ANNUAL QUALITY ASSURANCE REPORT
2012-13
MAULANA AZAD COLLEGE, KOLKATA

The NAAC has introduced a new on-line questionnaire for the annual report format to be submitted by the IQAC every year. The new format is a survey of the quality sustenance effort undertaken by the institution which would reflect the quality management strategies adopted. Broad areas cover all relevant quality enhancement efforts. It is envisaged that the response pattern by the institution would be a self-learning exercise in quality sustenance effort undertaken by the institutions. The survey also intends a quality mapping which would streamline IQAC activities. Based on the quality profile created by the institution, strategies can be adapted to achieve the declared goals and objectives.

INSTRUCTIONS

This questionnaire is designed to make a survey of the basic processes related to quality management efforts in your institution. The survey consists of five sections.

1. General Profile
2. IQAC(Internal Quality Assurance Cell) activities
3. Academic and Research Outputs
4. Student Mentoring and Support System
5. Governance and Innovation

The activities of the institution in the above five sections or in other relevant areas are being surveyed to create quality profile for the year in relation to institutional vision and goals. The survey results would enable the institution and IQAC to create a quality index profile, which would be a self- learning exercise. Apart from the responses to the online survey, in case the NAAC requests for any further evidence, the information may be sent by hard copy. This would enable NAAC to make a diagnostic survey of national higher education scenario and the feedback will be provided to each participating institution. No judgment to categorization on institutional quality is intended.

2.

1) Kindly provide the details of the institution

Name of Institution:	MAULANA AZAD COLLEGE
Year of establishment of the Institution:	**09.12.1926**
AddressLine1:	**8 Rafi Ahmed Kidwai Road**
AddressLine2:	**Kolkata**
City/Town:	**Kolkata**
State:	**West Bengal**
Postal Code:	**700013**
Email Address:	**maulanaazadcollegekolkata@gmail.com**

2) NAAC Accreditation/ Reaccreditation Details

Year of Accreditation/ Reaccreditation:	**31.03.2007**
Current Grade:	**B++**
CGPA:	**NA**

3) Institutional Status

	Government College

4) Contact Person Details

Name of Head of Institution:	**Rev. Dr. Dipak Ranjan Mandal**
Contact Phone:	**033-2249 3737**
Email:	**maulanaazadcollegekolkata@gmail.co**
Website URL:	**www.maulanaazadcollege.in**
Name of IQAC Co-ordinator	**Dr. Swapan Bhattacharyya**
Email:	swapanbmac@yahoo.com

3.

SECTION I

This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building.

5) Number of academic programmes existing (Enter a number; 0 for nil)

Undergraduate (BA/B.Sc./B.Com etc.)	**22**
Post Graduate (MA/M.Sc./M.Com etc.)	**3 (Regular) + 3 (Distant mode)**
Research Programmes (M.Phil/PhD)	**1**
Certificate Programmes	**3 (Distant Mode)**
Professional Programmes (B.Tech/M.Tech/B.Ed/M.Ed/Medicine/Pharmacy/Par amedical/Nursing etc)	**0**
Other value added programmes	**3 (Distant Node)**
Any other programme offered (Specify)	**0**

6) Details on Programme Development (Enter a number; 0 for nil)	
New programmes added during the year	2
New programs designed	2
Programs under revision	0
Interdepartmental collaborative programmes	22
Inter institutional collaborative programmes	3
Number of review committee recommendations implemented (Total)	NA
Number of NAAC peer team recommendations implemented	15 (2007 recommendations)
Number of UGC/any other expert committee recommendations implemented	3 (UGC CPE recommendations, DST recommendations,DBt recommendations)
Number of review committee recommendation under implementation	NA
Number of NAAC peer team recommendations under implementation	2
Number of UGC/ any other expert committee recommendations under implementation	1

