of our endeavour to protect our environment and spreading consciousness about it.

2. **Title** : **Library Orientation Programme**

**Goal**: The habit of going to library and consulting library books for their studies is essential for students in institutions of higher learning. This enables them to cultivate their reading and analytical skills. But this habit was not really up to expectation in our college. The college library is well equipped with both text books and reference books. Every year a substantial number of books are added to our collection. Hence the faculty and the librarian of the college thought of a Library Orientation Programme in order to make the students more aware of the resources of the college library.

**Context**: Library work is a vital part of higher education curriculum. The primary mission of the library is to support the educational and research programs of the students by providing access to rich physical and digital repositories of learning resources. But the footfall of students in our college library was not quite satisfactory till a few years ago. Relying solely on text books for their studies would not produce the desired result for our students. Hence we felt that they need our guidance in availing of the library resources. They should be made aware of library rules, the process of lending and returning books, etc. Only then they would feel comfortable in visiting the college library.

**Practice**: From the year 2016-17 an annual Library Orientation Programme is being organised by each department of the college to familiarise their students with the college library. The programme is suitably named "Know Your Library". This year too such a programme was held mostly due to the imitative of the librarian and the faculty. The librarian had informed each department of the particular date on which the programme would take place. On the designated day the departmental teachers took their students to the library where the librarian informed the students of the importance of library, laws and regulations, etc. through the duration of one class.

**Evidence of success**: As a result of the Library Orientation Programme, students have become more library-oriented and the library attendance register shows evidence of this. Students now visit the library during their spare time and the library resources are now being availed by them.

**Problems encountered & resource required**: The students were initially not properly aware of the importance of visiting the library. They had to be persuaded and cajoled into doing so. The Library Orientation Programme was the way of doing so. This practice has proved over the last two years of being both effective and fruitful, and hopefully this will get reflected in the results of the students in the near future.