



YEARLY STATUS REPORT - 2022-2023

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 its own campus?	Yes	
• Phone no./Alternate phone no.	03322260203	
• Mobile no	9433563658	
• Registered e-mail	maulanaazadcollegekolkata@gmail.com	
• Alternate e-mail	iqac.mac@maulanaazadcollegekolkata.ac.in	
• Address	8, Rafi Ahmed Kidwai Road	
• City/Town	Kolkata	
• State/UT	West Bengal	
• Pin Code	700013	
2.Institutional status		
• Affiliated /Constituent	Affiliated	
• Type of Institution	Co-education	
• Location	Urban	

• Financial Status	UGC 2f and 12(B)																		
• Name of the Affiliating University	University of Calcutta																		
• Name of the IQAC Coordinator	Dr. Dipak Kumar Som																		
• Phone No.	03322493737																		
• Alternate phone No.	03329730203																		
• Mobile	9674914308																		
• IQAC e-mail address	iqac.mac@maulanaazadcollegekolkata.ac.in																		
• Alternate Email address	mackolkataiqac@gmail.com																		
3.Website address (Web link of the AQAR (Previous Academic Year)	https://maulanaazadcollegekolkata.ac.in/MAC%20AQAR%202021-22.pdf																		
4.Whether Academic Calendar prepared during the year?	Yes																		
• if yes, whether it is uploaded in the Institutional website Web link:	https://maulanaazadcollegekolkata.ac.in/academic-calendar.php																		
5.Accreditation Details																			
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 2</td> <td>A</td> <td>3.13</td> <td>2016</td> <td>05/11/2016</td> <td>04/11/2021</td> </tr> <tr> <td>Cycle 1</td> <td>B++</td> <td>80-85</td> <td>2007</td> <td>31/03/2007</td> <td>30/03/2012</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 2	A	3.13	2016	05/11/2016	04/11/2021	Cycle 1	B++	80-85	2007	31/03/2007	30/03/2012
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to														
Cycle 2	A	3.13	2016	05/11/2016	04/11/2021														
Cycle 1	B++	80-85	2007	31/03/2007	30/03/2012														
6.Date of Establishment of IQAC	01/08/2008																		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,																			

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Maulana Azad College	Organization of 5th Regional Science and Technology Congress, Region 4	WB-DSTBT	4th and 5th January, 2023	1914570
Dr. Subhasis Panda, Dept. of Botany (PI) and Dr. Dipak Kumar Som, Dept. of Zoology	Major Research Project entitled Phenological Diversity, Altitudinal variation. Quantitative ethnobotany and pollinators of the Genus Rhododendron L. Ericaceae in West Bengal	WB-DSTBT	10th June, 2022	322650
8. Whether composition of IQAC as per latest NAAC guidelines		Yes		
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 		View File		
9.No. of IQAC meetings held during the year		12		
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 		Yes		
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 		No File Uploaded		

10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
• If yes, mention the amount	
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
Initiation of MoU for academic collaboration with 7 colleges involving faculty exchange programmes, joint organization of seminars/workshops and other programmes.	
Initiation of MoU with Garbage Free India for environmental awareness and scientific waste disposal in the college.	
Establishment of an IPR cell under the Research Advisory Council and organization of an IPR awareness workshop for faculty members and students	
Organization of 5th Regional Science and Technology Congress in collaboration with WB DSTBT on 4th and 5th of January, 2023.	
Research Infrastructure Augmentation: Inauguration of a new Central Instrument Facility	
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	
Plan of Action	Achievements/Outcomes
Academic collaboration with different Institutions	7 such new collaborations initiated through execution of MoU
Initiation of an online mechanism for alumni enrolment	A mechanism has been devised, will be implemented soon
Establishment of an IPR cell	IPR cell under the umbrella of Research Advisory Council started functioning as per guidelines of UGC
13. Whether the AQAR was placed before statutory body?	No
• Name of the statutory body	

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-2023	21/03/2024

15. Multidisciplinary / interdisciplinary

A multicultural socio-academic milieu fosters in the college as is reflected by the offering of B.A. programme in as many as five languages including Bengali, English, Urdu, Arabic and Persian. Short term certificate courses in Urdu, Arabic and Persian are also underway. In addition, a certificate course in Spanish language has also started in the college and one more in French is in pipeline. The institution also strives to cater for interdisciplinary education. The college has opened certificate courses in foreign languages including Spanish, Persian and Arabic and several others including French is in the pipeline. In science stream also, the spirit of interdisciplinary education has been nurtured chiefly through the workshops and hands-on training programmes of the five Departments (Botany, Chemistry, Microbiology, Physics and Zoology) had been organizing since the last nine years under the STAR College programme of DBT.

16. Academic bank of credits (ABC):

Since the Institution is under full academic and administrative jurisdiction of the University of Calcutta, there is currently no scope of offering Credit points under Academic Bank of Credit.

However, keeping in mind the National Education Policy, 2020, initiatives are being taken for registration for digilocker.

17. Skill development:

In tune with the current framework and guidelines of NEP, many job oriented skill enhancement courses have been initiated in the college. These include certificate courses in GST and tally by WEBEL, certificate courses in Communicative English and foreign languages (Spanish and French languages) etc. In order to motivate students in entrepreneurship, a workshop on mushroom production was organized by the Dept. of Botany where the skills of mushroom cultivation in low cost were taught to the students. IQAC along with

the Research Advisory Council has established a dedicated IPR cell to look after the new findings in research or design of new instrument prototypes.

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

Dr. Subhasis Panda, Associate professor of Botany, had been involved in identification and protection of critically endangered ethnomedicinal plants from the Indian Eastern Himalaya which are on the verge of extinction. In this regard, he had been awarded a project from Dept. of Science and Technology and Biotechnology entitled "Phenological Diversity, Altitudinal variation. Quantitative ethnobotany and pollinators of the Genus Rhododendron L. (Ericaceae) in West Bengal" to work on the Rhododendron species of the Darjeeling Himalayas. The coinvestigator of this project was Dr. Dipak Kumar Som, Associate Professor, PG Department of Zoology and an Entomologist. The works of Dr. Panda and Dr. Som added significant insights into the two fundamental pillars of IKS, Ayurveda and Prakriti Vidya. In addition, Prof. Timir Baran Jha, ex W.B.S.E.S., presently affiliated to the Dept. of Botany, had been working with another project entitled "Karyosystematic analysis of Indian Lentils through Fluorescent chromosome banding" funded by University Grants Commission, through which and several other related studies, he had been doing an extensive karyosystematic analysis of traditional Indian food crops chiefly employing molecular cytogenetics.

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

Implementation of Outcome Based Education has been mandated by UGC MHRD in every Higher Educational Institute. Maulana Azad College has incorporated Outcome Based Education across all subjects offered to students in both UG and PG levels. The Course Outcomes and Programme Outcomes for each course offered by the institution have been uploaded in the college website.

20.Distance education/online education:

The college is a recognised study centre under Indira Gandhi National Open University which was established way back in 1990 and since then has established itself as one of the biggest study centres in Kolkata running 2 certificate courses, 2 UG programmes, 8 PG programmes and 2 post graduate diploma programmes. Details regarding the programme are there in the college website <https://maulanaazadcollegekolkata.ac.in/ignou.php>

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	548
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	2153
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	504
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	733
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	95
File Description	Documents
Data Template	View File
3.2	110

Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	34
4.2 Total expenditure excluding salary during the year (INR in lakhs)	260.91
4.3 Total number of computers on campus for academic purposes	136

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution places great importance on effective curricular planning and implementation to ensure a high-quality education for students. To achieve this, the institution follows a well-planned and documented process.

The institution strictly adheres to a centrally created routine for both undergraduate and postgraduate classes, ensuring that the curriculum is effectively delivered and the syllabus is completed within the allocated semester time frame. At the beginning of each semester, the syllabus is distributed to the students, providing them with a clear understanding of the topics to be covered. To enhance the teaching-learning process, invited lectures, seminars, webinars, students' seminars, and academic tours are organized, providing students with opportunities to broaden their knowledge and perspectives. At the postgraduate level, guest teachers are invited by the department.

To promote effective curriculum delivery, ICT tools such as LCD projector, Multimedia Audio-visual aids, and PowerPoint presentations are incorporated into the teaching process, creating

an engaging and interactive learning environment. Furthermore, students are encouraged to actively participate in seminars and webinars related to their field of study, as well as interdisciplinary topics.

To ensure the maintenance of high standards in curriculum delivery, the institution regularly conducts academic audits through its Internal Quality Assurance Cell (IQAC).

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AOAR/2022-23/1/1.1.1%20-%20Lesson%20Plan.pdf

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

The institution places great emphasis on adhering to the academic calendar, which includes the conduct of Continuous Internal Evaluation (CIE). The Academic Calendar, prepared by the academic or routine committee, serves as a comprehensive guide for curricular and extracurricular activities throughout the year. As the college is affiliated with the University of Calcutta, it strictly follows the examination dates set by the university for different semesters. The Academic Calendar includes tentative dates for the commencement of sessions, internal and university examinations, as well as holidays according to the Government of West Bengal Holiday List. It also incorporates institution-level events such as Intra-College Fest, Annual Sports Day, Annual Fest, and Annual Prize Distribution Day. The Academic Calendar also highlights vacations and session breaks, particularly for the convenience of outstation candidates. The college strives to adhere to the Academic Calendar with utmost sincerity, ensuring that students, teaching staff, and non-teaching staff remain well-informed about upcoming events and activities.