7) Faculty Details (Enter a number; 0 for nil)	
Total faculty strength required as per norms for all programmes	113
Total faculty on rolls	86
Faculty added during the year	6 (by transfer)
Faculty positions vacant	27
Faculty left during the year	7 (by transfer and retirement)
Total number of visiting faculty	42
Total number of guest faculty	15

8) Qualification of Faculty	
PhD and Above	63
M. Phil	07
Masters	58
Any other (Specify)	0

9) Faculty qualification improvement	
PhD awarded to existing faculty	2
M.Phil awarded to existing faculty	0
Any other degree awarded to existing faculty	0

10) Administrative Staff Details (Enter a number; 0 for nil)	
Administrative staff (total sanctioned)	**66**
Administrative staff (Actual strength)	**45**
Added during the year of reporting	**0**
Left during the year	**1**
Number of posts vacant	**21**

11) Technical support Staff Details (Enter a number; 0 for Nil)	
Technical Support Staff (Total sanctioned strength)	**2**
Technical Support Staff (Actual strength)	**1**
Added during the year	**0**
Left during the year	**0**
Number of posts vacant	**0**

4.

SECTION II

This section surveys the quality sustenance and development activities during the year taken up by IQAC.

It reflects quality management structure, strategies, and processes which would enhance academic quality of the institution as perceived by faculty, students, alumni, and other stakeholders (social perception of the institution) in line with the vision, mission and goals of the institution.

12) Establishment details

	DD-MM-YYYY
Year of establishment of IQAC	**01.08.2008**

13) Composition of IQAC (Enter a number; 0 for nil)	
Number of IQAC members	**17**
Number of Alumni in IQAC	**1**
Number of Students in IQAC	**1**
Number of Faculty in IQAC	**12**
Number of Administrative Staff in IQAC	**1**
Number of Technical Staff in IQAC	**0**
Number of Management Representatives	**0**
Number of External experts in IQAC	**02**
Number of any other stakeholder and community representatives	**0**

14) IQAC Meetings	
Number of IQAC meetings held during the year	**2**

15) Whether Calendar of activities of IQAC formulated for the academic year
Yes

16) IQAC Plans for Development (Enter a number; 0 for nil)	
Number of academic programmes proposed	**8 (Hands–on Training programmes- 2nd year)**
Number of value added programmes proposed	**5 (Project,SEBCA,Journal,Book,JSTOR)**
Number of skill oriented programmes proposed	**2 (ICT and French certificate course)**
Number of faculty competency and development programmes proposed	**25 (seminars)+8(workshops)+4 (public lectures)**
Number of other staff development programmes proposed	**4 (retraining, workshop, networking and Library software management)**
Number of student mentoring programmes proposed	**6 (students' projects)+4 CPE extension programmes**
Number of co-curricular activities proposed	**12**
Number of inter departmental cooperative schemes proposed	**8**
Number of community extension programmes proposed	**5**
Any other programmes proposed (Specify)	**3 (publication by Students, ethics committee, animal house)**

17) IQAC Plans for development & implementations (Enter a number; 0 for nil)	
Number of academic programmes implemented	**8 (Hands on Training Programmes)**
Number of value added programmes implemented	**5**
Number of skill oriented programmes implemented	**2**
Number of faculty competency and development programmes implemented	**36**
Number of other staff development programmes implemented	**4**
Number of student mentoring programmes implemented	**15**
Number of co curricular activities implemented	**15**
Number of inter departmental cooperative programs implemented	**8**
Number of community extension programmes implemented	**5**
Any other programmes suggested that are implemented (Specify)	**3 (as proposed)**

18) IQAC Plans for development & implementations (Enter a number; 0 for nil)	
Number of seminars/ conferences/ workshops organized by IQAC within the institution	**2 (IQAC peer meet)**
Number of participants from the institution	**75**
Number of participants from outside	**0**
Number of external experts invited	**2**
Number of external conferences/seminars/	**1 (attended by IQAC co-ordinator)**

workshops on institutional quality attended	1
Number of events conducted with IQACs of other institutions as collaborative programs	**0**

19) Did IQAC receive any funding from UGC during the year?

