MAULANA AZAD COLLEGE

THE ANNUAL QUALITY ASSURANCE REPORT 2015-16

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 700013

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. BIJOY KRISHNA ROY**

Tel. No. with STD Code:

> 033-22493737

Mobile:

> 086697470478

Name of the IQAC Coordinator:

DR. S. C DASGUPTA

Mobile:

9830471981

IQAC e-mail address:

maulanaazadcollegekolkata @gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

WBCOGN 13331-*Cycle-II*

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)

March 31st, 2007/258

1.5 Website address:

www. maulanaazadcollege.in

Web-link of the AQAR:

www.maulanaazadcollege.in/AQAR2015-16.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	1st Cycle	B ++		2007	31.02.2012
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

01.08.2008

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

2015-16

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted 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
 vi. AQAR---------2013-14---------------------- 29.04.2015
vii. AQAR---------2014-15----------------------07.10.2015

1.10 Institutional Status

University   State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes [√]   No ☐

Constituent College   Yes ☐   No [√]

Autonomous college of UGC   Yes ☐   No [√]

Regulatory Agency approved Institution   Yes ☐   No [√]

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

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 [√]   Commerce [√]   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 all PG courses by University |

University with Potential for Excellence | | UGC-CPE | 2011-12 & 2012-13 |

DBT Star Scheme | 2011 | UGC-CE | |

UGC-Special Assistance Programme | | DST-FIST | 2010 |

UGC-Innovative PG programmes | | Any other (*Specify*) | DBT BOOST Scheme { Govt. W.B.} |

UGC-COP Programmes | |

2. IQAC Composition and Activities

2.1 No. of Teachers | 08 |

2.2 No. of Administrative/Technical staff | 1 |

2.3 No. of students | 1 |

2.4 No. of Management representatives | DPI Nominee 01 |

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 | 1 |

2.9 Total No. of members | 12 |

2.10 No. of IQAC meetings held | 07 |

2.11 No. of meetings with various stakeholders: No. | 4 | Faculty | 5 |

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

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

If yes, mention the amount   3,00,000/-

2.13 Seminars and Conferences (only quality related)

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

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

(ii) Themes	1. Use of ICT skill development for Non-Teaching Staff in College. 2. Commemoration of International language day 3. Hassel free online admission process for both UG and PG course.

2.14 Significant Activities and contributions made by IQAC

a) IQAC takes key role in preparation and implementation of academic calendar in college.
b) IQAC is instrumental in monitoring and implementation of the Career Advancement scheme of the teachers.
c) The State Government guided by UGC norms has recognized the role of the IQAC by including its participation as an internal sanctioning authority of Career Advancement Scheme (CAS). The IQAC is doing its duty sincerely
d) IQAC monitors all such programmes in the college like seminars, outreach initiatives, student meets and career counseling initiatives.
e) IQAC frames and put forward the proposal and plan for UGC sponsored programme and DBT Star College scheme.
f) IQAC arranges for responding to the All India Higher Education Survey.
g) Participation in external assessment and survey such as AC Neilson India Today survey of academic institution in India
h) There is a constant and vigilant system of monitoring progress in which the Principal is always actively engaged and there is a live consultation between the Principal, the TCS (Secretary, Teachers' Council), Coordinator, IQAC, Conveners of UGC Committees and all the Heads as also those seniors in charge of key areas. The Librarians, the Hostel super and the Head Clerk are always in touch if policies concern their jurisdiction. Annual Reports are prepared and all progres is documented; if targets remain unfulfilled immediately the projection for the coming year is modified at the IQAC level.
i) This year IQAC has taken a decision to go for evaluation by NAAC for the second cycle of accreditation. The 'Letter Of Intent' has already been sent to NAAC on 21.01.2015. As a part of the LOI requirement, we have uploaded 'Self Study Report 2015' of our college in our website on 16.12.2015. Currently we are actively involved in preparing ourselves for evaluation by NAAC
j) Iqac takes a key role regarding constitution of Internal Complaint Committee (ICC) as per Sexual Harassment of Women at workplace act 2013.
k) Memorandum of understanding (MOU) was initiated in between AGAMEE, a society for Self-help and Maulana Azad College. The MOU formalized the commitment of the parties to work together to provide the service to students and employee who are victims of sexual assault.

