

# MAULANA AZAD COLLEGE



## THE ANNUAL QUALITY ASSURANCE REPORT 2013-14

8 Rafi Ahmed Kidwai Road  
Kolkata-700013  
West Bengal

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

#### 1. Details of the Institution

1.1 Name of the Institution	MAULANA AZAD COLLEGE
1.2 Address Line 1	8 RAFI AHMED KIDWAI ROAD
Address Line 2	KOLKATA-13
City/Town	KOLKATA
State	WEST BENGAL
Pin Code	700013
Institution e-mail address	maulanaazadcollegekolkata@gmail.com
Contact Nos.	033-22493737
Name of the Head of the Institution:	DR. MAMATA RAY
Tel. No. with STD Code:	033-22493737

Mobile:

09830088035

Name of the IQAC Co-ordinator:

Dr. SWAPAN BHATTACHARYYA

Mobile:

09830116026

IQAC e-mail address:

maulanaazadcollegekolkata@gmail.com

1.3 NAAC Track ID(For ex. MHCOGN 18879)

March 31,2007/258

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

www.maulanaazadcollege.in

Web-link of the AQAR:

[www.maulanaazadcollege.in/AQAR.pdf](http://www.maulanaazadcollege.in/AQAR.pdf)

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B++		2007	Up to 31.03. 2012
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

01.08.2008

1.8 AQAR for the year (for example 2010-11)

2013-14

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

- i. AQAR \_\_\_\_\_ 2008-09 \_\_\_\_\_ (29.07.2013)
- ii. AQAR \_\_\_\_\_ 2009-10 \_\_\_\_\_ (29.07.2013)
- iii. AQAR \_\_\_\_\_ 2010-11 \_\_\_\_\_ (29.07.2013)
- iv. AQAR \_\_\_\_\_ 2011-12 \_\_\_\_\_ (29.07.2013)
- v. AQAR \_\_\_\_\_ 2012-13 \_\_\_\_\_ (29.07.2013)

1.10 Institutional Status

University State  Central emed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.11 Type of Faculty/Programme

Arts  Science  Commer  Law  PEI (Phys. Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

UNIVERSITY OF CALCUTTA

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

Autonomy by State/Central Govt. / University Academic autonomy for PG courses by University

University with Potential for Excellence  UGC-CPE √ (2011-12 to 2012-13)

DST Star Scheme √ UGC-CE

UGC-Special Assistance Programme  DST-FIST √

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

UGC-COP Programmes

**2. IQAC Composition and Activities**

2.1 No. of Teachers 12

2.2 No. of Administrative/Technical staff 1

2.3 No. of students 1

2.4 No. of Management representatives

2.5 No. of Alumni 1

2.6 No. of any other stakeholder and community representatives 1

2.7 No. of Employers/ Industrialists 0

2.8 No. of other External Experts 2

2.9 Total No. of members

2.10 No. of IQAC meetings held 3

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

Non-Teaching Staff  Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. IQAC takes key role in preparation and implementation of academic calendar in the college.
2. IQAC convener himself conducts and oversees the formation of Students' Union which is an elected body of the students.
3. IQAC is instrumental in implementing the Career Advancement Scheme of the teachers.
4. IQAC monitors all such programmes in the college like seminars, outreach initiatives, student meets, career counselling initiatives.
5. IQAC frames and puts forward the proposals and budgetary requirements for all resource generating assistance schemes like UGC-CPE, DBT Star College or DST-FIST schemes. The Convener himself defends such schemes as well.
6. IQAC prepares the AQAR and uploads the same in college website. The convener of IQAC himself is the coordinator of the NAAC committee for 2<sup>nd</sup> Cycle of accreditation.
7. IQAC arranges for responding to the All India Higher Education Survey.
8. Participation in external assessment and survey such as AC-Nielsen-India Today survey of Academic Institutions in India.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<p>1. Strengthening of online admission policy.</p> <p>2. Girls' hostel construction as deposit work to state PWD to begin.</p> <p>3. Strengthening of surveillance in college and Hostel premises.</p> <p>4. Yearlong sensitization programmes against sexual harrasement, womens' health and well being, womens' entrepreneurship were to be taken up.</p> <p>5. Skill development programmes for students particularly SC/ST/Minority girl students were proposed.</p> <p>6. Significant improvement in interdisciplinary activities were proposed</p> <p>7. Quality and number of outreach</p>	<p>1. Students could apply and deposit admission fees through designated branches of IDBI bank .</p> <p>2. Remarkable progress in construction was achieved.</p> <p>3. Hostel was covered under CC TV camera surveillance.</p> <p>4. A few such programmes conducted.</p> <p>5. Computer skill development programmes for these girls were arranged in addition to PSC, NET coaching centres.</p> <p>6. A number of interdisciplinary hands on training programmes and workshops were arranged in Science departments such as Zoology, Microbiology, Physics, Chemistry and Botany.</p> <p>7. The environment awareness initiative (SEBCA) took up programmes with schoolchildren. The water testing lab</p>





Part – B

Criterion – I

**1. Curricular Aspects**

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	2			
PG	3			2
UG	22			2
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	2			
Others				
<b>Total</b>	29			
Interdisciplinary	1			11
Innovative	1			11

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

- Elective options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	3
Trimester	
Annual	22

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
 (On all aspects)

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

\* Analysis of the feedback in the Annexure.....ii

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

1. PG Department of Zoology: Construction of Animal House with valid ethical number and introduction of a new special paper-Fisheries. Introduction of semester system from annual system proposed.

2. FTIR based Practicals were introduced in Department of Chemistry

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

NO

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	82	49	31	2	

2.2 No. of permanent faculty with Ph.D. 49

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
		31								

2.4 No. of Guest and Visiting faculty and Temporary faculty GF: 15  PTT:26

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	11	5
Presented papers	5	17	1
Resource Persons		2	

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

1. Interdisciplinary Hands on training programmes were introduced in Science departments.
2. Computer and ICT training courses were conducted with particular focus on the Arts students.
3. Lab to Field initiatives were adopted for designing small projects in Departments of Microbiology and Zoology.
4. A number of Peer Meet programmes were arranged.
5. Provision for publishing students' research projects.
6. Launching an ISSN coded science journal- MAC Journal of Basic and Applied Sciences.

