Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**MAULANA AZAD COLLEGE**
Name of the head of the Institution	**DR. SUBHASIS DUTTA**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03322264306**
Mobile no.	**9433563658**
Registered Email	**maulanaazadcollegekolkata@gmail.com**
Alternate Email	**mackolkataiqac@gmail.com**
Address	**8, RAFI AHMED KIDWAI ROAD**
City/Town	**Kolkata**
State/UT	**West Bengal**
Pincode	**700013**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Professor Subir Chandra Dasgupta**
Phone no/Alternate Phone no.	**03322493737**
Mobile no.	**9830471981**
Registered Email	**mackolkataiqac@gmail.com**
Alternate Email	**subirdgupta@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.maulanaazadcollegekolkata.ac.in/AQAR_2018-19.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.maulanaazadcollegekolkata.ac.in/academic-calendar.php

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	**A**	**3.13**	**2016**	**05-Nov-2016**	**04-Nov-2021**

6. Date of Establishment of IQAC

01-Aug-2008

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
One Day Awareness Programme on Dengue and its Prevention	**23-Jul-2019** **1**	**60**

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Development Grant for augmentation of Infrastructures and academic resources	Dept. of Higher Education, Science and Technology and Biotechnology, Govt. of West Bengal	2020 365	10200000
Institution	Grant for organizing Science Popularisation programme	DBT-CTEP	2020 1	200000
Faculty	Major Research Project entitled "Studies on the silkworm (Bombyxmori) nourishment levels at larval periods and the growth there after with immune power"	Dept. of Higher Education, Science and Technology and Biotechnology, Govt. of West Bengal	2020 365	81769
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**1**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

• Launch of eradication and awareness programmes against spread of vectorborne diseases in collaboration with Kolkata Police and Kolkata Municipal Corporation. • Participation of students and faculty members in Peoples Biodiversity Register database preparation project in collaboration with KMC • Launch of fullfledged online teaching through Gsuite for Education platform and AIMES cloud service in view of the suspension of physical classes due to CoViD19 pandemic and orientation of faculty members for usage of these platforms. • Publication (online) of a Survey Report on: Online Survey of Situation Assessment of Students Households During Lockdown Period A joint Academic Venture by Dept. of Statistics, All India Institute of Hygiene Public Health, MOHFW, GOI and IQAC, Maulana Azad College, Kolkata • Completion of Girls' Hostel.

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

Plan of Action	Achivements/Outcomes
Completion of construction of Girls Hostel	Implemented
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Governing Body	13-Dec-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	07-Sep-2016
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	30-May-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The institution is fully managed by Higher Education Department, Government

of West Bengal, through its eportal Integrated Financial Management System (WBIFMS).Each employee has a unique login id. through which he/she can gain limited access to his portal and see his personal credentials such as pay slips, GPF or a scanned copy of Service Book. He/she can also apply for leaves, enter his/her family details for nominations under various schemes including health scheme.The details entered by the employee are then checked and verified by the DDO or any officer of higher cadre before being sent up for approval by the Finance Department, Government of West Bengal. Additionally the data for ACR of the incumbent has to filled in by the incumbent which is then assessed by the DDO before finally being submitted to the Higher Education Department. The Principal is administrative head and is accountable to Director of Public Instruction, West Bengal. However the administration is facilitated by (a) a set of subcommittees formed by the Teachers council, and (b) the Head of the Departments. The sub committees design and implement all the affairs that relates to the college's image building. Right from admission to conducting elections for student's union, the sub committees mastermind almost every academic and administrative strategy. The Head of the department are responsible for assessing the academic progress of respective departments. They assign the syllabi for all teachers in a course, look over all performances of the assignees, take feedback from the students and parents through periodical guardian meeting, monitor each and every student's weakness and strength,frame the budget, manage the resources and in case of Postgraduate department holding semester PG examination regularly, official publication of results and in association with IQAC undertake SWOT analysis in real terms.It becomes the responsibility of the Principal and the government to address all these issues if needed.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The institution is affiliated to University of Calcutta, therefore both the UG and PG syllabus is constituted and governed by the said University. A few teachers of this college act as members in the Board of Studies constituted by the University in their respective subjects. The academic calendar is planned in accordance with the University's directive, and displayed in the college website at the time of commencement of admissions every year. The detailed syllabus as well as the lesson plan of each faculty member is also displayed in the college website to give the students a fair idea about their course structure. Teachers divide their portions into concise capsules, and occasionally distribute handouts to their students. The COVID-19 Pandemic Lockdown necessitated online classes, and a college-specific Learning Management System named 'mac-cloud' was introduced for this purpose. Additionally, G-Suite accounts were provided to all faculty members so that they could utilise its various features like Google Classroom and Google Meet. Some teachers made use of other digital platforms like TeamLink, Zoom and Skype to conduct their online classes and present slide-shows. Along with these, common e-mail ids. and WhatsApp groups were created for different batches which facilitated quicker exchange of information between teachers and students. A section of students facing hurdles in keeping track of the course due to internet-related problems during this phase were catered to using the conventional method of phone calls and sms.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
General Awareness of Computer and Operational Application	None introduced	07/08/2019	50	Computer-literacy being essential for most jobs in the current digital age, this course enabled the enrolled students to gain a basic knowledge in the domain.	Students learnt the basic functions of Desktop/Lapt op, and a hands-on training of how to operate them.