The CIE comprises various assessment components, including class tests, internal assessments, and tutorial projects. In addition to the assessments prescribed by the Choice Based Credit System (CBCS) curriculum, individual teachers conduct revision tests and assign projects to evaluate students' understanding of the taught topics.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/1/1.1.2%20-%20Academic%20Calendar%202022-23.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

A. All of the above

Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

24

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

20

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

649

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The institution recognizes the importance of curriculum enrichment by integrating issues that are relevant to professional ethics, gender, human values, environment, and sustainability. This integration is seamlessly incorporated into the teaching-learning process. Under Choice Based Credit System (CBCS) curriculum, all second-semester students are required to take a compulsory course on Environmental Studies (AECC2). Students from various disciplines, including English, Philosophy, Political Science, Sociology, Economics, Sanskrit, Botany, and Zoology are required to take courses on Professional Ethics, Gender, Human Values, Environment and sustainability.

The English department offers courses on Women's Writing and Women's Empowerment, as well as Human Values. The Philosophy department includes courses on Human Values, Environmental Philosophy, and Feminist Philosophy. The Political Science department offers courses

on Gender and Politics. The Economics department includes courses on Environmental Economics, Sustainability, and Gender Issues.

The Zoology and Botany department includes environmental issues in courses on ecology, and perspectives of Environmental Science.

The Sociology and Sanskrit department covers Human Values and Ethics, Gender, and Environment sustainability and Professional Ethics.

The institution remains committed to continuously enriching the curriculum and providing students with a holistic educational experience that addresses these crucial issues.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

15

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

1016

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/1/1.4.1%20-%20Stakeholder%20Feedback%20Report.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/1/1.4.1%20-%20Stakeholder%20Feedback%20Report.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

809

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

269

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The college assesses the learning levels of the students through their regular activities in the class and the internal assessment taken by the class teachers. On these basis advanced learners and slow learners are identified.

Special programmes for advanced learners:

Seminars /workshops are arranged where advanced learners are asked to participate: they study some advanced topics and give talks. They are also encouraged to participate in summer/winter schools organised by various research institutes. Further, they are always encouraged to participate in various competitions such as scientific model competition/ poster competition, essay competition organised by different colleges, universities across India. Reference books and journal references are provided to them for advanced study and orientation for research.

Special programmes for slow learners:

Extra doubt clearing /remedial classes have been arranged for the slow learners to make them equip. Beside regular classes these students are asked to contact respective teachers for clearing doubts/ solving problems. Reference books are provided from seminar library. Study materials are provided for better understanding of the subject. Extra class tests are conducted to assess their preparation and to improve their academic knowledge.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/2/2.2.1_Slow%20and%20Advanced%20learners.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
2153	95

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Teachers of this institute always encourage students to participate in seminars, workshop, winter/summer schools etc. to broaden and enhance their knowledge area. Quiz competition/ Poster presentation/ Student seminars are frequently organised in our college. ICT tools are used for problem solving purpose and also for better understanding of subjects. Computer programming becomes core course in many programmes of CBCS curriculum where students solve problems through computer programming. Some of our departments organise field trip/ education tour on regular basis to enhance learning experience of the students.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/2/2.3.1_Participative%20learning.pdf

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

Day by day course curriculum and teaching methodology is fast changing and it becomes more student centric and more expressive. This is to make the learning process more attractive to the students. Also, the students are exposed to internet and online learning resource even from their school days. Therefore, the teaching-learning process is almost becoming dependent on ICT based methods. The college also tries to equip itself to adapt to this changing scenario. A room in each faculty is modernised with computer, LCD projector and internet connectivity to enable ICT based teaching. Our teachers use this facility to teach a topic with power point presentation and animation. Further, besides regular offline classes, teachers often take online classes using different online platform such as Google meet, Zoom etc. or take some internal test as a part of continuous assessment. Apart from this, some science departments have well developed computer laboratory to teach computer programming which are included in the course curriculum.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

95

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

2.4 - Teacher Profile and Quality

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

95

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

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

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

69

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

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

2.4.3.1 - Total experience of full-time teachers

835

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

2.5 - Evaluation Process and Reforms

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

Internal assessment has been an integral part of CBCS curriculum since its inception. As per the guide line given by the affiliating university, The University of Calcutta, internal assessment committee of the college prepare notice for the internal assessment and it is circulated through principal's office in every semester. For honours courses internal assessments are conducted (preparation of notice, invigilation duty etc.) by the individual departments as per time frame set by the committee. For general courses internal assessments are taken as per schedule circulated through principal's office. Apart from internal assessment some courses has tutorial, for that respective course teachers assess the students through tutorial examination.

File Description	Documents
Any additional information	View File
Link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AOAR/2022-23/2/2.5.1_Mechanism%20of%20internal%20assessment.pdf

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

The whole process of conduction of internal examination has been done in fair and transparent manner. However, in case of any grievance occur that resolved in the departmental level itself. HoD of the respective departments calls departmental meeting to resolve the matter. Also an internal complaints committee is there in the college for its redrassal. College is very much sympathetic to our students fortheir career.

File Description	Documents
Any additional information	View File
Link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/2/2.5.2_Internal%20examination%20related%20grievance.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Programme outcome and Course outcome of all the programmes B.A., B.Sc., B.Com., M.A., and M.Sc. offered by the college are displayed in the college website for maximum visibility and to make it more informative. It is a reflection of the good academic and administrative environment of the college. This is also communicated to all the teachers and students for their own assessment and overall assessment of the college to pave the path of improvement. Course outcomes are prepared according to the syllabus of the affiliating University, The University of Calcutta. At the time of admission students are advised to go through the college website carefully such that they can convince themselves about the programmes and courses before taking admission to a programme and choose some specific course.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/2/2.6.1_Programme%20and%20Course%20outcomes.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The college follows the syllabi as laid down by the affiliating university, The University of Calcutta for all the programmes and courses. Teaching plan for each programme and courses have been prepared by the individual departments at the beginning of a semester and communicated to the students in advance. The head of the institution, Principal in coordination with the heads of the

departments of each faculty monitor the execution and the timely completion of the courses taught in a semester. The final outcome of the courses are evaluated at the end of each semester from the success rate of the students at the end semester university examination and their progression to higher studies or some job of specific nature. The placement cell of the college and the each faculty keep a record of the academic profile of the passed out students and a report of their progression as well.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AOAR/2022-23/2/2.6.2 Attainment%20of%20programme%20outcomes%20and%20course%20outcomes.pdf

2.6.3 - Pass percentage of Students during the year

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

561

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://maulanaazadcollegekolkata.ac.in/pdf/AOAR/2022-23/2/2.6.3.2 Annual%20report.pdf

2.7 - Student Satisfaction Survey

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

https://maulanaazadcollegekolkata.ac.in/pdf/AOAR/2022-23/2/SSS_2022-23.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

3.22

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

5

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

2

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

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The college has been nurturing the culture of research, innovation and entrepreneurship being boosted by the DBT STAR College Scheme. In this connection, a workshop dedicated on low cost entrepreneurship opportunities with production and selling of mushrooms was organized by the Department of Botany. The three day event held between 2nd and 4th February, 2023 witnessed great enthusiasm amongst the participating students. In addition to research and innovation, it is also equally important to safeguard one's intellectual property through patents and other policies. In this regard, a seminar cum workshop was also organized by the IPR cell under the Research Advisory Council of this college on the 4th of August, 2022. Speakers in the event were Dr. Shampa Dutta Gupta, Joint Director of Public Instructions, Dept. of Higher Education, Govt. of West Bengal and Md. Zeeshan, Student of PG, MLIS, CU and Alumnus, Maulana Azad College.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/3/3.2.1.pdf

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

13

File Description	Documents
URL to the research page on HEI website	https://maulanaazadcollegekolkata.ac.in/research.php
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

27

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

29

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

Maulana Azad College conducted extension and social outreach programs in the local community to promote social awareness. Science departments in association with IQAC celebrate National Science Day every year by organizing activities to nurture scientific aptitude amongst young minds. School students visit laboratories, and observe various experiments. NSS Unit of the college organized Dengue Awareness and Prevention Drive. NSS Unit conducted an AIDS Awareness rally in the local community, marking World AIDS Day to raise awareness, and encourage preventive measures against HIV/AIDS. NSS Unit also organized an Angadaan Awareness Rally in the local community to observe Angadaan Mahotsav, a Government of India initiative highlighting the importance of organ donation. NSS Unit in association with Kolkata Traffic Police conducted a gender sensitization program to generate awareness about women's safety. A cleaning drive of Maidan Ground was organized by NSS Unit in support of the Swachh Bharat Mission. The goal of the campaign was to promote a more sustainable and cleaner environment. Every year the Bengal Tuberculosis Association in West Bengal organizes a TB Seal sale campaign to support anti-tuberculosis efforts by purchasing TB Seals to raise funds for treating impoverished tuberculosis patients.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/3/3.4.3.1.pdf
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government /

government recognized bodies during the year**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

7

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

23

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

1199

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

16

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

13

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

- 1) The College has a 5-acre campus in the heart of the city of Kolkata, near Esplanade Metro Station and well-connected by bus, local train and the Metro.
- 2) The College comprises of a Heritage (Main) Building and an Annex Building.
- 3) The College has a traditional Char-Bagh (four Gardens) as its facade and one of these serves as a well-maintained Medicinal Plant Garden.
- 4) There are 34 Classrooms in the College, of which 22 are fully ICT enabled.
- 5) There are 24 modern Laboratories (including Research laboratories) which are spacious and well equipped with sophisticated instruments/equipments.
- 6) Besides, there is modern, well-equipped Central Instrumentation Facility, separate plant and animal tissue-culture laboratories and a CPCSEA approved Animal House. There are 7 well equipped Research Laboratories.
- 7) The College has 4 Computer Laboratories containing total 60 desktops, in the Departments of Physics, Chemistry, Statistics and one Common Facility Laboratory.
- 8) The Library reading room also has 7 computers for the students.
- 9) There is a Language laboratory for Arts.
- 10) The College has a Boys' Hostel with a boarding capacity of 600 and a Girls' Hostel of boarding capacity 72.
- 11) CCTV surveillance has been installed in the college campus and in the hostels.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/4/4.1.1%20Additional%20Information_compressed.pdf

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

1) The College Hall (Raza Washat Ali Memorial Hall) having a sitting capacity of nearly 200, is used for holding National/ International seminars, Annual Prize Distribution and Cultural events.