2.7 Total No. of actual teaching days during this academic year 185

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop BOS:PG- 11 BOS UG: 5 CD: 16

2.10 Average percentage of attendance of students 60%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.(Honours)	272	33	17.28	82.72		97.43
B.Sc.(Honours)	136	9	44.12	55.88		95.59
B.Com	53		32.08	67.92		100
B.A. (General)	114		7.08	92.92		94.74

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

- IQAC is instrumental in framing the academic calendar
- Provision of appraisal, evaluation and authentication of performance of the teachers by IQAC
- IQAC monitors provisions and compliance of tutorials, remedial classes, catch up programmes .
- IQAC also monitors and evaluates performance of students and shortlists them for rewarding the deserving among them.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	12
UGC – Faculty Improvement Programme	01
HRD programmes	Nil
Orientation programmes	02
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	10
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	45	19	01	Nil
Technical Staff	4	Nil	Nil	Nil

### Criterion – III

### 3. Research, Consultancy and Extension

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

<p>IQAC's role involves:</p> <ol style="list-style-type: none"> <li>1. Formation of research committee that judges, finalizes and monitors all research proposals.</li> <li>2. Forwarding all proposals fast, augments the infrastructural facilities, provides additional print and E-resources and grants leave as per rules for attending seminars, conferences and research bodies.</li> <li>3. Ensuring that the DBT, DST and other extramural support continue.</li> <li>4. Keeping research contributions of teachers and scholars in its database.</li> <li>5. Promoting student research by sending them to seminars and conferences.</li> <li>6. Publication of peer reviewed journals.</li> <li>7. Selection, availability and percolation of both print and online journals, resources and inventories.</li> </ol>
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#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	4	9	3	4
Outlay in Rs. Lakhs	31,90,867/-	47,50,000/-	30,41,767/-	80,00,000/-

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		3		5
Outlay in Rs. Lakhs		10,17,000		25,00,000/-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	43	54	18
Non-Peer Review Journals		8	
e-Journals			
Conference proceedings		8	

#### 3.5 Details on Impact factor of publications: (for those available with us)

Range	0.667 to 4.09	Average	1.866
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h-index

Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3 yrs	NTRF ,DST	33,25,760/-	33,25,760/-
Minor Projects	2yrs	UGC	12,06,000/-	50%
Interdisciplinary Projects	2 yrs	DST	6,85,000/-	6,85,000/-
Industry sponsored	3 Yrs	National tea Research Foundation	13,55,760/-	13,55,760/-
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>	3 yrs	UGC(NET)	16,12,600/-	16,12,600/-
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences/workshops/seminars organized by the Institution

Level	International	National	State	University	College
Number		3	1		17
Sponsoring agencies		UGC	Eng.Study Centre		DBT

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

3.13 No. of collaborations  International  National  Any other

3.14 No. of linkages created during this year; 1 ( With National Tea Board)

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
4	2	2	2(student awards)			

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

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International lev

3.22 No. of students participated in NCC events:

University level  State level   
 National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
 National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
 National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
 NCC  NSS  Any other

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

- Water Testing Facility for the locality
- Biodiversity awareness Centre worked with 4 schools:
  1. Lee Memorial Girls School (Christian Missionary School)
  2. Harinavi Girls Balika Vidyalaya, South 24 Parganas
  3. Baranagar Mayapith Nari Siksha Ashram; and
  4. Kensily Emadidia High school, South 24 Parganas.

Training imparted on:

- (1) Pug-mark analysis for Tiger census.
- (2) Use of Camera Trap in wild life biology.
- (3) Use of GPS and Laser Range finder in wild
- Entrepreneurship initiatives with NGOs for underprivileged girls
- Mathematical Skill development initiatives.



**Criterion – IV****4. Infrastructure and Learning Resources**

## 4.1 Details of increase in infrastructure facilities:

Facilities	Existing(since last NAAC)	Newly created	Source of Fund	Total
Campus area	5 acres	NA		5 acres
Class rooms	36	NIL		36
Laboratories	22	01 (Animal house)		23
Seminar Halls	2			
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	<b>Annexure..iii</b>	Cold Centrifuge Chromatography Sonicator Analytical balance Dissecting binocular Gel documentation unit	DST-FIST DST DST DST Govt Grant DST	
Value of the equipment purchased during the year (Rs. in Lakhs)	Govt. grant. Rs.34,90,000/-	No major purchase (>1.00lac)		
Others (DBT and DST)	2,34,386-DBT 34,88,058-DST			

4.2.

Computerization of administration and library

**Library:**

- LAN based PublicAccessCatalogue. Yes
- Electronic Resource Managementpackagefore-journals : DELNET
- Federatedsearchingtools: JASTOR
- LibraryWebsite: [www.maulanaazadcollege.in/ library](http://www.maulanaazadcollege.in/library)
- NationalLibrary: No e-Access
  
- International Library: Access through JASTOR inventory
- In-house/remote access to e-publications- Yes.
- Library automation- LIBSYS
- Total number of computers for public access: 10Nos.
- Total numbers of printers for public access: 1 Nos
- Total No of Photocopy machine- 1No.
- Internet bandwidth/ speed : 1 Gbps
- Institutional Repository - Yes
- Content management system fore-learning: DELNET.
- Participation in Resource sharing networks/consortia: INFLIBNET
- Soft Copy of college publications: - Yes

**Administration:**

- Admission: Online
- Financials: COSA
- Student database: computerized
- Networking: yes,

## 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value Rs.	No.	Value Rs.	No.	Value Rs.
Text Books (Text+Ref)	89900 (6498 added since last NAAC)	34,08,423 (since last NAAC)	1335	4,86,500	91235	30,36,000 (since last NAAC)
Reference Books						
e-Books						
Journals	29	5,00,000/- (renewal)	nil	1,00,000 (renewal)	29	1,00,000/ (renewal value)
e-Journals	238 journals					
Digital Database	JSTOR DELNET	1,54,000/- 23500/-	Nil	5000/- 23500/- (renewal value)	2	
CD & Video						
Others(specify) Computers	16		05			

## 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	138	4	All depts. (7) + networking centres(2)	1 central+7 departmental	2	8	7	Coaching centre
Added	7	0	0	0	0	0	0	0
Total	145	4	9	8	2	8	7	1

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

1. All departments and administration are networked.
2. Admission and student database management online.
3. Library DELNET-INFLIBNET supported.
4. Computer training for SC/ST/OBC/Minority girl students.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.99		
ii) Campus Infrastructure and facilities		Rs.60,000/-	
iii) Equipments			
iv) Others			

**Total :**

### Criterion – V

## 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. The IQAC is instrumental in formulating and implementing policies on development and growth.
2. IQAC coordinates the activities of grievance redressal cell, cell against sexual harassment, the career counselling cell, the anti ragging cell. It plans allocation of fund for all such schemes.
3. The IQAC coordinator is also the key person controlling Students’ Union Election and activities. IQAC takes all initiatives to involve the students’ Body in ensuring percolation of all information and datelines regarding student support schemes such as scholarships, special funds, remedial coaching, training centres etc.

5.2 Efforts made by the institution for tracking the progression

1. Feedback from students.
2. Feedback from stakeholders.
3. Feedback from peer bodies like UGC, DST and DBT.
4. The subcommittees in designated areas of involvement provide continuous information to the administration and IQAC alike.