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	No new courses introduced	30/06/2020
BSc	No new courses introduced	30/06/2020
BCom	No new courses introduced	30/06/2020

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	No new programmes started	01/07/2019
BSc	No new programmes started	01/07/2019

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

	Certificate	Diploma Course
Number of Students	21	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
None introduced	30/06/2020	Nill
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Not applicable	96
BSc	Not applicable	182
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
The development of any organisation, especially educational institution, is dependent upon a well-laid feedback system, and this college is no exception. There has been a thorough mechanism in place for several years to gather feedback from various stakeholders. Earlier, feedback was collected from students through filling-up of paper forms. In recent years, the system has been digitized, and now students can visit the college website to submit their responses. Parents, as well as the alumni, have also been provided this option in the college website. In all these cases, the questionnaire consists of three sections: a) Academic ambience, b) Infrastructure, c) Student support. A particular stakeholder can submit the form only once, and these responses are analyzed using software. The result is depicted in the form of pie-charts and

bar-graphs, thereby giving a comprehensive idea about the responses. These results are thereafter discussed, and the College Principal convenes a meeting with the IQAC members, Heads of Departments and Governing Body members (if required) to address any matter of concern. Parent-Teacher Meetings are an integral part of the academic system, and the Departments conduct them from time to time to discuss the performance of the wards, as well as gain inputs and suggestions from the guardians. In January 2020, verbal feedback from students was also received from all Departments during the Academic Audit undertaken by the College Principal, IQAC Co-ordinator, Teachers' Council Secretary as also an External Auditor. Students with overall outstanding performances were presented with 'Letter of Appreciation' this year to offer them encouragement. This cumulative process is helpful in improving the overall performance and effectiveness of the institution.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	ZOOA	37	1598	29
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	2270	106	74	Nill	22

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
96	96	17	22	2	3
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

• The following strategies are adopted to effectively cater for the mentoring programme: • Generally, a comprehensive orientation program is arranged for the students on the first day of admission by the Principal as well as the Head of respective Departments. However, due to the prevailing COVID-19 pandemic situation this year, no physical orientation in the college campus was possible. Instead, the students were welcomed by an online induction programme by the respective departments where HOD and other faculty members told them about the prospects, learning objectives and course outcomes of the subject. • Additionally, the students were also given a brief introduction about the history and functioning of the Department. • The Departmental HODs also mentor the students to take up the most appropriate GE subject amongst the choices offered under the University structure. • During the course of every semester, the Departmental Faculty members identify slow

learners and advanced learners in the class. Tutorial classes are arranged within the routine to mentor the slow learners and also facilitate their interactions with the advanced learners. This fosters positive fellow feelings and also enables the weaker students to approach their classmates and teachers alike. • Class tests are held in regular intervals to assess the progress and understanding of each student. As per the academic calendar, at least two tests per course are held by each Department. • Informal discussions encouraging quizzes among the students are also occasionally organized within classrooms by Departmental teachers to increase the grasp on factual information and prepare the students for one mark questions in their final semester examinations. • Parent-teachers' meetings form an integral part of students' mentoring as the teachers update the guardians about the progress of their wards and draw their attention to individual cases. •Students are mentored in value education through inspirational lectures, motivational talks, social awareness programs. • They are encouraged to participate in these programs as audience as well as volunteers in organizing them. • Students are also mentored in extracurricular activities by proficient teachers like in debating, quizzing,theatre and sports. • The cultural activities observed on college campus also strengthen the student-teacher bond as the latter mentor them in their performances and skills. The significance of the day of celebration is also impressed upon them by the teachers.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2376	96	1:25

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
109	96	13	1	61

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Sri Ujjwal Chattopadhay	Associate Professor	Outram Club Sampriti Award, 2019 (National)
2020	Sri Ujjwal Chattopadhay	Associate Professor	Toronto uralpool award 2020 (National)
2020	Dr. Rajarshi Ghosh	Assistant Professor	Best poster award in FIMB, 2020 organized by IISER-Kolkata (National)

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	Sem III	Semester	11/01/2020	06/03/2020