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
a) To Prepare the college for Second accreditation cycle	Achieved
b) Implementation of Govt. of West Bengal reservation policy	Implemented
c) Continuation of on line admission process.	Implemented
d) CBCS syllabus in Postgraduate course in Zoology	Implemented
e) Use of Photograph in Mark sheet	Achieved
f) Electrical and civil works around college campus including replacement of new air conditioner machines in central equipment laboratory.	Implemented
g) Renovation and modernization of different class rooms including one seminar lecture theatre with ICT facility	Implemented
h) Renovation work in Govt. Baker Hostel	Implemented
i) Upgradation of Microbiology laboratory	Implemented
j) Publications of peer reviewed college journals	Continuing
k) Arrangement of lecture organized by Cell against Sexual Harassment& the Women Study center	Implemented
l) Gender sensitizing Programme	Implemented
m) Formation of ICC	Implemented

Attach the Academic Calendar of the year as Annexure. I

2.16 Whether the AQAR was placed in statutory body   Yes √   No ☐

Management ☐   Syndicate ☐   Any other body √

Provide the details of the action taken

1. IQAC convened a meeting on 01.10.2015 for reconstituting the IQAC due to superannuation of previous Co ordinator. The proposed name was unanimously accepted.
2. In the same meeting IQAC decided to create a new NAAC steering committee and NAAC Coordinator for preparation of SSR and also suggest to make preparation for LOI submission and other contemporary development issues of the college.
3. Since November 2015 IQAC committee members started visit to different academic departments for self-academic audit and evaluation of present status.
4. The preparation of SSR was under way and it was decided that the completed SSR would be submitted within December 2015.
5. IQAC convened a meeting with all teachers and staffs to form a Criterion specific steering committee for preparation of SSR. The different steering committee was formed accordingly and it was unanimously resolved that the Co ordinator of NAAC committee and IQAC will jointly monitor all these issues.

6. IQAC framed the proposals that are deemed to be implemented before actual NAAC visits. These proposals include civil construction and electrical fittings by PWD, as well as proposals for filling up of vacant posts, nominations for Governing Body members etc.

7. IQAC has asked for submission of PABS based CAS proforma from eligible incumbents and the process of CAS implementation of the teachers, which were held up due to technical reasons were taken up and till date altogether 15 CAS was implemented so far during this financial year

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
Ph.D.	6	Nil	Nil	Nil
PG	3	Nil	Nil	Nil
UG	22	Nil	Nil	Nil
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total				

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	3 {PG}
Trimester	
Annual	22{UG}

1.3 Feedback from stakeholders*   Alumni [√] Parents [√] Employers [ ] Students [√]
   (On all aspects)

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

Please provide an 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.

> Department of Zoology recently shifted from Annual system to CBCS semester system from this academic session for their Postgraduate Course
>
> For Undergraduate Honors and general course, the syllabus is mainly guided by Calcutta University Syllabus. Recently the Syllabus of Zoology (Hons) & general has been extensively revised by Calcutta University authority and this new syllabus will likely to be started very soon after necessary approval from authority.

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
95	67	26	02	

2.2 No. of permanent faculty with Ph.D.

45

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
10	13				3				

2.4 No. of Guest and Visiting faculty and Temporary faculty

27		15

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	15	8
Presented papers			
Resource Persons		2	

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

1. Interdisciplinary hands on training programme in Science departments were organized from DBT Star College scheme.
2. ICT training course were conducted for SC/ST/minority girl's students.
3. A number of peer meets programme were arranged by different departments
4. An ISSN coded journal for Arts and Languages with contributions from both students and teachers was launched
5. After two successful issue third volume of MAC journal of Basic and Applied Sciences is now ready for publication.
6. Journal of PG Department of English will be published very soon
7. Entrance test for entry in all PG courses