5.3 (a) Total Number of 

UG	PG	Ph. D.	Others
930	82	3	

 students

(b) No. of students outside the state 

13
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(c) No. of international students 

NIL
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Men	No	%	Women	No	%
	569	56.22		443	43.77

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
933	115	15	83	9	1155	768	96	10	135	3	1012

emand ratio 0.053 Dropout 10% ( includes transfer cases post-admission)

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

1. UGC NET-SET Coaching Centre
2. UGC Entry into services coaching centre.

No. of students beneficiaries 

77
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5.5 No. of students qualified in these examinations

NET	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>3</td></tr></table>	3	SET/SLET	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td></td></tr></table>		GATE	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td></td></tr></table>		CAT	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td></td></tr></table>	
3											
IAS/IPS etc	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td></td></tr></table>		State PSC	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>6</td></tr></table>	6	UPSC	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td></td></tr></table>		Others	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td></td></tr></table>	
6											

5.6 Details of student counselling and career guidance

<p>Following are the members of the Career Counselling sub-committee for the current year:</p> <ol style="list-style-type: none"> <li>1. Prof.Bidyut Roy- Convener</li> <li>2. Prof.Ranjan Kumar Roy- Jt. Convener</li> <li>3. Prof.Rajarshi Roy</li> <li>4. Prof.Sumati Majumder</li> <li>5. Prof. Jamil Ahmed</li> <li>6. Prof.Nandini Saila Dasgupta.</li> </ol> <p><b>28 FEBRUARY, 1<sup>ST</sup> MARCH, 2015</b> -Students of Department of Botany and Microbiology took part in World Science Congress, Inspiring Science held at Ramkrishna Mission Institute , Kolkata. The students of the Deptt.of Botany won First Prize in DRAWING AND POSTER PRESENTATION, MODEL PREPARATION and Third Prize in Speech.</p> <p><b>27/8/2014-</b> Consulting Management Incorporate Pvt. Ltd. Organised a Lecture regarding , “Vocational training for West Bengal Minorities Development.</p> <p><b>22/11/14-</b> Consulting Management Incorporate Pvt. Ltd. Organised a Lecture regarding , “Vocational training for West Bengal Minorities Development.</p> <p><b>26/2/14 -</b> ICFAI Groups (Deemed University at Hyderabad) Organised a presentation regarding, “ TECHNICAL, MANAGERIAL AND VOCATIONAL EDUCATION”.</p> <p><b>APRIL, 2014-</b> Lecture given on “ Post Graduate in Packaging Technology Programme”.</p> <p><b>06/3/2014-</b> Names of Final Year Students(Bcom, Microbiology and Economics) send through Mail for Job Oppertunity at IBM.</p> <p><b>04/03/2014-</b> Students Interaction With “West Bengal Minoroties Development &amp; Finance Corporation”, offering courses on Web Designing and DTP.*NOTICE SERVED TO ALL SCIENCE AND ARTS DEPARTMENT</p> <p><b>18/2/2014-</b> SeminarOrganised by the NIIT Groups on ,” APPLICANTS FOR NIITS 10<sup>TH</sup> NATIONAL APTITUDE TEST.</p>
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No. of students benefitted: >100

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
4	>100	nil	2 off campus from Sociology

## 5.8 Details of gender sensitization programmes

**Members of the Committee:**

1. Prof. Madhumita Sen (Jt. Convenor), Department of Sociology
2. Prof. Dabir Ahmed (Jt. Convenor), Department of Urdu
3. Prof. Jamil Ahmed, Department of Islamic History & Culture
4. Prof. S. Alquadri, Department of Arabic
5. Prof. Sucharita Ghosh (Sengupta), Department of History
6. Prof. Urmi Roy, Department of Botany

**Activities of the Committee:**

- Copies of the '**Vishaka Guidelines**' against Sexual Harassment in the Workplace' were circulated in the session. Presence of students, teachers, and office-staffs made the programme was attended by about **150 students**.
- A workshop of seven days was conducted by the Cell to enhance the awareness among students on the issue of gender sensitivity. First year students, boys outnumbering the girls, joined the programme enthusiastically. Several talks and interactive sessions were organised to open up a dialogue on the issue of gender sensitivity. In all about **215 students** took part in it. Message was conveyed through a play titled 'Sita' written and directed by the eminent theatre personality, Prof Ujjal Chattopadhyay, who is a member of our faculty.

## 5.9 Students Activities

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

State/ University level

1

National level

1

International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount(Rs.)
Financial support from institution	Student aid fund	93,726
Financial support from government	900	19,96,220
Financial support from other sources (Kanyashree fellowship)	53	13,25,000/- (online transfer)
Number of students who received International/ National recognitions	2	Rs.60000/-

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

(1) Seats increased in Boys' Hostel (2) work began for Girls' hostel (3) IT training for minority girl students in arts was made operative.



## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

***Vision:***

To strive for inclusiveness and to be trusted as one of the premier state educational service providers for all including the underprivileged and minorities

***Mission:***

- To promote integrated growth and personality development in all students with special emphasis on students from economically and socially challenged backgrounds.
- To promote intellectual, moral and cultural development in a truly secular environment and to strive for amity and harmony among students of diverse social, cultural, religious and economic backgrounds.
- To strive for excellence and to provide our students with best of the opportunities of learning and to yearn for inculcating the spirit of joy of learning beyond the boundaries.

#### 6.2 Does the Institution has a management Information System

The Institution is fully managed by Higher Education Department, Government of West Bengal. The Principal is administrative head is accountable to Director of Public Instruction, West Bengal. However, the administration is facilitated by (a) a set of sub-committees formed by the Teachers' Council , and (b) the Head of the Departments. The sub-committees design and implement all the affairs that relate to the college's image building. Right from admission to conducting elections for students' union, the sub committees mastermind almost every academic and administrative strategy. The Head of the Departments are responsible for assessing the academic progress of respective departments. They assign the syllabi for all teachers in a course, look over performances of the assignees, take feed back from the students and parents, monitor each and every student's weakness and strength, frame the budget, manage the resources and in association with IQAC undertake SWOT analysis in real terms. It becomes the responsibility of the Principal and the government to address the issues if need be.

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

#### 6.3.1 Curriculum Development

- The Institution implements the curricula set by its affiliating university the University of Calcutta in all its UG Courses. The syllabi are framed and reviewed periodically, through broad based, interactive participation in workshops conducted by the University. The current curricula of almost all the subjects follow the outcomes of such revisions in 2009-10 and later. Our teachers, as those of other colleges, took parts extensively to frame these syllabi. In other words, the current undergraduate syllabi in all probable ways reflect their ideas and inputs.
- The Institution has three autonomous Post Graduate departments, the curricula of which are framed by the faculty with modern, need based approaches to reflect universality of these subjects. All the members of the faculty, as well as other erudite scholars as members of the Boards of Studies, do enrich the curricula with valuable inputs. The fluidity and flexibility of syllabi of English, Urdu and Zoology are balanced and at par with any of the national universities. Student progression records suggest that the exercise had been beneficial to the students

#### 6.3.2 Teaching and Learning

**Improvement of Laboratories:**Improvement of Science Laboratories, Improvement of Classrooms with ICT facilities, Improvement of Language laboratory.

**Improvement of library:**The OPEN ACCESS SYSTEM(OAS) is the ideal condition to fulfill the requirements of the readers.

**Improvement of Departmental libraries :**The College maintains a dual library system and the fund will be utilized to digitize the departmental libraries. Softwares would be procured for all departments which have

**Establishment of School of Oriental Languages :**Six different languages namely,Sanskrit, Bengali,English, Urdu, Persian and Arabic are atught in this college. The CPE funding will be helpful in taking up inter-language works of relevance. Similar projects were taken up on the works of Jayanta Kumar Mahapatra and successfully completed in the previous phase.