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

In order to functionalize a continuous quality improvement module, the following two stage evaluation process and reform has been initiated: A) Continuous students' evaluation – constantly monitoring attendance of each student, their responses in class, conduction of special remedial/tutorial classes outside the routine hours, periodically conducting class tests, analysis of each result and post-result mentoring of students based on their identified areas of weakness B) Students' feedback – The institution offers a structured questionnaire consisting an exhaustive list of points covering teaching, infrastructure, and the entire learning experience of the students during the term. This feedback system is conducted online for each student from the current academic year and ensures absolute confidentiality. The responses received through this feedback serves as a valuable source of information to measure the satisfaction level of the students. C) Parent teacher meeting/monitoring – Parents are invited once every semester to discuss the progress of their wards. This is in addition to the regular monitoring of the student's progress by the Departments. D) Academic audit – Regular academic audit (both internal/external) is conducted by the IQAC though a structured questionnaire. The audit reports are reviewed and approved by the management. The new innovations or inputs received by the Departments from the Principal and IQAC are communicated to the students by the Heads of Departments. This year amidst the ongoing COVID-19, physical classes have been suspended but additional measures have been taken to ensure no compromise in students' cause. Gsuite for education platform has been procured after each online class, recordings are sent to students so that they can gain listen to to the topics taught and get back to the teachers with their queries on dedicated whatsapp groups or raise the questions in their respective Google classroom. Additionally, class-wrapper quizzes are also sent to students in google forms through which continuous attendance of students in each class is ensured.

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

The Academic calendar was prepared according to the guidelines issued by the University of Calcutta by a teachers' committee constituted by Principal in consultation with the Secretary of Teachers' council and duly placed and approved in a Teachers' Council meeting. Admission of students was completed by 25th July, 2019 and corresponding University was completed within 15th September, 2019. Commencement of classes occurred on 3rd July, 2019. Additional remedial/tutorial classes were taken by various departments for the weaker students. Part 1 examination for all streams was completed by December 2019. The Internal Assessment for Semester 1 (Arts and Science) and Semester 3 (Commerce) was held immediately after the Puja vacation. The final semester examination for Semesters 1 (Arts, Science, Commerce) and Semester 3 (Commerce) was held in January, 2019. The Part II examination (Arts, Science and Commerce) was conducted for the second year students of all Subjects (under the 111 examination system) from March to November, 2019. The final semester examination for semester II (Arts, Science and Commerce) and Semester IV (Commerce) was also deferred due to COVID-19 Pandemic and finally held in online mode. Postgraduation semester examinations were also deferred due to pandemic and held in online mode. Results of all internal examinations were published within two weeks of the last date of examination, as intimated in the Academic Calendar.

2.6 – Student Performance and Learning Outcomes

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

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
B.A. Hons Part III	BA	NA	375	354	94
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2.7 – Student Satisfaction Survey

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

http://www.maulanaazadcollegekolkata.ac.in/feedback-analysis.php

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	1095	Dept. of Higher Education, Science and Technology and Biotechnology, Govt. of West Bengal	7.98	0.82
Major Projects	913	West Bengal Biodiversity Board	6	0.8
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Importance and Benefits of IPR in Science and Technology Research by Dr. Dhananjoy Saha, Deputy Director of Technical Education, Govt. Of West Bengal	IQAC	06/02/2020
Industry visit to Simurali Krishi Kendra LLP, Nadia, West Bengal	Microbiology and Zoology	28/01/2020
Industry visit to Mother Dairy Industries,	Microbiology	29/07/2019

Dankuni, West Bengal		
Laboratory Visit to IISER, Kolkata	Botany, Chemistry, Microbiology, Physics, Zoology	17/12/2019
Science workshop at Unified Academic Campus, Bose Institute, Kolkata	Microbiology and Zoology	28/02/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Bigyani Kanya Medha Briti	Sayantani Paul	Jagadis Bose National Science Talent Search	11/12/2019	State Level
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Not created	NA	NA	NA	NA	31/07/2020
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
History	1
Sociology	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Chemistry	3	5.3
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Microbiology	3
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in	Number of citations excluding self

Title of the Paper	Name of Author	Title of journal	Year of publication		the publication	citation
Determination of proton concentration at cardiolipin-containing membrane interfaces and its relation with peroxidase activity of cytochrome c	Sanju Das	Chemical Science	2019	4	Department of Chemistry, Maulana Azad College, Kolkata 700013, India	4

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Gold Nanoparticles (AuNPs) Conjugated with Andrographolide Ameliorated Viper (Daboia russellii russellii) Venom-Induced Toxicities in Animal Model	Subir Chandra Dasgupta	Journal of Nanoscience and Nanotechnology	2020	12	2	PG Department of Zoology, Maulana Azad College, Kolkata 700013, India

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	63	130	42	46
Presented papers	10	35	Nill	1
Resource persons	Nill	2	6	1

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Dengue Awareness and prevention programme on 25th November, 2019	NSS Unit, Maulana Azad College in collaboartion with Kolkata Municipal Corporation and Kanyashree Committee, Maulana Azad College	4	31
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
None	None	Not Applicable	Nill
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Peoples Biodiversity Register	Students and faculty members from Departments of Botany, Statistics, Zoology, Sociology, Economics and Microbiology of Maulana Azad College in collaboration with KMC	Preparation of Peoples Biodiversity Register of KMC ward No. 52	6	41
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Online Situation Assessment Survey of Students Households during lockdown period	Department of Statistics, All India Institute of Hygiene and Public Health in collaboration with IQAC, Maulana Azad	All India Institute of Hygiene and Public Health, Kolkata	17