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

| 198 |

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: 24 (PG) | BOS : 09 (UG) | CD(UG) : 03 |

2.10 Average percentage of attendance of students

| 65% |

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.Sc (Hons)	159		76	57	09	
B.A. (Hons)	248		40	134		
B.Com.						
B. A. (General)						
M.A. (Eng)	20	xx	06	14	xx	100
M.A. (Urdu)	32	xx	21	11	xx	100
M.Sc.	25	xx	24	1	xx	100

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

1. IQAC is instrumental in framing the academic calendar.

2. Provision of appraisal, evaluation and authentication of performance of the teachers by IQAC.

3. IQAC monitors provisions and compliance of tutorials, remedial classes, catch up and
    Interdisciplinary   programme.

4. IQAC performed regular academic audit to various department for the ensuing visit of NAAC team.

5. IQAC monitor and promotes regular career counselling meet for students.

6. IQAC also monitors and evaluate performance of students and shortlists them for rewarding the
   deserving among them.

7. IQAC organized discussion, workshops, seminars and promotion of quality circles. Students were
   motivated to participate Brain awareness camp, Science communication meet, District level Science
   fair at BITM , and Debate competition organized by Biodiversity Board

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	06
UGC – Faculty Improvement Programme (Ph.D)	03
HRD programmes	Nil
Orientation programmes	03
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	09
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	Nil	Nil
Technical Staff	5	Nil	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

1. Formation of research committee that judges, finalizes and monitors all research proposals.
2. Speedy forwarded all proposal for onward transmission, augment infrastructural facilities and provide additional support to teachers for attending seminar workshop, refresher and orientation programme.
3. Ensuring that DBT and DST and other extramural support continue.
4. Organize a special lecture session for junior and new recruited faculty to apply more number of minor and major research projects.
5. Promoting student research by sending them to different seminar and conference.
6. Arrangement and evaluation by external resource person of Poster presentation by Science students.
7. Observation of Science day and extension activity and workshop with local school children.
8. Selection, availability and percolation of both print and online journals, resources and inventories.
9. Excursion, field trip and visit to research institute for hands on training.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	2	x	2
Outlay in Rs. Lakhs	3325760	3049200		40,00,000

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	7		3
Outlay in Rs. Lakhs	6400000	2655000		15,00,000

3.4   Details on research publications

	International	National	Others
Peer Review Journals	55	14	
Non-Peer Review Journals		10	
e-Journals			
Conference proceedings	05	10	

3.5 Details on Impact factor of publications:

Range 0.8-4.6   Average 2.25   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	UGC	3049200	2055460
Minor Projects	2	UGC	2655000	2556000

Interdisciplinary Projects				
Industry sponsored	01	NTRF	1355760	
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*	16			
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No. | 3 | Chapters in Edited Books | 2 |

ii) Without ISBN No. | 2 |

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 (specify) [   ]

3.10 Revenue generated through consultancy | NA |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		1			15
Sponsoring agencies		UGC			DBT

3.12 No. of faculty served as experts, chairpersons or resource persons | 3 |

3.13 No. of collaborations   International [   ]   National [02]   Any other [   ]

3.14 No. of linkages created during this year | 01 |

3.15 Total budget for research for current year in lakhs :

From funding agency | 5704200 | From Management of University/College   [   ]

Total | 5704200 |

3.16 No. of patents received this year

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

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
	01	xx	2 (Student award)	xx	xx	xx