**ICT skill development particularly for girl students of Arts.**

### 6.3.3 Examination and Evaluation

1. The students are evaluated through a continuous annual evaluative system over three years of their Undergraduate study referred to as 1+1+1 system. Two Language PG curricula follow semester system of evaluation. The Zoology department preferred to opt for 1+1 system in Post Graduate curricula and that continues to be implemented successfully to the satisfaction of all stakeholders alike.
2. Periodical Mid-Term tests and Test Examinations for sending up students for Final Examination are part of the curricula that is practiced in college in conformity with the requirements of the university.
3. Project works on environment for all the students in final year of their UG studies, are integral parts of the curricula and these projects are guided and evaluated by the members of faculty.

### 6.3.4 Research and Development

#### **Research Board, Maulana Azad College:**

- Prof.Namita Chakraborty, Convenor, Head, P.G.Department of English
- Prof.Subir Chandra Dasgupta, Joint-Convenor, Head P.G. Department of Zoology
- Dr.Swapan Bhattacharya, Head, Department of Microbiology
- Dr.Dabir Ahmed, Head, P.G. department of Urdu

The Research Board is in charge of reviewing the Research Project Proposals prepared by the College faculty members for submission to funding bodies. The board's functions include:

- Percolation of information on projects, awards, timelines etc.
- Research proposals are screened and forwarded by the committee and finally by the Principal.
- Centrally maintained stock purchased from research grants.
- Central accession of books
- Forwarding periodical reports, Utilization Certificates to the Principal for onward transmission.
- The board's recommendations have been successful in harnessing DST-FIST assistance, DBT-Star college assistance, INSPIRE research awards, FAST TRACK research awards, UGC research awards. Currently six (6) major research projects are awaiting approval of UGC after being recommended by the Board.

## 6.3.5 Library, ICT and physical infrastructure / instrumentation

**Advisory Committee for Library:**

1.	Sri Surya Kumar Mandal, Librarian	Convener
2.	Prof.Anuradha Sen, Associate Professor, Philosophy	Jt. convener
3.	Dr.DebasishMutsuddi, Associate Professor, Philosophy	Member
4.	Dr.SuparnaBasuChaki,Associate Professor, Chemistry	Member
5.	Dr.Iftekar Ahmed, Assistant Professor, Persian	Member
6.	Dr.Ushri Roy, Assistant Professor, Botany	Member
7.	Dr.Sumana Das, Assistant Professor, Zoology	Member

- To formulate policies and principles by which the library is administered
- To advise the authorities on implementation of policies for improvement and expansion
- To review the progress of library and its services
- To monitor facilities and order in Reading Room
- To initiate and implement student centric additions to the existing facilities.

**ICT:The institution plans to augment the existing facilities with**

- Upgrade to truly Open Access status where any user can search from anywhere after logging in.
- To make the archived material accessible via net.
- To tie up with university and other institutional inventories.
- To procure advancedhigh-speed broadband connections.
- Resource sharing with international universities.
- To develop Virtual classrooms.

**Physical Infrastructure:**

For maintenance and upkeep of the infrastructure, facilities and equipment following timeline is followed:

- December preceding Year: Proposals are sought from the Head of the Departments.
- March: IQAC and Purchase Committee approves the proposals
- April: Advertisements are published asking tenders in leading newspapers
- Post Grant: Allocation of Funds to the departments
- December-January: Submission of Bills-cum-UC.
- Separate budgeting is done by PWD for upkeep and maintenance of the building.
- The government on approval of the budget allocates fund directly to the PWD.
- For instruments approval is required from DPI, West Bengal.

## 6.3.6 Human Resource Management

- There is no specific HR department in the college. However optimum and efficient deployment of human resource is an integral part of any management initiative. Our Part Time teacher recruitment policies and optimization of services offered by them are based on their involvement in policy making in academic affairs of the college.
- Vacancies in non-teaching positions are difficult to fill as these are under the purview of WBPS. However, our initiative had been to share a lot of work assigned to the support staff by the members of the faculty.

**For governance following strategy is followed:**

- Two members of the faculty are elected by the TC to be the Teacher Members in Governing Body. (currently dissolved)
- One non-teaching staff is nominated to the Governing Body.
- The General Secretary of the Students' Union is a member of the Governing Body.
- The Teachers' Council nominates its members to different sub-committees that look after almost every aspect of management.
- The IQAC has nominated representatives of the Teachers' Council to look after planning and implementation of vision and mission of the college.

## 6.3.7. Faculty and Staff recruitment

Recruitment is entirely done by the Government.

## 6.3.8 Industry Interaction / Collaboration

**The college has an Industry, Institution Interface Committee:**

This is an initiative to provide

- access and exposure to senior students of Undergraduate Classes to Research Laboratories and industries of repute in the country.
- Students were taken to select Institutes so that they can have 'hands-on' experience regarding the scope and environment in these Institutions.
- For motivating them peers from industry visited the college.
- Entrepreneurship development programmes for girls were organised.
- 'Lab to Field' strategies were a key part of our focal area.

Collaborations established under this initiatives with:

1. East India pharmaceuticals.
2. IFB agro industries
3. Haringhata State dairy

6.3.9 Admission of Students

- Publicized college admission process in the leading newspapers and television channels.
  - College announced its admission process in the college website [www.maulanaazadcollege.in](http://www.maulanaazadcollege.in)
- To ensure transparency in the admission process the college has made it mandatory for applications
- To be filed online.To be submitted online. All financial transactions done through IDBI bank.
  - Publicize collegeProspectus mentioning every details regarding admission procedure, no. of seats & its reservation per subjects, cut off marks per subjects, General subjects combination available, Fees structures, Faculty details etc.
  - Admission test are conducted to test aptitude for Post-Graduate Departments.
  - Counseling is done according to Provisional merit list.
  - The college is under contract with Imperium technology Solutions to handle the logistics of the admission process. However, the office has been made equipped to handle the admission process online with physical back up preserved for all cases of admission
  - Admission data is managed in visual basic and unique Student ID is given to every student.
  - Merit lists are open source and can be approached in ‘click to view’ hyperlinks.
  - Physical examination of all credentials, documents in favour of caste, financial status of the family, eligibility for reservation are undertaken to leave little room for error. There had not been any RTI enquiry on admission in the years of report.
  - Admission is based only on merit.
  - Entire process of admission is conducted by an Admission committee nominated by the Teachers’ Council the members of which work in tandem with the Students’ section of the college under the Principal. This committee is formed anew every year and by rotation, majority of teachers gain experience in handling the process.

6.4 Welfare schemes for

Teaching	WB Health scheme, retraining of teachers, RC,OP,StudyLeave,on-duty leave, leave for child care up to 2yrs for mothers
Non teaching	WB Health scheme, leave for child care up to 2yrs for mothers
Students	Merit-cum-means Scholarships, full and half free studentship, Scholarships for minorities, Kanyashree scholarship etc.