College		View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Faculty Training as a part of DBT STAR Programme	Workshop on Molecular Testing for Genetic Disorders	Centre for DNA Fingerpr inting and Diagnostics, Hyderabad	11/11/2019	15/11/2019	Dr. Avishek Ghosh, Dr. Subhodip Samanta, Dr. Madhuvanti Chatterjee
			View File		

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Association SNAP	28/09/2020	Launch of a certificate language course in Arabic, Persian and Urdu	45
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
92	92

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Partially	3.2	2006

4.2.2 – Library Services

Library	Existing	Newly Added	Total

Service Type						
Text Books	49945	10300384	603	210008	50548	10510392
Reference Books	43104	17265787	150	91070	43254	17356857
Journals	15	40000	Nill	Nill	15	40000

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. Subhasis Panda	Speciation	e-PG-Pathshala	04/08/2019

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	132	34	132	1	1	20	62	50	0
Added	3	0	3	0	1	0	3	50	0
Total	135	34	135	1	2	20	65	100	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Not applicable

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
29	29	92	92

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

There was significant augmentation/development of infrastructure during this year, namely, 1) Construction of a new fully-equipped girls' hostel was completed which will be operational from 2020-21 academic session. 2)

Renovation and extension of boys' hostel. 3) Solar panels were installed on college rooftop, thereby, generating electricity for illumination of entire garden during night-time and also supply to main grid. 4) Computer training programmes for SC/ST/Minority girls were successfully conducted in the Computer Centre (Dept. of Chemistry) in partnership with WEBEL. 5) WI-FI internet speed was increased to 100 MBPS (from 50 MBPS last year) and new WI-FI connections were established in the departments and Office. As a result, all departments of the college are now WI-Fi-enabled. Computers and WI-FI internet installed in boys' hostel. 6) Majority of classrooms are ICT-enabled. 7) Upgradation of laboratories were carried out (viz. installation of fume cupboard and extension of AC laboratory for instruments in Chemistry). 8) Upgradation of staff rooms were carried out (viz. installation of AC and LED lights). 9) Library is JSTOR and Inflibnet supported. The college Library initiated bulk registration of students on National Digital Library portal, and there are 500 registered students of the college on NDLI. 10) New LMS platform (AIMES Cloud) was created on college website to enable online teaching-learning. 11) GSuite accounts were created for all faculty members for conducting online classes. Each department was provided with a departmental GSuite account for conducting their academic activities like examination and admission. 12) WhatsApp groups were created by all departments for different Semester students. 13) Admission, students' database and feedback system (Students, Parents, Alumni and Teachers) are fully online through structured questionnaires.

www.https://maulanaazadcollegekolkata.ac.in/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Kanyashree K2	50	25000
Financial Support from Other Sources			
a) National	DST- INSPIRE	45	60000
b)International	Nil	Nill	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
General Awareness of Computer and Operational Application	07/08/2019	21	WEBEL
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling	Number of students who have passedin the comp. exam	Number of studentsp placed

| 2020 | Nil | Nill | Nill | Nill | Nill |

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	15

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Nil	Nill	Nill	Nil	Nill	Nill

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	35	B.A. (HONS)	ARABIC	UNIVERSITY OF CALCUTTA	M.A. (ARABIC)

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	19

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
ANNUAL ATHLETIC MEET	COLLEGE	210

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	FIRST PRIZE in Online Quiz Compe tition	National	Nill	1	2018-211	SHREYA GHOSH

	(Chem Quiz)					

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

An elected body of Student Council (Students' Union) is present within the college to look after student matters within the guidance of the institute. A student from the third-year functions as the General Secretary. He is helped by several class representatives. Under the ambit of this forum, students are encouraged to be a part of the decision-making process supporting democratic form of governance. One member from the council is included in the IQAC to represent the student body in college academic and administrative affairs. The general activities of the Student Council include: 1) Facilitate student admission process. 2) Look after student related matters and report their grievances to the higher authority. 3) Organization of the annual athletic sports together with the teachers of the college. 4) Organisation of various religious and cultural programmes such as Rabindra Jayanti, Saraswati Puja, Milad-ul-Nabi, etc. 5) Participation in various extension activities of the college such as Save Water, Save Life, Dengue Awareness and Prevention, etc.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

A registered Alumni association is present (S/IL/77219). Alumni of the institute working in different reputed government / private / MNCs/ academia are regularly invited to address the students and boost their self-confidence. The Alumni association offers prize for the students who scored good results in university examination. Alumni members help the institution in every possible extend. They are regularly invited to interact with the students. They come and share their expertise from various fields like government, academia, corporate world, startups, etc.

5.4.2 – No. of enrolled Alumni:

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120

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

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100000

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5.4.4 – Meetings/activities organized by Alumni Association :

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Foundation Day celebration and Prize distribution by Alumni Association on 09/12/2020.