2) The College also has a plush, airconditioned, fully ICT enabled Seminar Hall with a sitting capacity of 70.

3) There are separate Boys' and Girls' Common Rooms and separate Students' Union Room.

4) Separate Boys' and Girls' Gymnasiums are there in the college with all modern amenities.

5) Provisions for outdoor games like Soccer, Cricket, Badminton and indoor games like Table-Tennis, Carrom, and Chess are there.

6) There are separate Canteens for students and staff in the college which offers palatable foods at an affordable price.

7) The College has a separate room and facilities for NSS.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/4/4.1.2%20Additional%20Information_Sports%20facilities.pdf

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

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/4/4.1.3%20ICT%20enabled%20classroom_Master%20Time%20Table.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

58.22

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

1) The Library of Maulana Azad College possesses nearly 1,00,000 Books, including a huge number of Rare Books, Manuscripts, Reference Books (like Dictionaries, Thesaurus, and Encyclopaedia etc

2). The Rare Book Section of the Library consists of Books written in Persian, Urdu, Arabic and English.

3) Open Access System is there for Faculties, Staff Members and Students of PG Courses.

4) Computerized Issue of Books-system using KOHA is done for the

Faculty, Students and College Staff.

5) Online Public Access Catalogue (OPAC) available in the library and in all the Departments. Page 81/111 24-08-2023 11:55:01 Annual Quality Assurance Report of MAULANA AZAD COLLEGE

6) INFLIBNET- NLIST is available for the teachers and willing students and staff.

7) DELNET connectivity is available. Adequate number of Computers with LAN and 100MBPS Internet facility for the use of the students and the teachers are available in the Reading Room of the Library.

8) Air-conditioned Reading Room is available for the students having seating capacity of 60 and a separate cubicle for the teachers.

9) There is electronic and wooden Display of New arrivals of Books and Journals. Air-conditioned stack of Rare Book and Manuscript section.

10) CCTV- Monitoring is present in Reading Room, Stack Room, and Front Office of the Library.

11) There is Computerized Cataloguing and Computerized Serial Control of books.

12) Pest control is done periodically.

13) Reprographic facility, Lamination Facility of Library Card is there.

14) Other facilities include Drinking water facility, Fire Extinguisher Service, Reference Service.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/4/4.2.1%20Library%20Additional%20Information.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e- B. Any 3 of the above

books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

1.95

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year**

5

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

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

1) Local Area Networking (LAN) connections are operative throughout the campus (Office, Students' Section, Library Reading Room, Staffroom, including the Arts and the Humanities Departments, and in

all the Science Departments).

2) A New Computer Laboratory with LAN WIFI and high-speed internet facility was introduced in the Annexe Building with 10 desktops.

3) The College offers 125 MBPS of Internet Connectivity with Wi Fi facility within its campus.

4) All Computer Labs are also connected through LAN and have 125 MBPS of internet facility.

5) Wi-Fi is available in all Departments and is password protected for the use of faculty members and students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/4/4.3.1%20Updation%20of%20IT%20infrastructure.pdf

4.3.2 - Number of Computers

136

File Description	Documents
Upload any additional information	View File
List of Computers	View File

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

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support

facilities) excluding salary component during the year (INR in Lakhs)

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

156.9

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Every year the College sends a proposal to the Department of Higher Education, Govt. of West Bengal for maintenance of physical and academic resources (such as classrooms, computers, Laboratories, equipments, chemicals, glasswares, books, journalsetc.) and other contingency funds. The HE Department accordingly sanctions funds to the College. After sanction of the fund, it is distributed to the different Departments and the Library according to requirement through a meeting of the Principal with the Head of the Departments and the Librarian. In 2022-23 session, the yearly Govt. fund sanctioned by the HE Department was utilised in book purchase and office expenses. For other expenses, fund was sanctioned through individual Govt. Orders as per requirement.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AOAR/2022-23/4/4.1.4%20Expenditure%20for%20infrastructure%20augmentation%20and%20maintenance.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1406

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

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

0

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

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

A. All of the above

File Description	Documents
Link to Institutional website	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/5/5.1.3%20-%20Capacity%20building%20and%20skills%20enhancement%20initiatives%20taken%20by%20the%20institutionpdf.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

36

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

36

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

52

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

206

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

46

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

20

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

The college features a vibrant Students' Union that plans many of the academic and cultural events on campus. Students actively participate in cultural events such as Rabindra Jayanti, Milad-un-

Nabi, Maulana Abul Kalam Azad's birthday celebration, Daawat-e-Iftar, Saraswati Puja, Teacher's Day, and Freshers' Day.

Every member of the staff and faculty actively encourages, supports, and assists the students in planning different events. The majority of the events in 2022-2023 were planned offline.

Teachers encourage their pupils to take part in a variety of co-curricular and extracurricular events, such as essay writing, debate, poster contests, quiz contests, and speech competitions. In these competitions, which have been held over this time, numerous students have also triumphed. As a result, the institution promotes students' involvement in co-curricular, extracurricular, and administrative activities in an effort to foster their overall growth.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/5/5.3.2.pdf
Upload any additional information	View File

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

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

11

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

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

The College's Maulana Azad College Alumni Association Kolkata (MACAAK) boasts an esteemed membership comprising professionals from various fields. MACAAK was officially registered under the West Bengal Societies Registration Act in 2011, thanks to the efforts of key figures like Prof. Gholam Sarwar. The association, also registered under PAN, is governed by an Executive Committee with Dr. Subhasis Dutta as President and Mr. Md. Nizam as Working President. MACAAK is known for its diverse initiatives, including organizing the Maulana Abul Kalam Azad Memorial Lecture and presenting awards like to the toppers of Arts (Maulana Abul Kalam Azad Award), Science (A.K. Fazlul Huq Award) and Commerce (Bishnu Dey Award) M.A. Urdu (Reza Ali Wahshat Award), M.A. English (Begum Rokeya Award), M.Sc. Zoology (A.J.C. Bose Award) to academic achievers on College Foundation Day. Their publication, Alma Matter, is a renowned magazine showcasing scholarly articles in multiple languages, reflecting their commitment to intellectual exchange.

Executive Committee members of the MACAAK

President- Dr. Subhasis Dutta (Ex-officio member)

Working President- Mr. Md. Nizam

Vice President- Dr. Md. Mansoor Alam & Dr. Gholam Sarwar

General Secretary- Mr. Tanweer Ahmed Khan

Assistant General Secretary- Mr. Md. Mozammil Hossain, Mr. Santosh Jaiswal, Debkalpa Basu Das

Treasurer- Dr. Jamil Ahmed

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/5/5.4%20-%20Alumni%20Engagement.pdf
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Different academic and administrative sub-committees perform their respective functions in this academic session under the purview of Teacher's Council with active participation of teaching faculty members, students and non teaching support staff. Governing body and IQAC of the college work in synchrony of teacher's council. Respective sub committees perform a number of activities as assigned for successful implementation of academic and administrative policies of the college. During this period, classes and other academic and administrative activities began in the offline mode almost after 2 years of online method for nationwide lockdown due to COVID-19. The committees have performed respective jobs to their level best to maintain regular academic and administrative work flow. After the commencement of in-campus activities, various sub-committees have started regular work in offline mode. The college is continuing to maintain excellence in every sphere comprising university and competitive examinations, cultural activities, sports, social responsibilities etc.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/6/6.1.1%20GB,%20IQAC,%20TC%2022-23.pdf
Upload any additional information	View File

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

The college operates primarily in a decentralized manner. The academic and administrative subcommittees are free to operate independently, provided they communicate with the college principal and IQAC beforehand. The senior most teachers lead the academic departments. Individual departments also set the development plan, including equipment, chemical, book and other related purchases, laboratory and classroom upgrades, university and other internal examinations, along with various other academic and administrative tasks. The heads of the departments also establish the schedule for regular teaching work. This year offline mode was used for all these activities alongside the online method when required.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/6/6.1.2%20GB,%20IQAC,%20TC,%20infra%2022-23.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

As is customary, the allocation of government funds serves as the primary funding source for this government college's different developmental initiatives. Due to inadequate government financing, we were only able to perform limited maintenance in the campus during this year. The Institute, a fully government-financed college, has a strategic plan to develop into a center of excellence within the parameters of its vision and mission. 1. The plan to increase the number post graduate programs, subject to government and university approval. 2. The institute has methodically carried out the long-term perspective plan for the organization's

development, growth, as well as campus expansion. 3. The institution successfully implemented a few crucial certificate programs focused on getting a career, such as Financial Auditing including GST in collaboration with WBEIDC, various foreign language programs, Basic computing and office automation etc. 4. The college finished building the women's hostel to house female students (UG and PG) traveling from far-off places. 5. Managing rain water harvesting, green auditing and garbage management as well as its recycling.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AOAR/2022-23/6/6.2.1%20Professional%20courses%2022-23.pdf
Upload any additional information	View File