6.5 Total corpus fund generated

Rs.34,14,946 (students only)

6.6 Whether annual financial audit has been done

Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	√	University	√	Principal with departmental heads.
Administrative	√	DPI,WB	√	Principal with office and IQAC

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

For UG Programmes      Yes       No

For PG Programmes      Yes       No

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

Postgraduate Board of Studies suggested to opt Semester system instead of Annual system. Accordingly department of Zoology has taken preparation to draft their Postgraduate syllabus in Zoology

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

NA

6.11 Activities and support from the Alumni Association

**Office bearers of the Association are as under:**

Prof. P. C. Ray (Principal)	Ex-Officio President
Md. Nizam (Retd. IPS)	Working President
Dr. Md. MansoorAlam	Vice-President
Prof. Deb Kumar Mitra	Vice-President
Prof. GholamSarwar	General Secretary
Mr. KhwajaJaweed Yusuf	Asst. Gen. Secretary
Mr. Mozammil Hossain	Asst. Gen. Secretary
Ms. Sudarshana Sen	Asst. Gen. Secretary
Prof. Jamil Ahmed	Treasurer

Members:

Prof. Tanwir Ahmed	Mr. Tanweer Ahmed Khan
Mr. Ritwik Roy	Prof. Aurobindo Pal
Prof. Anis Akhter	Prof. Md. Shahid Jamil.
Prof. Dabir Ahmed	Mr. Tanvir Afzal
Mr. NishatAlam	Prof. Sukanti Dutta
Mr. ShamsulAlam	Mr. Jawaid Iqbal
Mr. Somyobroto Das	Mr. Saikat Bhattacharya
Ms. Shirin Zafar	

In a meeting dated 19-8-2013, the Executive Committee decided to institute a Memorial Lecture on Maulana AbulKalam Azad on the occasion of 125<sup>th</sup> Birth Anniversary of the Maulana. The Secretary with the cooperation of the Principal, Maulana Azad College organised the memorial lecture on Wednesday, the 20<sup>th</sup> November, 2013 at G-2. Prof.SulaimanKhurshid delivered his lecture on Maulana Azad: A Nationalist and Prof.Aneek Chatterjee of Presidency University presented his paper on the Contribution of Maulana Azad to the development of Scientific and Technical Education in India. A large number of teachers and students of the College attended the lecturer. Some other guests from outside the college, too, attended the lecture.

In a resolution dated 19-8-2013. the Executive Committee of Maulana Azad College Alumni

6.12 Activities and support from the Parent – Teacher Association

There is no formal body as “Parent –Teachers’ Association” in the college as yet. However, Departments hold parent-teacher meetings at least twice a year in every department. Parents/guardians are regularly appraised of a student’s progress, regularity, competence, leadership qualities and general behavioural patterns with peers and fellow students. Inputs from the parents are taken into consideration in addressing the needs of a student.

In addition, parents are queried on their financial status and all supports are provided to the student so that carrying out the academic programmes are not hindered. The support schemes are well publicised and there is a sub-committee in the college which liaisons the process in association with parents.



## 6.13 Development programmes for support staff

All support staff can access computer facility. All are covered under West Bengal Health Scheme. All are covered under a group Insurance scheme. Their quarters are maintained by PWD throughout the year. The college disposed of two cases of dying in harness and compensatory appointments promptly and the appointment letters are awaiting from the H.E.department.

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

Despite a huge dearth of space the college maintains its garden with care and no construction will ever be proposed in this section. All trees and plants in the medicinal plant garden are carefully looked after.

## Criterion – VII

### 7. Innovations and Best Practices

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

1. With increased number of seats for OBC students, the college is maintaining its commitment to the cause of inclusiveness in higher education.
2. A large number of girl students were brought under the Kanyashree scheme of the Government of West Bengal.
3. Introduction of Hands on training programmes in science departments to augment the curriculum requirements.
4. Introduction of Semester system in all Post Graduate departments.
5. The admission process was made completely online with the fee collection stage being outsourced.
6. The “ MAC Journal of Basic and Applied Sciences” became operational and generated huge interest.
7. More portals were made available to the students for networking.
8. Students and teachers actively organized a number of awareness programmes based on gender equality and Visaka guidelines .
9. More teachers and non-teaching staff were brought under West Bengal Govt. Health Scheme 2008.
10. Software based filing of Pension Papers were made operative.

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

1. The college is aiming at increasing number of seats to the extent of about 17% to accommodate students belonging to socially challenged classes. As such, we notified this increase in number of seats for the OBC categories without reduction of any seat for the General and other categories. The admission process was aimed at increasing the inclusiveness and the college was largely successful in carrying this out in practice.
2. Construction of a Girls' Hostel started after successfully rehabilitating a number of families from the chosen site.
3. The college is determined to inculcate its culture of value based education in a secular and unbiased environment. The yearlong activities in the college suggested in a number of ways that the amity and peacefulness harnessed over a long period of time was kept untarnished. The college arranged workshops, talk shows, drama events to encourage empowerment and equality.
4. Computer skill development programmes for minority Girl students generated huge response we were happy to continue this programme as a certificate course without charging any fees whatsoever.
5. There was remarkable improvement in interdepartmental activities particularly in science departments. Student publication by UG students has been a hallmark towards this end.
6. The Science Journal was published. MAC Journal of Basic and Applied Sciences (ISSN No. 2347-5366) was made a reality in November 2013.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. **5x5 Prioritized key areas**
  2. **Ensuring inclusiveness of girl students**
- Details in Annexure....(iv)

***\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

1. SEBCA (School of Environment and Biodiversity Awareness) is a dedicated programme aimed at induction, training and on-field initiatives to this direction. Senior children of 4 schools became actively involved in this programme.
2. Every student has to undertake an environment awareness project in his/her 3<sup>rd</sup> year of undergraduate study which gets assessed prior to he/she being sent up for university examination. Teachers guide the students in designing these projects.
3. A water testing centre in the Microbiology department routinely monitors water quality of both natural and municipality water sources.
4. Several hands-on training programmes conducted by the science departments are directed at environment awareness and protection.

7.5 Whether environmental audit was conducted?    Yes        No   

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

**SWOT Analysis included**

SWOT ANALYSIS:

STRENGTHS:

1. Amity and harmony among students and teachers and being trusted by all sections of the society as one of the major institutions of higher learning.
2. Aiming at inclusion of socially and economically deprived class of students and extending several beneficial support schemes for all of them with special emphasis on girl students.
3. There are very few institutions in this part of the country where mainstream and modern science subjects, social sciences and 6 different classical and modern languages are taught. The diversity allows us to cater to the needs of a large variety of stakeholders.
4. Emphasis on research and good publication record particularly in interdisciplinary science subjects.
5. Recognition from UGC as a Centre with Potential for Excellence and also from DBT and DST.

WEAKNESS:

1. A relatively high drop-out ratio.
2. Shortage of space is the major hindrance in growth of the college.
3. A large number of vacancies among in administrative and support positions.
4. Fewer number of Post Graduate Departments than what is desired.
5. The playground is far away and does not encourage the students to take to fields.