Yes	
No	√

20) If the response to Qn. 19 is Yes, please provide the amount received from UGC - (Input 0 - if NA/NIL-)
Any other source including internal financial support from the management (Specify amount)

Amount Received from UGC	**0**
Amount Received from any other source including the college management	**0**

21) Any significant contribution made by IQAC on quality enhancement during current year (Please provide details in bullet format)

- Ready for CAS implementation through custom built software.
- Framed XII plan proposals for forwarding to the UGC.
- Online admission process became operational.

5.

SECTION III
In this section the events, activities, and outputs in the field of research and academic areas are being surveyed.

22) Number of academic programmes existing (Enter a number; 0 for nil)

Number of new academic programs developed or designed by faculty	**8 (all hands-on training programmes)**
Number of faculty members involved in curriculum restructuring/revision/syllabus development	**31**
Number of programs in which evaluation process reformation taken up and implemented	**2**
Number of active teaching days during the current academic year	**30 weeks**
Average percentage of attendance of students	**63 %**
Percentage of classes engaged by guest faculty and temporary teachers	**10 %**
Number of self-financed programmes offered	**31 (Distant Mode)**
Number of aided programmes offered	**22**
Number of programmes discontinued during the year	**0**

23. Whether any systematic student feedback mechanism is in place?   **Yes**

24) Feedback Details (If answer to Question 23 is Yes)	
Percentage of courses where student feedback is taken	**33% (final year students)**

25) Is feedback for improvement provided to the faculty?	Yes

26) Faculty Research, Projects, and Publication details for the year

Number of major research projects undertaken during the year	**1**
Number of minor research projects undertaken during the year	**2 +7 (CPE Research)**
Number of major ongoing projects	**4**
Number of minor ongoing projects	**6**
Number of major projects completed	**6**
Number of minor projects completed	**4**
Number of major project proposals submitted for external funding	**6**
Number of minor project proposals submitted for external funding	**2**
Number of research publications in peer reviewed journals	**24**
Number of research publications in international peer reviewed journals	**14**
Number of research publications in national peer reviewed journals	**10**
Number of research papers accepted for publication in international peer reviewed journals	**2**
Number of research papers accepted for publication in national peer reviewed journals	**6**
Average of impact factor of publications reported	**No record with IQAC**
Number of books published	**13**
Number of edited books published	**0**
Number of books (single authored) published	**10**
Number of books(co-authored) published	**3**
Numbers of conferences attended by faculty	**36**
Number of international conferences attended	**2**
Number of national conferences attended	**32**
Number of papers presented in conferences	**9**
Number of papers presented in international conferences	**2**
Number of papers presented in national conferences	**30**
Number of conferences organized by the institution	4
Number of faculty acted as experts resource persons	**6**
Number of faculty acted as experts resource persons - international	**0**

Number of faculty acted as experts resource persons- national	**5**
Number of collaborations with international institutions	**2**
Number of collaborations with national institutions	**11 (Universities and research institutions)**
Number of linkages created during the year	**3 (IICB,CU,SINP)**
Total budget for research for current year as a percentage of total institution budget	**1%**
Amount of external research funding received in the year	**Rs 7,96,391**
Number of patents received in the year	**0**
Number of patents applied for in the year	**0**
Number of research awards/ recognitions received by faculty and research fellows of the institute in the year	**1**
Number of PhDs awarded during the year	**1**
Percentage of faculty members invited as external experts/resource persons/reviewers/referees or any other significant research activities	**2%**

6.	

SECTION IV
This section deals with Student Mentoring and Support System existing in the Institution. This includes student activities, mentoring, and opportunities for development and inclusive practices.