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

As a government college, the state government's service rules and regulations (WBSR) are observed in the selection and superannuation of teaching faculties and non teaching staff members including their terms of employment. Government clearance is required for college development and administrative policies, such as the introduction of new courses and the construction and repair of existing as well as new buildings. However, when it comes to managing the college, the Principal makes policy after consulting with the Governing Body, IQAC, Alumni Association, Teachers' Council (TC), and a number of its subcommittees, which also include both senior and junior college professors. Various committees met multiple times this session in-person in the college campus to discuss and formulate ways on college development.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AOAR/2022-23/6/6.2.2%20organogram.pdf
Link to Organogram of the institution webpage	https://maulanaazadcollegekolkata.ac.in/pdf/AOAR/2022-23/6/6.2.2%20organogram.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Teaching and non-teaching staff members are permitted to take part in training and development programs in stages. They can take leave-with-pay after obtaining the necessary authorization from the relevant authorities. Periodically, various internal administrative training programs are organized. Some professors have taken part in faculty development programs, short-term courses, orientations, refresher courses and administrative training programs this year both in online and offline modes. The employees enjoy various financial benefits such as celebration bonus, annual increment and group insurance as well as retirement benefits and medical facilities as per provision of the Govt. of West Bengal through WBiFMS, HRMS and WBHS portals.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/6/6.3.1%20effective%20welfare%20measures%20for%20teaching.pdf
Upload any additional information	View File

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

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

5

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

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

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

12

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Institution itself has no specific performance appraisal system but a department wise attendance and performance record is maintained. However, the appraisal system is followed as contained in govt. CAS promotion proforma which is certified by the Principal after he satisfied by the performance of the faculty members. Beside this, every year teachers have to submit performance appraisal or Self

Appraisal Report (SAR) to the Higher Education Department through the WBIFMS portal of the state government which is reported upon by the Principal of the college before being sent up to higher authority for reviewing and approval.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/6/6.3.5%20MAC WBIFMS%20Appraisal%20report%202022-23.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Being a government college financial audit are done by the government audit and accounts department at regular intervals. Due to partial Covid -19 pandemic during last 2 years financial auditing by the competent government authority could not be. However, there is an internal audit of the resources of every department conducted by the teachers of that department and they reported to the Principal. They also assess the requirements of the department and place the demand to Principal. Finally the govt. audit was performed in Sep-Oct, 2023.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/6/6.4.1%20Fin%20audit%202020-23.pdf
Upload any additional information	View File

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

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

Nil

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The Institution's resource mobilization policy helps to determine the amount of money available for the efficient running of different programs. The Institute receives most of its funding from State Government because it is a government college. Additionally, money is raised from sources like certificate course fees and student activity fees, which are run very efficiently.

The following protocols are described in the policy for the effective administration of money generated: The Institute is assisted in the preparation, division, allocation, and use of money by its Governing Body, Purchase Subcommittee, and related entities. When fund is received, the principal meets with the heads of departments, the IQAC, the purchase subcommittee, and other relevant stakeholders to establish a plan for allocating the fund to the various departments based on their requirements. The expenses are paid for in accordance with the state government's approved budget proposal. Through financial auditing, the use of these funds is guaranteed. The government pays employees' salaries, provides PF, and offers other benefits. Sufficient funding is allotted for efficient methods of utilization. There are planned field tours, industry visits, guest lectures, seminars, workshops, and national conferences. A variety of scholarships are given to deserving students, improvements to the IT infrastructure, laboratories, and library spaces. Additionally, funds are given for social service initiatives.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/6/6.4.3%20Institutional%20strategies%20for%20mobilization%20of%20fund.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The IQAC of this college provides guidance to the Principal regarding the various academic departments by reviewing their progress on a regular basis. Additionally, IQAC supports educators in framing professional development and in-service training. This year, the Career Advancement Scheme (CAS) has finished processing the 20 CAS promotion files of faculty members from various departments in our college, as well as their screening. In addition, the two institutionalized best practice examples are as follows. 1. To improve and preserve the quality of education, IQAC, acting through higher authorities, conducted a performance and academic audit. The Academic Committee was established with the aim of evaluating the teaching-learning process in accordance with the college organogram. 2. timely delivery of lesson plans using standardized lesson plan formats. 3. Various seminars were organized in collaboration with other organization and invited reputed personalities to deliver lectures and their views. 4. Discipline among students and employees is monitored by Antiaging and ICC committees to avoid any untoward incident involving harassment in the campus.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/6/6.5.1%20IQAC%20contributions.pdf
Upload any additional information	View File

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

This year, mostly all academic activities have been completed in offline mode. Nonetheless, the students did fairly well on the semester exams, and a few of the graduates received employment offers from reputable companies. It is a reflection of the college's positive academic environment. The institute specializes in learner-centric education, which changes the function of teachers from dispensing knowledge to helping students learn through appropriate practices such as 1: Improving Teaching and Learning using ICT Resources: The Institute took the initiative to guarantee online

academic activities beside offline studies while operating under the direction of IQAC. Free internet access is available to staffs and students in the college campus for academic exploration. The institute has acquired broadband internet Wi-Fi and powerful ICT tools (G suite). The faculties also capitalize online platforms like, Google Meet, Google Classroom, Zoom to share of study material, conducting extracurricular activities. .2: Use of Online Students Feedback for review and improvement of the teaching-learning process.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/6/6.5.2%20The%20institution%20review.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/6/6.5.3%20seminar MOU,%20AAA,%20NIRF.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Maulana Azad College, being a government college, is duly committed to promoting the upliftment and empowerment of women. The institution believes in inculcating values among students through sensitizing them about issues pertaining to gender discrimination and sexual harassment. The college has a fully functional Internal Complaints Cell (ICC) which actively addresses all gender sensitive issues and keeps a regular check on students' code of conduct. Apart from this, anti-ragging and other related matters are also regularly assessed. Seminars and workshops on gender awareness are also organized from time to time. Creating a safe and healthy atmosphere for both teachers and students has always been among the most important agenda of this college. Placards are placed at strategic positions in the college building to raise awareness about these issues. Being a Government educational institution, the fee structure is quite affordable for students coming from poor financial backgrounds. Many of these students come from a society that is still dictated by patriarchal norms. Our aim in this institution is to impart holistic education ensuring not only bookish knowledge but to inculcate values that may help them to unlearn notions which may become a barrier to true progress.

File Description	Documents
Annual gender sensitization action plan	https://maulanaazadcollegekolkata.ac.in/internal-complaints-committee.php
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/7/7.1.1%20-%20Gender%20equity.pdf

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

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

The different categories of wastes that are produced within Maulana Azad College campus and hostel include chemical waste, bio-waste, biodegradable waste and defunct electronic gadgets.

- Science laboratory chemical and glassware waste: In all the science departments, adequate quantities of segregated bins are used for disposal of all lab-based waste that is generated, and these are disposed off in the Kolkata Municipal Corporation garbage bin. Liquid and semi-solid chemical wastes are diluted to reduce their toxicity below LD50 level and drained out.
- Biodegradable and solid waste: Non-hazardous solid garbage from the college campus and college canteen is segregated in waste collection bins, disinfected with formalin or bleaching powder, and regularly disposed off via Kolkata Municipal Corporation's garbage collection and transportation vehicle.
- Biological wastes produced from microbiology laboratories are disposed off in specific methods involving the autoclaving of the microbial strains. Disposable petri-plates are subjected to heat treatment before disposal.
- Defunct electronic gadgets and appliances from laboratories, libraries, and offices are disposed off by following a definite procedure under the aegis of a Teachers' Sub-Committee formed for this purpose. For proper disposal of these materials, Maulana Azad College has an agreement with an e-waste management company namely Hulladek.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **A. Any 4 or All of the above**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the **A. Any 4 or all of the above**

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

Maulana Azad College exhibits an inclusive environment, manifest in

the following ways:

Regional inclusion - Being strategically located in central Kolkata, the college attracts a good number of students from all parts of the city as also out-of-station candidates for admission every year.

Linguistic inclusion - The linguistic diversity of India is visible here in the presence of six language departments: Arabic, Bengali, English, Persian, Sanskrit and Urdu. Along with these, six months' certificate courses are offered in Communicative English, Spanish, Urdu, Persian and Arabic. English and Hindi are used as alternate mediums of communication for those students who do not understand Bengali.

Socio-economic inclusion - Students across all socioeconomic strata take admission at this college. It charges very nominal fees, and offers many government scholarships to the economically underprivileged. Some financial help is extended to needy students from the Student Aid Fund of the college also.

Secular inclusion - Different religious festivals like Sarawati Puja and Iftar are celebrated in the college. During such celebrations, enthusiastic participation of students and teachers belonging to diverse communities reflects the spirit of unity that runs here. An hour on each Friday is provided so that Muslim students and employees can attend their prayer.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

Maulana Azad College, being a college under the aegis of Government of West Bengal, continually endeavours to instil the sense of responsible citizenship among its students. This process gets started with the Orientation Programme which is held on the very first day of college specifically for the newly admitted Semester I students. They are made aware of their rights and duties on that day

along with an overview of the chosen course. Thus, values, rights, duties and responsibilities of us as Indian citizens are inculcated from the outset in these students. The college observes Independence Day and Republic Day at both the college campus and the two hostels to infuse patriotic sentiments among the students. Moreover, the mentor-mentee system enables a close watch on the students. The teachers provide counselling in case of any deviation from the ethical path. Ethics is taught to students as part of the Philosophy syllabus. The Political Science Department plays a crucial role in dispersing knowledge on fundamental rights, duties and modus operandi of the Indian Parliament. Students are encouraged to participate in Youth Parliaments, and some of them go to other educational institutions for attending such programmes.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/7/7.1.9%20-%20Constitutional%20obligations.pdf
Any other relevant information	https://maulanaazadcollegekolkata.ac.in/political-science.php

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

C. Any 2 of the above

4.