OPPORTUNITIES:

1. Several departments can upgrade to Post Graduation.
2. Institution of a school of modern and oriental languages is possible with little more inputs.
3. A Girls' Hostel can accommodate a large number of girl students who come from districts and other states.
4. A second campus might be opened with land from the government.

THREATS:

1. Students, particularly girls, succumbing to family pressure and leaving studies midway.
2. Some classical languages like Persian finding very few takers.
3. Opening up of PG courses without proper infrastructural facility and manpower would adversely affect both UG and PG students.

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

1. To get the college accredited by NAAC.
2. To get the girls' hostel civil construction completed.
3. To arrange a training programme for the administrative staff.
4. The governing body has long been dissolved by virtue of a government order of 2011. The college must have a new GB constituted in next the academic year.
5. To increase number of seats to accommodate 17% more students of OBC category without reducing the number of seats for general category.
6. To be among the most highly rated colleges among the DBT-Star college programme and DST-FIST programme.
7. To broaden the base of students receiving assistance to support their academics.
8. To manage the admission and students' affair in more efficient manner through a more updated modern dedicated software.
9. To extend CAS benefits as early as possible for the teachers.
10. To upgrade at least two more departments to PG level.

**Dr. SWAPAN BHATTACHARYYA**

**Dr. MAMATA RAY**

Name \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

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Enclosures:

Annexure.....(i): Academic Calendar

Annexure.....(ii): Analysis of Feedback

Annexure.....(iii): List of important instruments

Annexure.....(iv): Best Practices in prescribed format

Annexure I**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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ACADEMIC CALENDAR (2013-14)

Sl No.	EVENTS	MONTHS	DATE	DAY	HOLIDAY	SUNDAY
1.	NEW YEAR'S DAY, AKHRI CHAHAR SHAMBA	JANUARY	01	Wednes	1	
2.	BIRTHDAY OF SWAMI VIVEKANANDA	JANUARY	12	Sunday	X	1
3.	MAKARSANKRANTI, FATIHA-DWAZ-DAHAM	JANUARY	14	Tuesday	1	
4.	NETAJI'S BIRTHDAY	JANUARY	23	Thursday	1	
5.	C. U. FOUNDATION DAY	JANUARY	24	Friday	1	
6.	MAGHOTSAB	JANUARY	25	Saturday	1	
7.	REPUBLIC DAY	JANUARY	26	Sunday	X	1
8.	SARASWATI PUJA	FEBRUARY	4-5	Tue-Wed	2	
9.	FATHEHA-YAAZ-DAHAM	FEBRUARY	12	Wednesday	1	
10.	SHIVARATRI	FEBRUARY	27	Thursday	1	
11.	DOLYATRA, HOLY CHAITRA SANKRANTI, BIRTHDAY OF DR. B. R. AMBEDKAR	MARCH	16-17	Sun-Mon	1	1
12.	BENGALI NEW YEAR'S DAY	APRIL	15	Tuesday	1	
14.	GOOD FRIDAY	APRIL	18	Friday	1	
15.	EASTER SATURDAY	APRIL	19	Saturday	1	
16.	MAHABIR JYANTI	APRIL	23	Wednesday	1	
17.	SUMMER VACATION (Including May Day -1/5, Rabindra Jayanti-9/5, Buddha Purnima-14/5, Shabemiraj-27/5, Shab-e-Barat-13-14/6)	MAY-JUNE	May 01			

18.	RATHAYATRA	JUNE	June 21	Thu-Sat	45	7
19.	JUMAT-UL-WEIDA	JULY	29	Sunday	X	1
20.	SHAB-E-QADAR	JULY	25	Friday	1	
21.	EID-UL-FITR	JULY	26	Saturday	1	
22.	RAKHI PURNIMA	JULY	29-31	Tue-Thu	3	
23.	RAKHI PURNIMA	AUGUST	10	Sunday	X	1
24.	INDEPENDENCE DAY	AUGUST	15	Friday	1	
25.	JANMASTAMI	AUGUST	17	Sunday	X	1
26.	PUJA VACATION (Including Viewakama Puja-17/8, Mahatya-23/9 Durgapuja & Gandhi's Birthday-1/10 to 4/10, Id-Ug-Zoha-6-8/10, Laxmi Puja-7/10, Kali Puja & Bhatidwita-23-25/10)	SEP-OCT	Sep 17 to Oct 25	Wed-Sat	34	5
27.	CHHAT PUJA	OCTOBER	29	Wednes	1	
28.	JAGATDHARTRI PUJA	NOVEMBER	01	Satur	1	
29.	MURPHRAM	NOVEMBER	03-04	Mon-Tue	2	
30.	GURUNARAK'S BIRTHDAY	NOVEMBER	06	Thurs	1	
31.	MAULANA AZAD'S BIRTHDAY COLLEGE FOUNDATION DAY	NOVEMBER	11	Tues	1	
32.	CHRISTMAS	DECEMBER	09	Tuesday	1	
33.	PRINCIPAL'S DISCRETION	DECEMBER	25-31	Thu-Wed	6	1
						115
						19

Academic Calendar FOR THE B.A., B.Sc., Studies (under 1+1+1 System of Examinations)

Course of Studies	Last Date of Admission	Date of Commencement of Classes	Last date of change of Subject (s) / Stream (including switching Over From Honors Course to Genl. & Vice-Versa)	Submission of Registration Form to C. U. by the College	Mid Term Exam	College Test
Part - I	08-08-2013	Within 3 <sup>rd</sup> week of July 2013	30-08-2013	17-09-2013 (Without Fine) 30-09-2013 (with fine) (Application forms for Registration be submitted by the students to the College with in 10-09-13)	November 2013	2 <sup>nd</sup> week of March, 2014
Part - II		Within 7 days from the completion of Part-I Exam.			November 2013	2 <sup>nd</sup> week of February, 2014
Part - II		With in 7 days from the completion of part-II Exam.			November 2013	
Part - I						
Part - I & II Supplementary Examination				Filing up check List 3rd week of December, 2013		

B. COM., AND B. MUS. COURSES OF for the Academic Session 2013-2014

Result of College Test	Filing-up of form for Univ. Exam.	Date of Examination (Tentative)		Pub of Result (Tentative)
		THEORETICAL	PRACTICAL	
1 <sup>st</sup> week of April, 2014	2 <sup>nd</sup> week of April, 2014	B. Com. (H & G) 02-06-14 - 07-06-14 (H) BA / B.Sc (H & Major) & B. Com. (Major) 27-06-14 / 2-7-14 B. A. / B. Sc. (Genl.) 04-07-14 / 10-7-14	B. A. / B. Sc. (H & Major) & B. Com. (Major) 14-07-14 / 30-07-14	Within 90 days from the last date of Exam.
1 <sup>st</sup> week of March, 2014	2 <sup>nd</sup> week of March, 2014	B. Com. (G+H) 29-4-14 / 12-5-14 BA / B.Sc (H & Major) & B. Com. (Major) 20-5-14 / 23-5-14 B.A. / B.Sc. (Genl.) 12-06-14 - 23-06-14	B. Com. (Genl.+H) 02-04-14 / 17-04-14 BA / B.Sc. (H & Major) & B. Com. (Major) 28-04-14 / 13-05-14 (Genl.) 28-05-14 / 10-05-14	-Do-
Last week of January, 2014	2 <sup>nd</sup> week of February, 2014	BA / B.Sc. / B. Com. (G+H) (Hors. & Major) 09-04-14 / 17-04-14 (Genl.) 21-04-14 / 25-04-14	(H. & Major) 17-03-14 / 02-04-14 (Genl.) 03-04-14 / 18-04-14	Within June, 2014
		05-03-14 / 12-03-14		
		04-02-14 / 13-02-14	18-02-14 / 28-02-014	

**FEEDBACK ANALYSIS (STUDENTS)**

## 1. Are the students enjoying their classes?

Yes, majority of the classes. However, for the remaining few which they are apparently not enjoying, special measures and care should be taken to make those classes interesting to them- for e.g. increased use of ICT tools, virtual classrooms, online resources.