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CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The Institute provides operational autonomy to its various units to achieve the goal of decentralized governance. The Governing Body functioning at the helm delegates responsibilities and decision-making related to all the academic and administrative matters to the Academic Monitoring Committee, headed by the Principal. The Academic Monitoring Committee formulates common working procedures which are followed by faculty members to execute policies. For effective implementation and improvement of the Institute, different sub-

committees are formed in every academic session under various heads. Faculty members are entrusted with a range of activities of the Institute within each sub-committee. This also gives them an opportunity to exhibit their teaching and administrative skills and innovative ideas. They are encouraged to develop leadership qualities by taking charge of various academic, co-curricular, and extracurricular activities. They are authorized to conduct industrial tours and form liaisons with industry experts, conducting field excursions and appointed as coordinator and convener for organizing seminars/workshops/conferences. Certain units within the Institute such as sports, library, store and so on have operational autonomy, while working with the advice of the relevant committees.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	The students are admitted on the basis of Merit and it is carried out completely online to ensure transparency. An admission committee comprising of Faculty members supervise the entire admission process, in compliance with the regulations laid down by the Higher authorities. A notification is usually published on the website ahead of date of submission of online forms. This usually commences within one week of publication of Class 12 results by all major educational boards across India. In the current session, the admission process was successfully conducted online by the dedicated sub-committee and IQAC.
Curriculum Development	The College is under the academic jurisdiction of the University of Calcutta, so the curriculum development is finalised by University. However, college teachers contribute to the modification of the syllabus as members of Board of Studies at both UG and PG levels. Emphasis is also laid on increased participation and certification of faculty members in FIPs and STCs in order to refine their teaching skills in various e-platforms.
Teaching and Learning	Keeping in view the curriculum of the newly introduced CBCS syllabus and the emphasis of NAAC on digital-based learning, streamlined techniques of teaching-learning have been introduced in the Institute like delivery of lectures through ICT enable tools, smart classes in addition to the conventional blackboard teaching. Few

	teachers from Science faculty have also started e-learning courses on open-end platforms. Other practices implemented are conduction of bi-monthly class tests and one internal examination at the end of each semester by each department, encouraging students to register maximum attendance in classes as a percentage of total marks is borne by class attendance. Strict maintenance of records and immediate reporting of irregularities to concerned parents. In the current academic session, online teaching through various dedicated platforms and portals has also been initiated across Faculties. Students have been successfully taught how to access study materials shared online through different media like the Institute e-learning portal, Google Classroom, email and Whatsapp groups officially hosted by teachers of each Department.
Examination and Evaluation	Examination system is now in a transition state from 3 year system to CBCS system and therefore both examination systems are running in the current academic year. There are dedicated exam conduction and tabulation committees constituted of college teachers to ensure smooth conduction and timely uploading of marks in the University portal. Introduction of online upload of marks in the dedicated University portal has also greatly streamlined the process of publication of results. In the current session, the Institute has successfully conducted online examinations under the aegis of University of Calcutta at the scheduled date and time. The final examination for the final year students (Part-III) under the older examination system was completed through online distribution of question papers and evaluation. This was followed by the successful completion of Semester examinations of students across Departments.
Research and Development	There is a dedicated Research Advisory Committee which informs and encourages faculty members for submission of Research projects. Activity of the Research Advisory Committee is overseen by IQAC. The Committee also looks after the progress of PhD. dissertation works of the

	research scholars working in the college and submission of progress report has been mandated for such activities. The Research infrastructure of the college has been significantly augmented by the grant obtained from DBT STAR college scheme after award of STAR Status to the college. Faculties are constantly publishing their works in indexed and peer reviewed National and International Journals.
Library, ICT and Physical Infrastructure / Instrumentation	The Institutional Library is well connected with the consortium of Indian libraries INFLIBNET. The database is managed partially by KOHA software. There is one dedicated internet browsing centre and another one has been newly installed with three computers. 471 text books and 314 reference books were added to the Institute Central Library during 2017 and 2018. The Institute has more than 132 computers with 6 smart-classrooms. There is a dedicated seminar room with high fidelity acoustics. The laboratories of all science departments are well furnished with modern equipments. The infrastructural facilities also include other amenities like a canteen, medical room, separate hostels for boys and girls, separate common rooms for boys and girls, a basketball court and a spacious hall for indoor games. Human Resource Management: The college and its employees are under the direct administrative control of Dept. of Higher Education, Science Technology and Biotechnology, Govt. of West Bengal. There is a dedicated portal termed iFMS (Integrated Financial Management System) for management of various academic and service related affairs of the employees. In order to cope with efficient management of the increasing human resource, new facilities such as online submission of Self Appraisal Report were introduced. More reforms such as online service book for employees are in the pipeline.
Human Resource Management	The college and its employees are under the direct administrative control of Dept. of Higher Education, Science Technology and Biotechnology, Govt. of West Bengal. There is a dedicated portal termed iFMS (Integrated Financial Management System) for