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

The college celebrates national and international commemorative days, and organises a number of events and festivals throughout the year. Teaching, non-teaching staff and students actively participate in these with much enthusiasm and zeal. Like every year, the college celebrated Independence Day on 15th August 2022 and Republic Day on 26th January 2023 in the college campus and hostel premises by hoisting the Indian flag and singing the national anthem. The Internal Quality Assurance Cell observed World Environment Day with the planting of saplings on 5th June 2022. World Yoga Day was celebrated on 21st June 2022 where students performed Yogasana under the aegis of Dr. Onkar Pathak, Head of Sanskrit Department. Students of the college celebrate Teachers' Day on 5th of September every year to commemorate the birthday of India's first Vice-President Dr. Sarvepalli Radhakrishnan. College Foundation Day was celebrated on 9th December 2022 to commemorate the laying of the foundation stone of the college building on this day in 1924. On the occasion of National Science Day i.e. 28th February 2023, Physics Department organised a programme to raise scientific awareness. Other than celebrating these significant days, college has also observed 'Students' Week' in the first week of January 2023.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice I: Encouraging student linkage with industry/institute for higher studies and career

Maulana Azad College, bearing the academic interests of students in mind, facilitates student linkage with public and private concerns for higher studies and career. Going beyond the syllabus to motivate students towards comprehensive development is the objective behind such networking, and many of the Science and Arts departments have shown exemplary initiative to execute this. Along with Botany, Microbiology, Sociology and Zoology departments which have these linkages as part of their curriculum, Chemistry, History and Philosophy departments too have come forward in this direction. They have taken their students to visit institutes and industries of repute to offer them greater exposure.

Best Practice II: Incentive to talented and financial aid to needy students from Student Aid Fund

Maulana Azad College strives to find talented students who excel in academics and offer them incentives. In 2023, toppers from all twenty departments (both UG and PG) were awarded prizes of Rs 1000/- each in cash. Students selected by reputed institutions for pursuing higher education (Masters or Integrated Ph.D.) were awarded cash prizes of Rs 5000/- each. Moreover, the college provides monetary assistance to students belonging to economically weaker sections of the society so that they may continue their studies without any financial constraints. This year, four students from History Department were given Rs 1500/- each, and four students from Sociology Department Rs 3500/- each.

File Description	Documents
Best practices in the Institutional website	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/7/7.2.1%20-%20Best%20Practice%20I%20of%20AQAR%202022-23.pdf
Any other relevant information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/7/7.2.1%20-%20Best%20Practice%20II%20of%20AQAR%202022-23.pdf

7.3 - Institutional Distinctiveness

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

Maulana Azad College, Kolkata, a premier seat of learning, offers a unique instance of multiculturalism. If one analyses its student population, one is amazed at the enormous diversity - be it in terms of language, religion or socio-economic categorisation. It is the only co-educational government college affiliated to the University of Calcutta which offers six languages at the under-graduate level. The presence of these six languages - Arabic, Bengali, English, Persian, Sanskrit and Urdu - enables the college to function as a 'language hub'. Students of these Departments perform well in not only University examinations but also in co-curricular and cultural activities. Professors of these Departments, both past and present, are equally engaged in academic and cultural pursuits. Along with their regular teaching, they consistently publish academic books, journal articles and book chapters. They also participate in literary festivals, book launches, mushairah and similar literary events. The Central Library prides on preserving ancient and rare literary texts and manuscripts in Arabic, English, Persian, Sanskrit and Urdu, including the Persian 16th century classic Ain-i-Akbari ["Administration of Akbar"]. Thus, the college provides a linguistically and culturally rich environment for both students and teaching staff, encouraging them to constantly pursue excellence in their chosen fields.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution places great importance on effective curricular planning and implementation to ensure a high-quality education for students. To achieve this, the institution follows a well-planned and documented process.

The institution strictly adheres to a centrally created routine for both undergraduate and postgraduate classes, ensuring that the curriculum is effectively delivered and the syllabus is completed within the allocated semester time frame. At the beginning of each semester, the syllabus is distributed to the students, providing them with a clear understanding of the topics to be covered. To enhance the teaching-learning process, invited lectures, seminars, webinars, students' seminars, and academic tours are organized, providing students with opportunities to broaden their knowledge and perspectives. At the postgraduate level, guest teachers are invited by the department.

To promote effective curriculum delivery, ICT tools such as LCD projector, Multimedia Audio-visual aids, and PowerPoint presentations are incorporated into the teaching process, creating an engaging and interactive learning environment. Furthermore, students are encouraged to actively participate in seminars and webinars related to their field of study, as well as interdisciplinary topics.

To ensure the maintenance of high standards in curriculum delivery, the institution regularly conducts academic audits through its Internal Quality Assurance Cell (IQAC).

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AOAR/2022-23/1/1.1.1%20-%20Lesson%20Plan.pdf

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

The institution places great emphasis on adhering to the academic calendar, which includes the conduct of Continuous Internal Evaluation (CIE). The Academic Calendar, prepared by the academic or routine committee, serves as a comprehensive guide for curricular and extracurricular activities throughout the year. As the college is affiliated with the University of Calcutta, it strictly follows the examination dates set by the university for different semesters. The Academic Calendar includes tentative dates for the commencement of sessions, internal and university examinations, as well as holidays according to the Government of West Bengal Holiday List. It also incorporates institution-level events such as Intra-College Fest, Annual Sports Day, Annual Fest, and Annual Prize Distribution Day. The Academic Calendar also highlights vacations and session breaks, particularly for the convenience of outstation candidates. The college strives to adhere to the Academic Calendar with utmost sincerity, ensuring that students, teaching staff, and non-teaching staff remain well-informed about upcoming events and activities.

The CIE comprises various assessment components, including class tests, internal assessments, and tutorial projects. In addition to the assessments prescribed by the Choice Based Credit System (CBCS) curriculum, individual teachers conduct revision tests and assign projects to evaluate students' understanding of the taught topics.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/1/1.1.2-%20-%20Academic%20Calendar%202022-23.pdf

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

A. All of the above

**of Curriculum for Add on/ certificate/
Diploma Courses Assessment /evaluation
process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

24

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

20

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

649

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The institution recognizes the importance of curriculum enrichment by integrating issues that are relevant to professional ethics, gender, human values, environment, and sustainability. This integration is seamlessly incorporated into the teaching-learning process. Under Choice Based Credit System (CBCS) curriculum, all second-semester students are required to take a compulsory course on Environmental Studies (AECC2). Students from various disciplines, including English, Philosophy, Political Science, Sociology, Economics, Sanskrit, Botany, and Zoology are required to take courses on Professional Ethics, Gender, Human Values, Environment and sustainability.

The English department offers courses on Women's Writing and Women's Empowerment, as well as Human Values. The Philosophy department includes courses on Human Values, Environmental Philosophy, and Feminist Philosophy. The Political Science department offers courses on Gender and Politics. The Economics department includes courses on Environmental Economics, Sustainability, and Gender Issues.

The Zoology and Botany department includes environmental issues in courses on ecology, and perspectives of Environmental Science.

The Sociology and Sanskrit department covers Human Values and Ethics, Gender, and Environment sustainability and Professional Ethics.

The institution remains committed to continuously enriching the curriculum and providing students with a holistic educational experience that addresses these crucial issues.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

15

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

1016

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

A. All of the above

from the following stakeholders Students
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/1/1.4.1%20-%20Stakeholder%20Feedback%20Report.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/1/1.4.1%20-%20Stakeholder%20Feedback%20Report.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

809

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

supernumerary seats)

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

269

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The college assesses the learning levels of the students through their regular activities in the class and the internal assessment taken by the class teachers. On these basis advanced learners and slow learners are identified.

Special programmes for advanced learners:

Seminars /workshops are arranged where advanced learners are asked to participate: they study some advanced topics and give talks. They are also encouraged to participate in summer/winter schools organised by various research institutes. Further, they are always encouraged to participate in various competitions such as scientific model competition/ poster competition, essay competition organised by different colleges, universities across India. Reference books and journal references are provided to them for advanced study and orientation for research.

Special programmes for slow learners:

Extra doubt clearing /remedial classes have been arranged for the slow learners to make them equip. Beside regular classes these students are asked to contact respective teachers for clearing doubts/ solving problems. Reference books are provided from seminar library. Study materials are provided for better understanding of the subject. Extra class tests are conducted to assess their preparation and to improve their academic knowledge.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AOAR/2022-23/2/2.2.1_Slow%20and%20Advanced%20learners.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
2153	95

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Teachers of this institute always encourage students to participate in seminars, workshop, winter/summer schools etc. to broaden and enhance their knowledge area. Quiz competition/ Poster presentation/ Student seminars are frequently organised in our college. ICT tools are used for problem solving purpose and also for better understanding of subjects. Computer programming becomes core course in many programmes of CBCS curriculum where students solve problems through computer programming. Some of our departments organise field trip/ education tour on regular basis to enhance learning experience of the students.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AOAR/2022-23/2/2.3.1_Participative%20learning.pdf

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

Day by day course curriculum and teaching methodology is fast changing and it becomes more student centric and more expressive. This is to make the learning process more attractive to the students. Also, the students are exposed to internet and online learning resource even from their school days. Therefore, the teaching-learning process is almost becoming dependent on ICT based methods. The college also tries to equip itself to adapt to this changing scenario. A room in each faculty is modernised with computer, LCD projector and internet connectivity to enable ICT based teaching. Our teachers use this facility to teach a topic with power point presentation and animation. Further, besides regular offline classes, teachers often take online classes using different online platform such as Google meet, Zoom etc. or take some internal test as a part of continuous assessment. Apart from this, some science departments have well developed computer laboratory to teach computer programming which are included in the course curriculum.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

95

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

2.4 - Teacher Profile and Quality

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

95

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

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

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

69

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

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

2.4.3.1 - Total experience of full-time teachers

835

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

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

Internal assessment has been an integral part of CBCS curriculum since its inception. As per the guide line given by the affiliating university, The University of Calcutta, internal assessment committee of the college prepare notice for the internal assessment and it is circulated through principal's office in every semester. For honours courses internal assessments are conducted (preparation of notice, invigilation duty etc.) by the individual departments as per time frame set by the committee. For general courses internal assessments are taken as per schedule circulated through principal's office. Apart from internal assessment some courses has tutorial, for that respective course teachers assess the students through tutorial examination.