27) Number of academic programmes existing (Enter a number; 0 for nil)

The total intake of students for various courses (Sanctioned)	**1156**
Actual enrollment during the year	**1156**
Student dropout percentage during the year	**3 %**
Success percentage in the final examination across the courses	**95.13%**
Number of academic distinctions in the final examination and percentage	**25 university ranks, Distinction 23 %**
Number of students who got admitted to institutions of national importance	**>150 students**
Number of students admitted to institutions abroad	**No record**
Number of students qualified in UGC NET/ SET	**7**
Number of students qualified GATE/ CAT/ other examination (Specify)	**No record**

28) Does student support mechanism exist for coaching for competitive examinations?	**Yes**

29) Student participation, if response is yes to Qn. 28	
Number of students participated	**77**

30) Does student counseling and guidance service exist?	Yes

31) Student participation, if answer to Qn. 30 is yes	
Number of students participated	**86**

32) Career Guidance	
Number of career guidance programmes organized	**4**
Percentage of students participated in career guidance programmes	**23%**

33) Is there provision for campus placement	Yes

34) If yes to Qn. 33	
Number of students participated in campus selection programmes	**0**
Number of students selected for placement during the year	**0**

35) Does gender sensitization program exist?	Yes

36) If Answer is Yes to Question 35	
Number of programmes organized	**2**

37) Student activities	
Number of students participated in external cultural events	**>100**
Number of prizes won by students in external cultural events	**5**
Number of cultural events conducted by the institute for the students	**26**
Number of students participated in international sports and games events	**0**
Number of students participated in national level sports and games events	**1**
Number of students participated in state level sports and games events	**1**
Number of students participated in university level sports and games events	**12**
Number of prizes won by students in international sports and games events	**0**
Number of prizes won by students in national level sports and games events	**0**
Number of prizes won by students in state level sports and games events	**1**
Number of prizes won by students in university level sports and games events	**2 (Team Events)**

38) Composition of students	
Percentage of Scheduled Caste	**10.03 %**
Percentage of Scheduled Tribe	**01.29 %**
Percentage of other backward communities	**07.17 %**
Percentage of women students	**48.35 %**
Percentage of physically challenged	**0.07%**
Percentage of rural students	**20 %**
Percentage of urban students	**80 %**

39) Scholarships and Financial Support	
Number of students availing financial support from the institution	**689**
Amount disbursed as financial support from the institution	**Rs 1,396,767**
Number of students awarded scholarship from the institution	**freeship**
Number of students received notable national/international achievements/recognition	Not available

40) Student initiatives	
Number of community upliftment programmes initiated by students	**4**
Number of literary programmes initiated by students	**8**
Number of social action initiatives based on science / environment initiated by students	**7**
Number of student research initiatives	**9**

7.

SECTION V

This section surveys the Governance and Innovation at the institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focused.

41) Whether perspective plan for overall developmental activities is created?	
Yes	√
No	

42) If the answer for Qn. 41 is yes, is the plan implemented and monitored?	
Yes	√
No	

43) Whether benchmarking is created for institutional quality management efforts?	
Yes	√
No	

44) If the answer to Question 43 is Yes, please list the benchmarking in various areas of development in bullet format

- Academic auditing by Higher Education Department, Govt.of WB.
- Regular Financial auditing.
- Self appraisal by Faculty.
- Feedback from students, guardians and alumni.
- Regular appraisal by DBT.
- Extensive benchmarking by DST.
- Appraisal by UGC in relation to its CPE scheme.
- Collaborative research with institutions of National importance.
- Evaluation of library by National and State archive.
- Extensive use of ICT
- Accessibility to web-portals like JSTOR
- NET/SET and Entry into services coaching centres for SC/ST/OBC and Minority students.
- Feedback from students attending remedial classes.
- Feedback from schoolchildren attending environment-awareness initiatives.