	management of various academic and service related affairs of the employees. In order to cope with efficient management of the increasing human resource, introduction of new facilities such as online submission of Self Appraisal Report. More reforms such as online service book for employees have been already initiated to ensure faithful maintenance and updation of the service record of employees.
Industry Interaction / Collaboration	The college is under the process of initiating new contacts with industries for campus recruitment and other purposes. Students of the Science Departments are taken for visits to various food, beverage, pharmaceutical and dairy industries for exposure to the needs and modus operandi of industries. Research collaborations with leading Research Institutes and organizations are operative involving the faculty members of the college. The Institute has active collaboration with Jagadish Bose National Science Talent Search, Kolkata for various social outreach activities. The faculty members are also engaged in various interdisciplinary scientific projects with various research institutes of repute. Students accompanied by faculty members intermittently visit industries to witness actual production plants in operation. Most of these activities are carried out from the auspices of the DBT STAR COLLEGE programme.

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

E-governace area	Details
Student Admission and Support	Internet facility is available at the Students' hostel. Admission and examination procedures are computerized. This year, the entire admission and data verification was done in online mode.
Examination	Online software managed portal for entry of marks has been initiated by the University of Calcutta since the commencement of the CBCS system. The computer generated CSV files, with examination roll numbers of students are accessed by the Faculty members of every Department from the University of Calcutta website, through a dedicated login ID and password. Upon the completion of the entry of marks, the

	CSV files are uploaded and submitted online. Marks after Scrutiny are also submitted online. Each department also archives hard copies of CSV files carrying the marks entered.
Planning and Development	Installation of e classrooms in all departments with two videoconferencing enabled smart class rooms. Each department is provided with computers having internet facility. The Institute Central Library has adequate number of books, journals, access to internet-enabled computers and reading room facility for students. Digitization of rare manuscripts in the central library is complemented with subscriptions to major journal databases such as JSTOR. The Library is managed by the Inflibnet and KOHA softwares. In this session, teachers have conducted classes online by using platforms such as Google classroom under Gsuite for education platform, Skype and many other similar online video conferencing tools. To help students access study materials and apprise them of their upcoming assignments, the Institute developed the AIMES e-learning portal. An easily identifiable tab was created for this at the Institute homepage and students and teachers were encouraged to log in through their institutional ids. Course details and study materials were regularly updated. Teachers were also encouraged to submit the details regarding the participation of students, technical difficulties faced by them and other relevant issues through questionnaires developed by the IQAC on Google Forms.
Administration	Administrative work being completed at the Principal's office and Students' section is facilitated by more than 15 terminals connected through a 50 MBPS leased line. WiFi facility is available throughout the premises of the Institute. All leave applications, statements of attendance and other service related documents are handled and uploaded through the West Bengal Higher Education iFMS portal. 24x7 CCTV surveillance system is operational at various points inside the campus including at the Central Library, Students common room, Staff room, corridors, and Principal's office. In this session, the administrative work

	has been partially conducted online. The staff have coordinated the work through online meetings and dedicated online groups.
Finance and Accounts	There is a Tally System for maintaining accounts in accounts department

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr. Madhuvanti Chatterjee	Workshop on Molecular Testing for Genetic Disorders	Centre for DNA Fingerprinting and Diagnostics, Hyderabad	15000
2019	Dr. Avishek Ghosh	Workshop on Molecular Testing for Genetic Disorders	Centre for DNA Fingerprinting and Diagnostics, Hyderabad	15000
2019	Dr. Subhodip Samanta	Workshop on Molecular Testing for Genetic Disorders	Centre for DNA Fingerprinting and Diagnostics, Hyderabad	15000
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Molecular Testing for Genetic Disorders	Not Applicable	11/11/2019	15/11/2019	3	Nill
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Online Refresher Course in Chemistry for Higher Education (SWAYAM-ARPIT)	2	01/09/2019	31/12/2019	112

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
96	96	43	43

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
West Bengal Health Scheme, 2008	West Bengal Health Scheme, 2008	Kanyashree, Swami Vivekananda, Aikyasree, Nabanna Scholarship schemes

6.4 – Financial Management and Resource Mobilization

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

The institution conducts internal and external financial audits regularly. The accounts of the college are audited regularly as per the government rules. MAC has a separate dedicated internal Committee for keeping records of expenditure from Government Development grants and those obtained from different extramural funding agencies like UGC, DBT, DST, etc. Receipts including vouchers for payment made are checked thoroughly and tallied with order copy and four sets of quotations (Tenders and quotations are duly called for in Newspapers/websites well at least one month before the commencement of purchase procedures). They are then subsequently audited by the Government enlisted auditor and at the end of the financial year, after the audit, the report is sent to the management for review. The college also files an income tax return every year within the stipulated time. In this financial year, teachers have been submitting their reports and appraisals online through Google forms. They have responded to questionnaires developed by the various sub-committees of the College.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Jindal Fellowship	25000	Scholarship

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6.4.3 – Total corpus fund generated

490000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University of Calcutta	Yes	IQAC
Administrative	Yes	Accountant General Bengal	Yes	IQAC

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

Organization of Parent-teacher meetings by respective Departments is an integral part of feedback from Stakeholders. Parents are invited for discussion of their wards' performance in three specific areas a) attendance b) responsiveness and interactions in class c) performance in examinations. Along with that, their views on the overall academic ambience of the Institution and infrastructural support are also discussed. A new online feedback system has also been initiated for the parents as per NAAC regulations. This can be accessed by the parents on the College website. Subsequently, an exhaustive report is prepared by the Heads of Departments and sent to IQAC for review. Based on the reports, IQAC conducts meetings with the Principal and Departmental heads to adopt remedial measures. The Institute believes that maintaining a vibrant relationship between teachers and parents goes a long way in the development of mutual trust between an organization and its stakeholders.