File Description	Documents
Any additional information	View File
Link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/2/2.5.1 Mechanism%20of%20internal%20assessment.pdf

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

The whole process of conduction of internal examination has been done in fair and transparent manner. However, in case of any grievance occur that resolved in the departmental level itself. HoD of the respective departments calls departmental meeting to resolve the matter. Also an internal complaints committee is there in the college for its redressal. College is very much sympathetic to our students fortheir career.

File Description	Documents
Any additional information	View File
Link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/2/2.5.2 Internal%20examination%20related%20grievance.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Programme outcome and Course outcome of all the programmes B.A., B.Sc., B.Com., M.A., and M.Sc. offered by the college are displayed in the college website for maximum visibility and to make it more informative. It is a reflection of the good academic and administrative environment of the college. This is also communicated to all the teachers and students for their own assessment and overall assessment of the college to pave the path of improvement. Course outcomes are prepared according to the syllabus of the affiliating University, The University of Calcutta. At the time of admission students are advised to go through the college website carefully such that they can convince themselves about the programmes and courses before taking admission to a programme and choose some specific course.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/2/2.6.1_Programme%20and%20Course%20outcomes.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The college follows the syllabi as laid down by the affiliating university, The University of Calcutta for all the programmes and courses. Teaching plan for each programme and courses have been prepared by the individual departments at the beginning of a semester and communicated to the students in advance. The head of the institution, Principal in coordination with the heads of the departments of each faculty monitor the execution and the timely completion of the courses taught in a semester. The final outcome of the courses are evaluated at the end of each semester from the success rate of the students at the end semester university examination and their progression to higher studies or some job of specific nature. The placement cell of the college and the each faculty keep a record of the academic profile of the passed out students and a report of their progression as well.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/2/2.6.2_Attainment%20of%20p rogramme%20outcomes%20and%20course%20outco mes.pdf

2.6.3 - Pass percentage of Students during the year

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

561

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/2/2.6.3.2_Annual%20report.p df

2.7 - Student Satisfaction Survey

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

https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/2/SSS_2022-23.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

3.22

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

5

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

2

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

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The college has been nurturing the culture of research,

innovation and entrepreneurship being boosted by the DBT STAR College Scheme. In this connection, a workshop dedicated on low cost entrepreneurship opportunities with production and selling of mushrooms was organized by the Department of Botany. The three day event held between 2nd and 4th February, 2023 witnessed great enthusiasm amongst the participating students. In addition to research and innovation, it is also equally important to safeguard one's intellectual property through patents and other policies. In this regard, a seminar cum workshop was also organized by the IPR cell under the Research Advisory Council of this college on the 4th of August, 2022. Speakers in the event were Dr. Shampa Dutta Gupta, Joint Director of Public Instructions, Dept. of Higher Education, Govt. of West Bengal and Md. Zeeshan, Student of PG, MLIS, CU and Alumnus, Maulana Azad College.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/3/3.2.1.pdf

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

6

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

13

File Description	Documents
URL to the research page on HEI website	https://maulanaazadcollegekolkata.ac.in/research.php
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

27

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

29

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

Maulana Azad College conducted extension and social outreach

programs in the local community to promote social awareness. Science departments in association with IQAC celebrate National Science Day every year by organizing activities to nurture scientific aptitude amongst young minds. School students visit laboratories, and observe various experiments. NSS Unit of the college organized Dengue Awareness and Prevention Drive. NSS Unit conducted an AIDS Awareness rally in the local community, marking World AIDS Day to raise awareness, and encourage preventive measures against HIV/AIDS. NSS Unit also organized an Angadaan Awareness Rally in the local community to observe Angadaan Mahotsav, a Government of India initiative highlighting the importance of organ donation. NSS Unit in association with Kolkata Traffic Police conducted a gender sensitization program to generate awareness about women's safety. A cleaning drive of Maidan Ground was organized by NSS Unit in support of the Swachh Bharat Mission. The goal of the campaign was to promote a more sustainable and cleaner environment. Every year the Bengal Tuberculosis Association in West Bengal organizes a TB Seal sale campaign to support anti-tuberculosis efforts by purchasing TB Seals to raise funds for treating impoverished tuberculosis patients.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/3/3.4.3.1.pdf
Upload any additional information	View File

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

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

7

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

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

23

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1199

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration	
3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year	
3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year	
16	
File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File
3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year	
3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year	
13	
File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File
INFRASTRUCTURE AND LEARNING RESOURCES	
4.1 - Physical Facilities	
4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.	
1) The College has a 5-acre campus in the heart of the city of Kolkata, near Esplanade Metro Station and well-connected by bus, local train and the Metro.	

2) The College comprises of a Heritage (Main) Building and an Annex Building.

3) The College has a traditional Char-Bagh (four Gardens) as its facade and one of these serves as a well-maintained Medicinal Plant Garden.

4) There are 34 Classrooms in the College, of which 22 are fully ICT enabled.

5) There are 24 modern Laboratories (including Research laboratories) which are spacious and well equipped with sophisticated instruments/equipments.

6) Besides, there is modern, well-equipped Central Instrumentation Facility, separate plant and animal tissue-culture laboratories and a CPCSEA approved Animal House. There are 7 well equipped Research Laboratories.

7) The College has 4 Computer Laboratories containing total 60 desktops, in the Departments of Physics, Chemistry, Statistics and one Common Facility Laboratory.

8) The Library reading room also has 7 computers for the students.

9) There is a Language laboratory for Arts.

10) The College has a Boys' Hostel with a boarding capacity of 600 and a Girls' Hostel of boarding capacity 72.

11) CCTV surveillance has been installed in the college campus and in the hostels.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/4/4.1.1%20Additional%20Information_compressed.pdf

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

- 1) The College Hall (Raza Washat Ali Memorial Hall) having a sitting capacity of nearly 200, is used for holding National/ International seminars, Annual Prize Distribution and Cultural events.
- 2) The College also has a plush, airconditioned, fully ICT enabled Seminar Hall with a sitting capacity of 70.
- 3) There are separate Boys' and Girls' Common Rooms and separate Students' Union Room.
- 4) Separate Boys' and Girls' Gymnasiums are there in the college with all modern amenities.
- 5) Provisions for outdoor games like Soccer, Cricket, Badminton and indoor games like Table-Tennis, Carrom, and Chess are there.
- 6) There are separate Canteens for students and staff in the college which offers palatable foods at an affordable price.
- 7) The College has a separate room and facilities for NSS.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/4/4.1.2%20Additional%20Information_Sports%20facilities.pdf

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

23

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AOAR/2022-23/4/4.1.3%20ICT%20enabled%20classroom_Master%20Time%20Table.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

58.22

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

1) The Library of Maulana Azad College possesses nearly 1,00,000 Books, including a huge number of Rare Books, Manuscripts, Reference Books (like Dictionaries, Thesaurus, and Encyclopaedia etc

2). The Rare Book Section of the Library consists of Books written in Persian, Urdu, Arabic and English.

3) Open Access System is there for Faculties, Staff Members and Students of PG Courses.

4) Computerized Issue of Books-system using KOHA is done for the

Faculty, Students and College Staff.

5) Online Public Access Catalogue (OPAC) available in the library and in all the Departments. Page 81/111 24-08-2023 11:55:01
Annual Quality Assurance Report of MAULANA AZAD COLLEGE

6) INFLIBNET- NLIST is available for the teachers and willing students and staff.

7) DELNET connectivity is available. Adequate number of Computers with LAN and 100MBPS Internet facility for the use of the students and the teachers are available in the Reading Room of the Library.

8) Air-conditioned Reading Room is available for the students having seating capacity of 60 and a separate cubicle for the teachers.

9) There is electronic and wooden Display of New arrivals of Books and Journals. Air-conditioned stack of Rare Book and Manuscript section.

10) CCTV- Monitoring is present in Reading Room, Stack Room, and Front Office of the Library.

11) There is Computerized Cataloguing and Computerized Serial Control of books.

12) Pest control is done periodically.

13) Reprographic facility, Lamination Facility of Library Card is there.

14) Other facilities include Drinking water facility, Fire Extinguisher Service, Reference Service.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/4/4.2.1%20Library%20Additio%20Information.pdf

4.2.2 - The institution has subscription for

B. Any 3 of the above

the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

1.95

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

5

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

4.3 - IT Infrastructure

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

1) Local Area Networking (LAN) connections are operative throughout the campus (Office, Students' Section, Library Reading Room, Staffroom, including the Arts and the Humanities Departments, and in all the Science Departments).

2) A New Computer Laboratory with LAN WIFI and high-speed internet facility was introduced in the Annexe Building with 10 desktops.

3) The College offers 125 MBPS of Internet Connectivity with Wi Fi facility within its campus.

4) All Computer Labs are also connected through LAN and have 125 MBPS of internet facility.

5) Wi-Fi is available in all Departments and is password protected for the use of faculty members and students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/4/4.3.1%20Updation%20of%20IT%20infrastructure.pdf

4.3.2 - Number of Computers

136

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****156.9**

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Every year the College sends a proposal to the Department of Higher Education, Govt. of West Bengal for maintenance of physical and academic resources (such as classrooms, computers, Laboratories, equipments, chemicals, glasswares, books, journalsetc.) and other contingency funds. The HE Department accordingly sanctions funds to the College. After sanction of the fund, it is distributed to the different Departments and the Library according to requirement through a meeting of the Principal with the Head of the Departments and the Librarian. In 2022-23 session, the yearly Govt. fund sanctioned by the HE Department was utilised in book purchase and office expenses. For other expenses, fund was sanctioned through individual Govt. Orders as per requirement.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AOAR/2022-23/4/4.1.4%20Expenditure%20for%20infrastructure%20augmentation%20and%20maintenance.pdf

STUDENT SUPPORT AND PROGRESSION	
5.1 - Student Support	
5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
1406	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
0	
File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above

File Description	Documents
Link to Institutional website	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/5/5.1.3-%20Capacity%20building%20and%20skills%20enhancement%20initiatives%20taken%20by%20the%20institutionpdf.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

36

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

36

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

52

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

206

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

46

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

20

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

The college features a vibrant Students' Union that plans many of the academic and cultural events on campus. Students actively participate in cultural events such as Rabindra Jayanti, Milad-un-

Nabi, Maulana Abul Kalam Azad's birthday celebration, Daawat-e-Iftar, Saraswati Puja, Teacher's Day, and Freshers' Day.