45) Is a Management Information System (MIS) in place?	
Yes	√
No	

46) If answer to question 45 is Yes, please provide details of MIS applied to

1. Admission and student database management.
2. Scholarship and support for students.
3. Budgeting and allocation of funds.
4. Institutional purchase, right from invitation of tenders to entry into stocks.
5. Management of faculty database to implement the CAS.

(enter the respective details corresponding to the serial numbers)

1. Online admission through website of the college. Use of in –house logistics to manage student database.
2. Extensive information percolation regarding all scholarships and support schemes through in- house ERP system.
3. Budgeting and fund allocation through transparent management procedure. Regular government auditing and regular submission of UCs pertaining to all grants.
4. Purchase preceded by Open Tenders, comparison of prices offered by purchase committee and regularly maintained and updated stocks.
5. Multistep faculty database management in collaboration with IQAC.

47) Existence of learning resource management

	Yes	No
e- database in library	√	
ICT and smart class room	√	
e- learning sources (e- Books, e- Journals)	√	
Production of teaching modules	√	
Interactive learning facilities	√	

48) Internal resource mobilization : Kindly provide the amount contributed

Research	0
Consultancy and training	0
Student contribution	0
Alumni contribution	0
Well-wishers	0

49) Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development	Rs 1,67,22,668
Amount spent for student welfare	Rs 13,96,767
Amount spent for staff welfare	0

50) Is delegation of authority practiced

Yes	√
No	

51) Does grievance redressal cell exist?

	Yes	No
Faculty	√	
Students	√	
Staff	√	

52) Grievances received from faculty and resolved (Enter a number; 0 for nil)

Number of grievances received	28 (Regarding delayed implementation of
Number of grievances resolved	1 (CAS guidelines still not available)

53) Number of grievances received from students and resolved (Enter a number; 0 for nil)

Number of grievances received	13
Number of grievances resolved	13

54) Number of grievances received from other staff members and resolved (Enter a number; 0 for nil)

Number of grievances received	4
Number of grievances resolved	2

55) Has the institution conducted any SWOT analysis during the year

Yes	√
No	

56) The SWOT analysis was done by internal or by external agency	
Internal	√
External	

57) Kindly provide three identified strengths from SWOT Analysis (in bullet format)

- Inclusiveness in student enrolment.
- Providing all possible financial and material assistance to students in need.
- Credible progress in Special schemes such as UGC-CPE, DBT-star college scheme.

58) Kindly provide three identified weaknesses from the SWOT analysis (in bullet format)

- Shortage of space.
- Unable to source non-government funds.
- Shortage of non-teaching staff.

59) Kindly provide two opportunities identified from the SWOT analysis (in bullet format)

- Opportunity of opening PG courses in a few more subjects if space problem is resolved.
- A number of Major Research Projects can be proposed.

60) Kindly provide two identified challenges/threats from SWOT analysis (in bullet format)

- Diminishing demand of classical languages like Persian and Sanskrit.
- Still the government has come out with any GO increasing the number of posts in commerce.

61) Identify any significant progress made by the institution towards achieving the goals and objectives during the year (list below in bullet format)

- Medicinal Plant garden came up.
- Special IT training programmes for Minority girl students.
- Out of syllabi hands-on training programmes in all science departments.
- Completion of 8 projects by school of Socio-Economic Research.
- Increasing number of NET-SET/GATE/JAM awardees.
- Involvement of erudite, experienced scholars and teachers as guest faculty.
- Open-source searching, lending and borrowing in the library.

62) **How do you perceive the role of NAAC in the quality development of your institution (Suggestions in bullet format to be given below)**
- NAAC recommendations were very helpful in shaping up the college for a profile uplift.   - NAAC assessment enabled us to look at our weaker areas more seriously.   - IQAC as recommended by NAAC is truly proving to an important body in streamlining the academic and administrative affairs,

Prof. Dipak Ranjan Mandal   **Dr. Swapan Bhattacharyya**
Principal   Co-ordinator, IQAC

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