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

Basic computer training programme for office staff, One day Health Camp, Induction programme for West Bengal Health Scheme new rules

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

Installation of a 20 kWp Rooftop Solar PV Power Plant, Implementation of internal academic audit by IQAC, Completion of Girls hostel, Completion of roof top annex of the Department of Microbiology, Facility extension of Baker's Hostel in collaboration with Muslim Institute, Launch of a dedicated teaching learning portal (LMS AIMES cloud) and procurement of a G-suite account for education to facilitate online teaching-learning during the COVID-19 pandemic, Start of construction of a rain-water harvesting unit at the Boys hostel campus.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Series on "Women's Rights: Hurdles and	19/07/2019	19/07/2019	19/07/2019	55

Challenges" and On Gandhi					

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
"Ardhek Manusher Apochoy" [Eminent social activist Dr. Miratun Nahar delivered a lecture on the issue of marginalisation of women in society]	18/07/2019	18/07/2019	51	20
"Women's Rights: Hurdles and Challenges" [Prof. Dr. Siuli Sarkar, Principal of Lady Brabourne College, was the invited speaker]	19/07/2019	19/07/2019	28	27

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

Percentage of power requirement of the University met by the renewable energy sources
31 solar panels of 20 KW Capacity have been installed on the rooftop of the college building, which would meet a part of the electricity requirements of the college.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff

2019	1	1	29/07/2019	1	Dengue Awareness, Save Water Campaign and Road Cleaning Drive	Creating awareness on these issues with students and teachers in the Taltala area	78
2019	1	1	25/11/2019	1	Dengue Awareness Programme	Prevention of Dengue and other vector-borne diseases in the college neighbourhood	35
2020	1	1	08/02/2020	1	Dengue Awareness Drive, in association with Kolkata Municipal Corporation	Prevention of Dengue and similar vector-borne diseases in the college locality	45
2020	1	1	19/06/2020	1	Distribution of Food and Stationery	Students distributed Kits containing Dry Food and Stationery items to underprivileged children in the area adjacent to the college whose families were suffering from economic	10

							hardships during the COVID-19 Pandemic.

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Prospectus	01/07/2019	The college Prospectus contains a section on code of conduct for the students, including the various rules and regulation which must be adhered to both inside and outside the classrooms, the library and the common-room. It is distributed to the newly-admitted students at the beginning of each academic session.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Lecture on Value Education	16/07/2019	16/07/2019	55
Seminar on 'Ethics, Values and Education' (jointly organised by Departments of Philosophy, Political Science and Sociology)	26/02/2020	26/02/2020	62

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

a) Maintenance and beautification of four gardens in the college campus, including one medicinal garden which is under the direct supervision of the Botany department. b) Strict implementation of no-smoking and zero-litter zones in the college premises. c) Installation of 31 solar panels of 20 KW Capacity on the rooftop of the college building. d) Replacing of old tube-lights, bulbs and air-conditioners with new power-efficient electrical and electronic equipment and star-rated air-conditioners. e) Liaison committee of the college remains in regular contact with the Kolkata Municipal Corporation for timely disposal of hazardous waste and cleaning of sewage. f) There is a proposal to implement Rainwater Harvesting in the College Campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1) Owing to suspension of physical classes because of the COVID-19 Pandemic, the college had to shift to the online mode of instruction in the latter part