Every member of the staff and faculty actively encourages, supports, and assists the students in planning different events. The majority of the events in 2022-2023 were planned offline.

Teachers encourage their pupils to take part in a variety of co-curricular and extracurricular events, such as essay writing, debate, poster contests, quiz contests, and speech competitions. In these competitions, which have been held over this time, numerous students have also triumphed. As a result, the institution promotes students' involvement in co-curricular, extracurricular, and administrative activities in an effort to foster their overall growth.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/5/5.3.2.pdf
Upload any additional information	View File

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

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

11

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

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

The College's Maulana Azad College Alumni Association Kolkata (MACAAK) boasts an esteemed membership comprising professionals from various fields. MACAAK was officially registered under the West Bengal Societies Registration Act in 2011, thanks to the efforts of key figures like Prof. Gholam Sarwar. The association, also registered under PAN, is governed by an Executive Committee with Dr. Subhasis Dutta as President and Mr. Md. Nizam as Working President. MACAAK is known for its diverse initiatives, including organizing the Maulana Abul Kalam Azad Memorial Lecture and presenting awards like to the toppers of Arts (Maulana Abul Kalam Azad Award), Science (A.K. Fazlul Huq Award) and Commerce (Bishnu Dey Award) M.A. Urdu (Reza Ali Wahshat Award), M.A. English (Begum Rokeya Award), M.Sc. Zoology (A.J.C. Bose Award) to academic achievers on College Foundation Day. Their publication, Alma Matter, is a renowned magazine showcasing scholarly articles in multiple languages, reflecting their commitment to intellectual exchange.

Executive Committee members of the MACAAK

President- Dr. Subhasis Dutta (Ex-officio member)

Working President- Mr. Md. Nizam

Vice President- Dr. Md. Mansoor Alam & Dr. Gholam Sarwar

General Secretary- Mr. Tanweer Ahmed Khan

Assistant General Secretary- Mr. Md. Mozammil Hossain, Mr. Santosh Jaiswal, Debkalpa Basu Das

Treasurer- Dr. Jamil Ahmed

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AOAR/2022-23/5/5.4%20-%20Alumni%20Engagement.pdf
Upload any additional information	View File

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

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Different academic and administrative sub-committees perform their respective functions in this academic session under the purview of Teacher's Council with active participation of teaching faculty members, students and non teaching support staff. Governing body and IQAC of the college work in synchrony of teacher's council. Respective sub committees perform a number of activities as assigned for successful implementation of academic and administrative policies of the college. During this period, classes and other academic and administrative activities began in the offline mode almost after 2 years of online method for nationwide lockdown due to COVID-19. The committees have performed respective jobs to their level best to maintain regular academic and administrative work flow. After the commencement of in-campus activities, various sub-committees have started regular work in offline mode. The college is continuing to maintain excellence in every sphere comprising university and competitive examinations, cultural activities, sports, social responsibilities etc.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/6/6.1.1%20GB,%20IQAC,%20TC%2022-23.pdf
Upload any additional information	View File

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

The college operates primarily in a decentralized manner. The academic and administrative subcommittees are free to operate independently, provided they communicate with the college principal and IQAC beforehand. The senior most teachers lead the academic departments. Individual departments also set the development plan, including equipment, chemical, book and other related purchases, laboratory and classroom upgrades, university and other internal examinations, along with various other academic and administrative tasks. The heads of the departments also establish the schedule for regular teaching work. This year offline mode was used for all these activities alongside the online method when required.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/6/6.1.2%20GB,%20IQAC,%20TC,%20infra%2022-23.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

As is customary, the allocation of government funds serves as the primary funding source for this government college's different developmental initiatives. Due to inadequate government financing, we were only able to perform limited maintenance in the campus during this year. The Institute, a fully government-financed college, has a strategic plan to develop into a center of excellence within the parameters of its vision and mission. 1. The plan to increase the number post graduate programs, subject to government and university approval. 2. The institute has

methodically carried out the long-term perspective plan for the organization's development, growth, as well as campus expansion. 3. The institution successfully implemented a few crucial certificate programs focused on getting a career, such as Financial Auditing including GST in collaboration with WBEIDC, various foreign language programs, Basic computing and office automation etc. 4. The college finished building the women's hostel to house female students (UG and PG) traveling from far-off places. 5. Managing rain water harvesting, green auditing and garbage management as well as its recycling.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AOAR/2022-23/6/6.2.1%20Professional%20courses%2022-23.pdf
Upload any additional information	View File

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

As a government college, the state government's service rules and regulations (WBSR) are observed in the selection and superannuation of teaching faculties and non teaching staff members including their terms of employment. Government clearance is required for college development and administrative policies, such as the introduction of new courses and the construction and repair of existing as well as new buildings. However, when it comes to managing the college, the Principal makes policy after consulting with the Governing Body, IQAC, Alumni Association, Teachers' Council (TC), and a number of its subcommittees, which also include both senior and junior college professors. Various committees met multiple times this session in-person in the college campus to discuss and formulate ways on college development.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AOAR/2022-23/6/6.2.2%20organogram.pdf
Link to Organogram of the institution webpage	https://maulanaazadcollegekolkata.ac.in/pdf/AOAR/2022-23/6/6.2.2%20organogram.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Teaching and non teaching staff members are permitted to take part in training and development programs in stages. They can take leave-with-pay after obtaining the necessary authorization from the relevant authorities. Periodically, various internal administrative training programs are organized. Some professors have taken part in faculty development programs, short-term courses, orientations, refreshers courses and administrative training programs this year both in online and offline modes. The employees enjoy various financial benefits such as celebration bonus, annual increment and group insurance as well as retirement benefits and medical facilities as per provision of the Govt. of West Bengal through WBIFMS, HRMS and WBHS portals.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/6/6.3.1%20effective%20welfare%20measures%20for%20teaching.pdf
Upload any additional information	View File

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

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

5

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

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

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

12

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Institution itself has no specific performance appraisal system but a department wise attendance and performance record is maintained. However, the appraisal system is followed as contained in govt. CAS promotion proforma which is certified by

the Principal after he satisfied by the performance of the faculty members. Beside this, every year teachers have to submit performance appraisal or Self Appraisal Report (SAR) to the Higher Education Department through the WBIFMS portal of the state government which is reported upon by the Principal of the college before being sent up to higher authority for reviewing and approval.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/6/6.3.5%20MAC_WBiFMS%20Appraisal%20report%202022-23.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Being a government college financial audit are done by the government audit and accounts department at regular intervals. Due to partial Covid -19 pandemic during last 2 years financial auditing by the competent government authority could not be. However, there is an internal audit of the resources of every department conducted by the teachers of that department and they reported to the Principal. They also assess the requirements of the department and place the demand to Principal. Finally the govt. audit was performed in Sep-Oct, 2023.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/6/6.4.1%20Fin%20audit%202020-23.pdf
Upload any additional information	View File

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

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

Nil

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The Institution's resource mobilization policy helps to determine the amount of money available for the efficient running of different programs. The Institute receives most of its funding from State Government because it is a government college. Additionally, money is raised from sources like certificate course fees and student activity fees, which are run very efficiently.

The following protocols are described in the policy for the effective administration of money generated: The Institute is assisted in the preparation, division, allocation, and use of money by its Governing Body, Purchase Subcommittee, and related entities. When fund is received, the principal meets with the heads of departments, the IQAC, the purchase subcommittee, and other relevant stakeholders to establish a plan for allocating the fund to the various departments based on their requirements. The expenses are paid for in accordance with the state government's approved budget proposal. Through financial auditing, the use of these funds is guaranteed. The government pays employees' salaries, provides PF, and offers other benefits. Sufficient funding is allotted for efficient methods of utilization. There are planned field tours, industry visits, guest lectures, seminars, workshops, and national conferences. A variety of scholarships are given to deserving students, improvements to the IT infrastructure, laboratories, and library spaces. Additionally, funds are given for social service initiatives.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AOAR/2022-23/6/6.4.3%20Institutional%20strategies%20for%20mobilization%20of%20fund.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The IQAC of this college provides guidance to the Principal regarding the various academic departments by reviewing their progress on a regular basis. Additionally, IQAC supports educators in framing professional development and in-service training. This year, the Career Advancement Scheme (CAS) has finished processing the 20 CAS promotion files of faculty members from various departments in our college, as well as their screening. In addition, the two institutionalized best practice examples are as follows. 1. To improve and preserve the quality of education, IQAC, acting through higher authorities, conducted a performance and academic audit. The Academic Committee was established with the aim of evaluating the teaching-learning process in accordance with the college organogram. 2. timely delivery of lesson plans using standardized lesson plan formats. 3. Various seminars were organized in collaboration with other organization and invited reputed personalities to deliver lectures and their views. 4. Discipline among students and employees is monitored by Antiaging and ICC committees to avoid any untoward incident involving harassment in the campus.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AOAR/2022-23/6/6.5.1%20IQAC%20contributions.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and

recorded the incremental improvement in various activities

This year, mostly all academic activities have been completed in offline mode. Nonetheless, the students did fairly well on the semester exams, and a few of the graduates received employment offers from reputable companies. It is a reflection of the college's positive academic environment. The institute specializes in learner-centric education, which changes the function of teachers from dispensing knowledge to helping students learn through appropriate practices such as 1: Improving Teaching and Learning using ICT Resources: The Institute took the initiative to guarantee online academic activities beside offline studies while operating under the direction of IQAC. Free internet access is available to staffs and students in the college campus for academic exploration. The institute has acquired broadband internet Wi-Fi and powerful ICT tools (G suite). The faculties also capitalize online platforms like, Google Meet, Google Classroom, Zoom to share of study material, conducting extracurricular activities. .2: Use of Online Students Feedback for review and improvement of the teaching-learning process.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/6/6.5.2%20The%20institution%20review.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/6/6.5.3%20seminar_MOU,%20AA A,%20NIRF.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Maulana Azad College, being a government college, is duly committed to promoting the upliftment and empowerment of women. The institution believes in inculcating values among students through sensitizing them about issues pertaining to gender discrimination and sexual harassment. The college has a fully functional Internal Complaints Cell (ICC) which actively addresses all gender sensitive issues and keeps a regular check on students' code of conduct. Apart from this, anti-ragging and other related matters are also regularly assessed. Seminars and workshops on gender awareness are also organized from time to time. Creating a safe and healthy atmosphere for both teachers and students has always been among the most important agenda of this college. Placards are placed at strategic positions in the college building to raise awareness about these issues. Being a Government educational institution, the fee structure is quite affordable for students coming from poor financial backgrounds. Many of these students come from a society that is still dictated by patriarchal norms. Our aim in this institution is to impart holistic education ensuring not only bookish knowledge but to inculcate values that may help them to unlearn notions which may become a barrier to true progress.