## 2. Are the teachers regular?

Majority of the teachers take classes regularly, however teachers entrusted with other official duties are sometimes not able to take their classes- special classes must be arranged to make up for the lost classes.

## 3. Teachers' communication and teaching skill

Majority 'A' on a five point scale; however, there is scope of improvement for some faculty members. Also, level of understanding is not the same amongst the entire student population; to make this more uniform, special remedial and tutorial classes are to be arranged for the students with lesser intelligence.

## 4. Is the syllabus completed?

Yes for majority of the teachers. Assignment of syllabus and timeline should be laid methodically.

## 5. Teacher encouragement of

- a) Student interaction both inside and outside the class – Generally yes: specific hours are to be assigned for student interaction
- b) Field trip – there is limited scope of field trip in this subject under the present syllabus. However, it can be made up by arranging student visits to laboratories in research institutions and industries.
- c) Teachers' demonstration in laboratory- there is ample scope of improvement.



## Annexure.....iii

**Instruments Highlights (> Rs.1,00,000/-)**

Department	Instrumentation Highlights	Year of Procurement	Source	Expenditure incurred
Physics	1. Susceptibility measurement: Quinck's method and Gouy's method	2011-12	DBT STAR College	Rs.1,15,525/-
Microbiology	1. UV Visible spectrophotometer, Jasco, Japan	2009-10	State Grant	₹769,000/-
	2. Gel-Documentation unit	2011-12	DBT Star	Rs.2,99,000/-
	3. Fraction Collector Eyala, Japan	2010-11	UGC-CPE	Rs.3,50,000/-
	4. Freeze drier	2012-13	DST-FIST	Rs.3,00,000/-
	5. Carl Zeiss Phase Contrast Microscope	2011-12	DST-FIST	Rs.4,20,000/-
	6. Canon 7D Camera Unit with macro lens, tripod, printer etc.	2012-13	Additional Grant-UGC	Rs.3,14,000/-
	7. BOD shaker incubator, Remi	2010-11	UGC-CPE	Rs.1,56,000/-
	Zoology	1. CO2 incubator	2010-11	UGC-CPE
2. Orbital Shaker incubator		2010-11	UGC-CPE	Rs.1,17,188/-
3. LASER rangefinder		2010-11	UGC-CPE	Rs.25,538/-
4. Inverted microscope		2010-11	UGC-CPE	Rs.1,19,175/-
5. UV vis-Spectrophotometer, Eyala		2010-11	UGC-CPE	Rs4,93,031/-
6. PCR 25 well Bio-Rad		2011-12	DBT STAR	Rs.2,00,000/-
7. Blotter and Minivac Complete unit		2011-12	DBT STAR	Rs.1,30,000/-
8. Hermele Microscope		2012-13	DST-FIST	Rs.5,10,680/-
9. AKTA Chromatography		2012-13	DST-FIST	Rs8,67,391/-
Botany	1. Laminar Air Flow	2009-10	State grant	Rs.1,25,000/-
	2. Cold Centrifuge (Remi)	2009-10	State Grant	Rs.1,61,000/-

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	3. Olympus Trinocular Ch 20i	2010-11	UGC	Rs.1,00,000/-
	4. Thermal Cycler	2011-12	State Grant	Rs.2,00,000/-
Chemistry	1. Eyala (Japan) Powerful Aspirator A-1000 S Omega Chiller/ water bath circulator Eyala Cow lamp bath PLS-1400	2009-10	State	Rs.4,88,000/-
	2. Digital Polarimeter	2009-10	State	Rs.1,63,000/-
	3. Digital Ph Meter Systronic-335	2011-12	State	Rs.1,00,000/-
	4. Ultra high Vacuum pump with accessories	2011-12	DBT	Rs.99,880/-
	5. Mettler Toledo electronic analytical balance	2011-12	DST	Rs.1,49,300/-
	6. Mettler Electronic semi-micro balance	2011-12	DST	Rs.1,96,000/-
	7. Perkin-Elmer FTIR	2012-13	UGC Special	Rs.9,00,000/-

## Format for Presentation of Practice

### 1. Title of the Practice

- 1) **5x5 Prioritized key areas**
- 2) **Ensuring inclusiveness of girl students**

### 2. Goal

Describe the aim of the practice followed by the institution. Brief the underlying principles or concepts in about 100 words.

- 1) **5x5 Prioritized key areas** :The planning and development protocol are divided into 5 BROAD HEADS:

- **TEACHING (UG)**
- **TEACHING (PG)**
- **RESEARCH**
- **EXTENSION**
- **ANY OTHER**

Each of these broad heads are further sub-divided into 5 minor heads and for each of these schemes there is a nodal person who in association with other stakeholders bring the projects into reality. Currently the autonomously functioning units are:

- A. Teaching and Evaluation(UG):**5 sub areas in Budgeting, planning and implementation of all schemes for undergraduate departments related with academic and extra-academic affairs have been brought under this head.
- B. Teaching and Evaluation(PG):**Development and augmentation of PG departments are brought under this major head and 5 sub areas are identified to address these issues.
- C. Research:**5 sub areas are similarly identified that would address needs of the college to enable itself to be rated highly in the area of research.
- D. Extension:**This major head identifies 5 sub areas that would be addressed as outreach initiatives in an academic year
- E. Other Activities:**Each year the college would identify 5 sub areas that would address other administrative and extra-academic issues.

- 2) **Ensuring inclusiveness of girl students** : In conformity with the vision and mission of this college we are committed to increase the intake facility particularly those from the economically and socially challenged group of students. As a large number of students. In view of increasing the inclusiveness we have formed special cell to guide and facilitate the students to in availing all such schemes that the government has launched for this target group. In addition, we have initiated special computer education and IT training courses for

these girls. This benefices the students of arts discipline particularly and the results so far are very encouraging for all stakeholders.

### 3. The Context

1) **5x5 Prioritized key areas:** For addressing most of the academic and administrative issues is one idea we owe to the CPE scheme. Since our CPE days we follow 5 sub areas under 5 major areas identified by the University Grants Commission. As most of the areas that are required to be addressed by most of the stakeholders are covered in this 5x5 format, we are continuing to pursue it even though we are currently out of the CPE scheme.