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

04

05

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

01

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

JRF 1   SRF   Project Fellows 4   Any other

3.21 No. of students Participated in NSS events:

University level >100   State level

National level   International level

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 04

NCC ☐   NSS 04   Any other ☐

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

a) Water testing facilities for the locality
b) Biodiversity awareness programme with school children
c) Demonstration of Solar Telescope to school children
d) Hands on training with Kitchen Microbes with School children
e) Student participation in environmental awareness programme, Videography contest (SAVSLE-2016) Bagged Special Jury award
f) Student Participation in the International student meet on Public Health at Science City Kolkata.
g) Student Participation in in District Level Science Fair at BITM 2015.
h) Student participation in debate competition on Biodiversity is not essential for sustainable development organized by West Bengal biodiversity Board 2015.
i) Lecture on the Importance of medicinal plants to school children by Scientist from Bose Institute
j) Students visits to Agrihorticulture farm and Central Institute for Fisheries education for hands on training.
k) Student participation in extempore speech & quiz competition organized by Young Scientist Forum Scintilla at Calcutta University. (Bagged 1st runners up in quiz and 1st prize in extempore speech)
l) Student participation in Science Communicators meet at IISWBM, Kolkata.
m) Students participations to observe National science day at ISCA

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5 acres	NA		5acres
Class rooms	38	Nil		38
Laboratories	22			22
Seminar Halls	2	01		03
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	Annexure 2	Spectrophotometer PCR Fluorescence Microscope	BOOST - WB	
Value of the equipment purchased during the year (Rs. in Lakhs)	Govt. & UGC Grant 25,00,000/-	As above		
Others	Nil			

4.2 Computerization of administration and library

Office:
- Computerized office
- Computerized student data base
- Computerized salary bill through COSA software
- Online admission process

Library
- LAN based public access catalogue
- Electronic resource management (package for journal)
- DELNET & JSTOR facility
- 1Gbps Internet bandwidth/speed
- Institutional repository
- 10 number of computers& printers   for public access
- Library automation through LIBSYS
- In house CCTV facilities for monitoring
- Large air- conditioned reading room facility
- Facility for Koha which is an open source Integrated Library System (ILS).

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	91235	3408423	371	1780000	91606	3586423
Reference Books			322	69500		
e-Books						
Journals	29		Nil	1,00,000	29	1,00,000
e-Journals	11					
Digital Database	JSTOR/ DELNET			5000/- 23500/-		
CD & Video	21				21	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing	156	04	All science deptt.inclu ding networking center	1 central + 7 deptt	02	08	07	xx
Added	10	0						
Total	165	04	09	08	02	08	07	xx

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

- All departments and administration are networked.
- Creation of Smart Class room
- Admission and student database management online.
- Library JSTOR-DELNET supported.
- Computer training for SC/ST/Minority girls.
- ICT skill development programme for staff members.
- All computer was brought under AMC.
- Separate mail id for each year students for easy communication and class material
- Facility for , internet ,intranet and intercom service.
- Single window facility to meet up student needs.

4.6 Amount spent on maintenance in lakhs :

   i) ICT   `3 Lakhs`

   ii) Campus Infrastructure and facilities   `12 Lakhs`

   iii) Equipments   `10 Lakhs`

   iv) Others

Total :   `22.50Lakhs`

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The IQAC is instrumental in formulating and implementing policies on development and growth
- IQAC coordinates the activities of grievance redressal cell, cell against sexual harassment, career counselling cell, anti-ragging cell and women study group. It plans allocation of fund for different activities all such scheme.
- The IQAC takes all initiatives to involve the students Body in ensuring percolation of all information and time lines regarding student support scheme such as scholarships, special funds, remedial coaching, training centers, kanyasree etc.
- IQAC appreciate the students of Botany department for their involvement and securing 1st Position in Poster presentation & and Model presentation in Indian Student Science congress 2015

5.2 Efforts made by the institution for tracking the progression

- System of Feedback from students
- System of Feedback from stakeholders and established students
- Feedback from peer bodies DBT and UGC
- The subcommittee in designated areas of involvement provide continuous information to the administration and IQAC alike.
- Feeding data to independent bodies conducting institutional auditing.
- Based on this data the India Toady AC Neilson survey of Indian Academic Institutions 2016 rated this college as topmost Science in City and all India rank 21

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2380	230	05	

(b) No. of students outside the state

12

(c) No. of international students

Nil

Men

No	%
1272	54

Women

No	%
1108	46

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
709	41	10	88	08	856						

Demand ratio   0.06   Dropout- Not specific (mostly transfer case post admission)

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

- Having UGC-NET Coaching center.