File Description	Documents
Annual gender sensitization action plan	https://maulanaazadcollegekolkata.ac.in/internal-complaints-committee.php
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://maulanaazadcollegekolkata.ac.in/pdf/AOAR/2022-23/7/7.1.1%20-%20Gender%20equity.pdf

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

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

The different categories of wastes that are produced within Maulana Azad College campus and hostel include chemical waste, bio-waste, biodegradable waste and defunct electronic gadgets.

- **Science laboratory chemical and glassware waste:** In all the science departments, adequate quantities of segregated bins are used for disposal of all lab-based waste that is generated, and these are disposed off in the Kolkata Municipal Corporation garbage bin. Liquid and semi-solid chemical wastes are diluted to reduce their toxicity below LD50 level and drained out.
- **Biodegradable and solid waste:** Non-hazardous solid garbage from the college campus and college canteen is segregated in waste collection bins, disinfected with formalin or bleaching powder, and regularly disposed off via Kolkata Municipal Corporation's garbage collection and

transportation vehicle.

- Biological wastes produced from microbiology laboratories are disposed off in specific methods involving the autoclaving of the microbial strains. Disposable petri-plates are subjected to heat treatment before disposal.
- Defunct electronic gadgets and appliances from laboratories, libraries, and offices are disposed off by following a definite procedure under the aegis of a Teachers' Sub-Committee formed for this purpose. For proper disposal of these materials, Maulana Azad College has an agreement with an e-waste management company namely Hulladek.

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

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**

A. Any 4 or All of the above

3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping	
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

Maulana Azad College exhibits an inclusive environment, manifest in the following ways:

Regional inclusion - Being strategically located in central Kolkata, the college attracts a good number of students from all parts of the city as also out-of-station candidates for admission every year.

Linguistic inclusion - The linguistic diversity of India is visible here in the presence of six language departments: Arabic, Bengali, English, Persian, Sanskrit and Urdu. Along with these, six months' certificate courses are offered in Communicative English, Spanish, Urdu, Persian and Arabic. English and Hindi are used as alternate mediums of communication for those students who do not understand Bengali.

Socio-economic inclusion - Students across all socioeconomic strata take admission at this college. It charges very nominal fees, and offers many government scholarships to the economically underprivileged. Some financial help is extended to needy students from the Student Aid Fund of the college also.

Secular inclusion - Different religious festivals like Sarawati Puja and Iftar are celebrated in the college. During such celebrations, enthusiastic participation of students and teachers belonging to diverse communities reflects the spirit of unity that runs here. An hour on each Friday is provided so that Muslim students and employees can attend their prayer.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

Maulana Azad College, being a college under the aegis of Government of West Bengal, continually endeavours to instil the sense of responsible citizenship among its students. This process gets started with the Orientation Programme which is held on the very first day of college specifically for the newly admitted Semester I students. They are made aware of their rights and duties on that day along with an overview of the chosen course. Thus, values, rights, duties and responsibilities of us as Indian citizens are inculcated from the outset in these students. The college observes Independence Day and Republic Day at both the college campus and the two hostels to infuse patriotic sentiments among the students. Moreover, the mentor-mentee system enables a close watch on the students. The teachers provide counselling in case of any deviation from the ethical path. Ethics is taught to students as part of the Philosophy syllabus. The Political Science Department plays a crucial role in dispersing knowledge on fundamental rights, duties and modus operandi of the Indian Parliament. Students are encouraged to participate in Youth Parliaments, and some of them go to other educational institutions for attending such programmes.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://maulanaazadcollegekolkata.ac.in/pdf/AOAR/2022-23/7/7.1.9%20-%20Constitutional%20obligations.pdf
Any other relevant information	https://maulanaazadcollegekolkata.ac.in/political-science.php

7.1.10 - The Institution has a prescribed code

C. Any 2 of the above

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

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

The college celebrates national and international commemorative days, and organises a number of events and festivals throughout the year. Teaching, non-teaching staff and students actively participate in these with much enthusiasm and zeal. Like every year, the college celebrated Independence Day on 15th August 2022 and Republic Day on 26th January 2023 in the college campus and hostel premises by hoisting the Indian flag and singing the national anthem. The Internal Quality Assurance Cell observed World Environment Day with the planting of saplings on 5th June 2022. World Yoga Day was celebrated on 21st June 2022 where students performed Yogasana under the aegis of Dr. Onkar Pathak, Head of Sanskrit Department. Students of the college celebrate Teachers' Day on 5th of September every year to commemorate the birthday of India's first Vice-President Dr. Sarvepalli Radhakrishnan. College Foundation Day was celebrated on 9th December 2022 to commemorate the laying of the foundation stone of the college building on this day in 1924. On the occasion of National Science Day i.e. 28th February 2023, Physics Department organised a programme to raise scientific awareness. Other than

celebrating these significant days, college has also observed 'Students' Week' in the first week of January 2023.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice I: Encouraging student linkage with industry/institute for higher studies and career

Maulana Azad College, bearing the academic interests of students in mind, facilitates student linkage with public and private concerns for higher studies and career. Going beyond the syllabus to motivate students towards comprehensive development is the objective behind such networking, and many of the Science and Arts departments have shown exemplary initiative to execute this. Along with Botany, Microbiology, Sociology and Zoology departments which have these linkages as part of their curriculum, Chemistry, History and Philosophy departments too have come forward in this direction. They have taken their students to visit institutes and industries of repute to offer them greater exposure.

Best Practice II: Incentive to talented and financial aid to needy students from Student Aid Fund

Maulana Azad College strives to find talented students who excel in academics and offer them incentives. In 2023, toppers from all twenty departments (both UG and PG) were awarded prizes of Rs 1000/- each in cash. Students selected by reputed institutions for pursuing higher education (Masters or Integrated Ph.D.) were awarded cash prizes of Rs 5000/- each. Moreover, the college provides monetary assistance to students belonging to economically weaker sections of the society so that they may

continue their studies without any financial constraints. This year, four students from History Department were given Rs 1500/- each, and four students from Sociology Department Rs 3500/- each.

File Description	Documents
Best practices in the Institutional website	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/7/7.2.1%20-%20Best%20Practice%20I%20of%20AQAR%202022-23.pdf
Any other relevant information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022-23/7/7.2.1%20-%20Best%20Practice%20II%20of%20AQAR%202022-23.pdf

7.3 - Institutional Distinctiveness

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

Maulana Azad College, Kolkata, a premier seat of learning, offers a unique instance of multiculturalism. If one analyses its student population, one is amazed at the enormous diversity - be it in terms of language, religion or socio-economic categorisation. It is the only co-educational government college affiliated to the University of Calcutta which offers six languages at the under-graduate level. The presence of these six languages - Arabic, Bengali, English, Persian, Sanskrit and Urdu - enables the college to function as a 'language hub'. Students of these Departments perform well in not only University examinations but also in co-curricular and cultural activities. Professors of these Departments, both past and present, are equally engaged in academic and cultural pursuits. Along with their regular teaching, they consistently publish academic books, journal articles and book chapters. They also participate in literary festivals, book launches, mushairah and similar literary events. The Central Library prides on preserving ancient and rare literary texts and manuscripts in Arabic, English, Persian, Sanskrit and Urdu, including the Persian 16th century classic Ain-i-Akbari ["Administration of Akbar"]. Thus, the college provides a linguistically and culturally rich environment for both students and teaching staff, encouraging them to constantly pursue excellence in their chosen fields.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Maulana Azad College plans to introduce some new certificate courses in the upcoming session 2023-24, following the success of the ongoing certificate courses. These may include 'Certificate Course in Printing and Publication' and 'Certificate Course in Customer Sales & Services'. There is also a suggestion to collaborate with business organisations to start some skill development / enhancement courses.

The college has decided to establish a 'School of Languages' comprising all the six Language Departments - Arabic, Bengali, English, Persian, Sanskrit and Urdu. The Head of Sanskrit Department, Dr. Onkar Nath Pathak, has been entrusted with arranging the formalities in this connection. This school intends to organise seminars and workshops to propagate the significance of these languages, as also emphasise the importance of multilingualism.

The college intends to reach out to various organisations for conducting career fairs and related programmes so that students get the opportunity to learn about available career prospects. In this context, there is also a proposal to organise a fete with stalls operated by students. This would enable them to gain entrepreneurial skills from the college level itself, and possibly offer future career options in an age when entrepreneurship is being highlighted in a big way.