of this academic session. In order to rise to this challenge, an E-Teaching and Learning Management System was incorporated as part of the college website. This resource, named 'mac-cloud', hosted all the study materials uploaded by the college teachers and also enabled them to take tests in the form of both Multiple Choice Questions and Broad Assignments. Students logged into this E-LMS using their student identity number and password assigned to them at the time of admission, while teachers did so through their HRMS identity number and unique digitally generated password sent to their registered mobile numbers that remained valid for the next 24 hours. In this way, the E-Learning Software could keep a record of the usage statistics, including number of students and teachers who had accessed mac-cloud. Additionally, G-Suite accounts were provided to all faculty members so that they could utilise its various features like Google Classroom and Google Meet. The extensive use of all these ICT tools, thereby, resulted in a major advancement in the field of pedagogy. 2) Creating People's Biodiversity Register in collaboration with West Bengal Biodiversity Board and Kolkata Municipal Corporation: For the first time, a detailed register of flora and fauna, including plants, birds and even microbes, in Kolkata Municipal Corporation Ward Numbers 51, 52 61 was created through the efforts of the college. The students and faculty members of some of the Science departments undertook extensive fieldwork in the area surrounding the college and recorded its huge biodiversity. The college is optimistic about continuing this project in other KMC wards in near future. 3) Installation of roof-top solar panels: The college has installed 31 solar panels of 20 KW Capacity on the roof of its building recently. This is a much-welcome initiative of the Principal, and would definitely go a long way in making the college infrastructure environment-friendly. With fossil fuels depleting at a fast rate, there has been an emphasis worldwide on finding renewable sources of energy. In this context, solar power can contribute to the energy needs of societies in a major way, especially in tropical countries like India where there is abundance of sun-rays during the prolonged summer. It is also hoped that this measure would markedly reduce the financial liability of the college pertaining to monthly electricity bills. 4) The college always endeavours to maintain harmony amongst various sections of the society. This is promoted through celebrating different festivals like Saraswati Puja, Milad-ul-Nabi, etc. at the college campus where students and teachers participate enthusiastically. 5) The college is aware of its responsibility towards the locality where it is situated, and undertakes round-the-year vigilance of adjoining areas to control and combat vector-borne diseases. This year, owing to the sudden outbreak of COVID-19 Pandemic and the consequent Lockdown, some college students also distributed relief-kits to children living in the vicinity. 6) An online survey on the condition of students households during lockdown period was conducted in collaboration with Department of Statistics, All India Institute of Hygiene and Public Health, Kolkata and the results were published in the form of an e-handbook.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://www.maulanaazadcollegekolkata.ac.in/best-practices.php

7.3 – Institutional Distinctiveness

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

The college is committed to imparting high quality education of an inclusive nature, without any discrimination based on caste, creed or any other grounds. Being a government institution, it can provide affordable education to a vast cross-section of the society. Its central location in Kolkata makes the college an obvious choice for students from not only the city, but also suburban areas.

A number of students are first-generation learners, and the faculty members keep this fact in mind while devising teaching methods aimed at constantly motivating them. As such, the college has been consistently successful in finding meritorious students from the non-creamy layer of society. Teachers provide them with relevant tips so as to make them more suitable for their further studies and future careers. In this Academic Year, a student from the English department has secured the second rank amongst all examinees in the University of Calcutta 3-Year B.A. English Honours Examination 2019 – a commendable accomplishment. The college has also been placed at the 26th place in the country and 4th spot in West Bengal in the EW India Higher Education Rankings 2020, a country-wide survey of best non-autonomous colleges conducted by the Delhi-based Centre for Forecasting and Research, whose report was published in April 2020. All these achievements have boosted the confidence of all stakeholders of the college, inspiring them to earn even more glories in the coming days.

Provide the weblink of the institution
http://www.maulanaazadcollegekolkata.ac.in/

8.Future Plans of Actions for Next Academic Year

The education scenario in our country, and the world over, has undergone a tectonic shift with the onset of the COVID-19 Pandemic. Our college,like other educational institutions in India, had to move to the online mode owing to the suspension of offline classes this year. With the pandemic situation still causing some concern, it is estimated that this may continuing in the next few months. In view of this, the college has plans to make its faculty members more adept in using ICT so that they become accustomed to the digital mode of teaching. This could be implemented by conducting online workshop(s) for all teachers of the college, and acquaint them with various technological aspects of online teaching, including taking attendance, using add-ons in their smart devices, etc. There is a possibility of conducting examinations through the digital mode during the forthcoming months, hence the nitty-gritties of the same would also be imparted to them. There is a proposal to implement Rainwater Harvesting in the College Campus. The Principal has taken initiative in this direction, and held initial talks with the Public Works Department of the Government of West Bengal. It is hoped that the project would be completed by the next academic year, resulting in reuse of rainwater which otherwise goes waste during the monsoon. It would be an important step towards conservation of a precious natural resource like water. In order to bolster the confidence of girl-students, the college has decided to give Self-Defence Trainingto them in collaboration with Kolkata Police under the 'Sukanya' project. Preliminary discussion has already been held with representatives of Kolkata Police who visited the college in March 2019, and the training would commence as soon as the college reopens after the COVID-19 Pandemic. A certificate course in Spanish will be launched in the month of January. Other similar courses in Microbiology, Zoology and Spoken English are also in the pipeline. These courses would be open to both students of our college as well as other interested candidates. Classes would be held outside the college hours, and an initial list of interested students has been drawn up for this purpose. There is a proposal to install a digital notice board in the college premises for interactive/ real time publication of emergency notices/ information to the students. The college also plans to open an online examination center inside its premises. The college also intends to contribute to the educational and cultural development of the rural populace by adopting of a village in the near future. The current duration of NAAC accreditation is coming to an end in November 2021. As such, the college is gearing up to prepare for the 3rd cycle of NAAC visit. Through the miscellaneous plans mentioned here, the college hopes to augment its status as a significant educational institution in the region.