2) **Ensuring inclusiveness of girl students:** The college aims at attaining simultaneous excellence in classical as well as modern studies. A large number girl students who opt for languages and social sciences come from socially, economically challenged groups and majority of them belong to minority communities. We have decided to form a cell that would look, among other things, after the financial support schemes and the academic schemes that would benefice them.

### 4. The Practice

#### 1) 5x5 Prioritized key areas:

**A. Teaching and Evaluation(UG):** The following 5 sub areas were identified :

- i) Improvement of Laboratories including the language lab.
- ii) Improvement of library including the seminar libraries
- iii) Planning and designing core academic and extra-academic initiatives and their evaluation
- iv) Talent search, improvement and training in Sports ,Drama, Song and performing arts.
- v) Research institution and Industry- Institution Interface initiatives.

**B. Teaching and Evaluation(PG):** 5 identified sub areas are as follows:

- i) Infrastructure Development of all PG departments and those UG with potential to upgrade.
- ii) Support for Student research in PG departments
- iii) Improvement of Examination Cell in autonomous post graduate departments.
- iv) Career guidance initiatives including special coaching facilities for PG students desirous of pursuing careers in research
- v) SEBCA(School of Environmental and Biodiversity Conservation and Awareness)

**C. Research:** 5 sub areas are similarly identified that would address needs of the college to enable itself to be rated highly in the area of research.

- i) CICARS(Central Instrumentation Centre for Advance Research Support)
- ii) School of Socio-Economic Research:
- iii) School of Oriental Languages
- iv) School of Women and Gender studies.
- v) Publication of academic journals

**D. Extension:** This major head identifies 5 sub areas that would be addressed as outreach

- i) Community connect initiatives like water and food material testing facility
- ii) ICT skill development, entry into services and similar other schemes for SC/ST/OBC and Minority students from college and outside the college
- iii) Initiatives to liaison Alumni, Parents and other stakeholders.
- iv) Gender specific initiatives.
- v) Catch up programmes with school- children.

**E. Other Activities:** This year the college identified the following 5 sub areas:

- i) Improvement of IT enabled Admission and student Support System.
- ii) Improvement of facilities for boarders in hostel
- iii) Cell for prize-scheme for academic and all round excellence.
- iv) Anti- ragging cell, grievance redressal and counselling cell.
- v) Cell for coordinating Seminar, symposia and memorial lectures.

One (in some cases two) nodal persons are assigned with the duties of planning and implementation of these schemes. They are to report the Teachers' Council, the IQAC and above all the Principal on the targets achieved from time to time.

## 2) Ensuring inclusiveness of girl students:

- a) **The cell for girls' welfare schemes** is headed by Dr. Kartik Basak, Associate Professor of Mathematics, heads this cell. Welfare schemes like Kanyashree, Aid Fund aids to the needy, minority affairs department assistance etc are covered by this initiative. From information percolation to beneficitation through online transfer on fund-every aspect is monitored by a team of dedicated teaching and administrative staff.
- b) **Computer training course for girl students:** There were 72 beneficiaries during this phase of this programme. Imparting soft skills and ICT training to girl students belonging to SC/ST/OBC and Minority students has proved to be one of our more popular schemes. Considering the number of children living in marginal conditions in the slum areas around the college, it is felt that this project could be extended to the girls of the locality and that would have a huge impact on their development. This project has been recorded as a certificate course run under this scheme. Prof. D.P. Chattopadhyay, Associate Professor of Sociology is the nodal person for this scheme.

## 5. Evidence of Success

*Provide evidence of success such as performance against targets and benchmarks and review results. What do these results indicate? Describe in about 200 words.*

- 1) **5x5 Prioritized key areas:** The success of this decentralization of academic and administrative works is evidenced in:

- improved performance of students in both academic and extra-academic fields.
- Number of interdisciplinary programmes was increased to a great extent.
- UG students carried out some highly appreciated projects. We can boast of a good number of student presentations and publications which is a key improvement compared to earlier years.
- Microbiology department and Physics departments have upgraded considerably and have attained potential to apply for PG courses.
- Library facilitates improved and networking centre established
- Gender sensitization programmes, CC TV monitoring in Hostel etc were envisioned and materialized.
- The college could add 17% to its intake capacity to beneficiate OBC category students over the next few years and the sub-committee involved has worked out the timeline for this increase. The increase has already been materialized in almost all social science departments.
- There was no prize scheme for the students of this college and this could be materialized under this protocol.
- Funds were assigned for each of these 25 sub-heads and the outcome was very satisfactory.
- The science journal saw the light of the day. A book on gender issues also could be published in conformity with one of the identified key areas .

2) **Ensuring inclusiveness of girl students:** There were 72 beneficiaries in soft skills and ICT training programmes for girl students belonging to SC/ST/OBC and Minority students and it has proven to be one of our more popular schemes.

**Kanyashree fellowship** for the girl students below BPL is a major innovative program of the Government of West Bengal aimed at inclusiveness. A college level student is given Rs.25000/- per year for continuation of study and to support herself in more than a decent way. Percolation of information, screening, shortlisting and ultimately transferring the allocation online is carried out by a dedicated committee led by Dr. Kartik Chandra Basak of Department of Mathematics. This year 53 of our girl students received this fellowship.

## 6. Problems Encountered and Resources Required

### The problems :

- i) **Dearth of funds** is the most important problem in implementing these programmes to the satisfaction of all the stakeholders.
- ii) **Transferable Service:** The college being a government college, the teachers are transferred which is a tremendous impediment in carrying out these schemes under a common set of nodal persons for a meaningful period of time.
- iii) **Prioritization** of key areas in the beginning of the year is desirable and that is how it is done. However, during the course of the year relative priorities do alter. Planning and implementing in such cases are somewhat difficult if not backed up by additional funding.
- iv) **Vacancy position** for teaching and support staff is alarming. There is only one librarian for this multilingual large library. The positions of Head Clerk and Stenographer to the Principal are lying vacant for a long time as about 40% of other vacancies in non-teaching positions.
- v) **Drop outs:** Despite being supported by material means, a number of girl students fail to withstand the pressure of their families and societies they belong to. A lot more effort and planning need to be done to increase the GER in real terms.

### Resources required :

- i) Space is the most fundamental resource required for this college. Situated in the heart of the city, the college has little scope of adding to the current floor area. As a Class I heritage building no change of façade is permitted. Hence a second campus is the necessity of the day.
- ii) Improved funding from the government would enable us to address all key areas with relative weightages they deserve.
- iii) Filling up of all vacant posts would be a huge boost for all concerned.

## 7. Notes (Optional)

For some student support programmes, the college is entirely dependent on the UGC funding. The NET coaching center, the remedial coaching centre, the entry into services centre are funded by the UGC. It is neither ideal nor desirable that these centre would run on availability of fund and would hibernate when funds are not forthcoming. The same is true for various other schemes. There should be mechanisms to address these issues at least for those colleges who are shortlisted to run these student support schemes.