- Having UGC Entry in to service coaching center.

- ICT Skill development for SC/ST and Minorities.

- Remedial coaching center for non-creamy layer.

   [all center were in operative stage during UGC -CPE periods]

No. of student's beneficiaries

75

5.5 No. of students qualified in these examinations

NET | 04 | SET/SLET | | GATE | | CAT | |

IAS/IPS etc | | State PSC | 03 | UPSC | | Others | |

5.6 Details of student counselling and career guidance

Dr. Subhasis Panda (Convener)
Dr Jamil Ahmed (Member)
Dr. Biswarup Mondal(Member)
Dr.Avijit Mondal(Member)
In campus selection was sparse. The college has for the last few years pursued off campus and in campus interviews by different agencies. The cell collaborated with external agencies for campus recruitment and several offers materialized

No. of students benefitted	>100

5.7 Details of campus placement

On campus			Off Campus
Copies of VishkNumber of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
10	>250	>25	Not known

5.8 Details of gender sensitization programmes

> 1. Dr. Anuradha Sen (Convenor)
> 2. Smt Paramita Maharatna
> 3. Dr. Aditi Basu
> 4. Dr. Suparna Mitra
> 5. Smt. Mahua Patra
> 6. Smt. Roopamala Saha
> 7. Smt. Arpita Ghosh (Office Staff)
> 8. Smt. Jayati Ghosh (Accountant)
> 9. Tausif Alam (student Representative)
> 10. Sm.t Debakalpa Basu Das (member of NGO Agamee)
> 11. Legal advisor : Smt Mahua Patra (faculty)
> 12. Dr. S. N. Mandal DDPI (Govt of West Bengal)
> ● Copies of Vishaka Guidelines against sexual Harassment in the workplace were circulated.
> ● The students are to submitted an affidavit to the effect that ragging of any form would be dealt with legally
> ● Periodical arrangement of seminar to address the students as a part of gender sanitization programme

5.9 Students Activities

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

State/ University level   `03`   National level   `01`   International level   `Nil`

No. of students participated in cultural events

State/ University level   `01`   National level   `01`   International level

● Md. Nafees won Governors Silver Medal and represented State in NCC Republic Day parade
● Sourav Chatterjee, 2nd year Botany Hons, received first Prize in Poster Presentation Students Science Congress, 2015
●Debangana Dey M.Sc. student of Zoology Dept. selected for DST- INSPIRE fellowship for persuasion of Ph.D. degree
Dipita Bhattacharjee M..Sc student of Zoology Dept selected for BOOST fellowship for persuasion of PhD

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

Sports: State/ University level | 01 | National level | 01 | International level | |

Cultural: State/ University level | 03 | National level | 01 | International level | |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	Full Free 17 Half free 207	Tuition fee
Financial support from government	Kanyashree 54 WBMDFC- 967	25000/- 7500/-
Financial support from other sources	JINDAL/WQAF-40	2000/-
Number of students who received International/ National recognitions	DST-INSPIRE -10	60,000/-

5.11   Student organised / initiatives

Fairs   : State/ University level | 01 | National level | 01 | International level | |

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

5.12   No. of social initiatives undertaken by the students | 03 |

5.13 Major grievances of students (if any) redressed:

● More number of classrooms
● Provision of immediate inaugration of newly built girls hostels.
● Drinking water facility enhanced to promote intellectual, moral and cultural development in a try
● Improve condition of ladies' toilet

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 backwards
  * 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 background.
  * To strive for excellence and to provide our students with best of the opportunities of learning and to yearn for including 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 and 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 relates to the college's image building. Right from admission to conducting elections for student's union, the sub committees mastermind almost every academic and administrative strategy. The Head of the department are responsible for assessing the academic progress of respective departments. They assign the syllabi for all teachers in a course, look over all performances of the assignees, take feedback from the students and parents through periodical guardian meeting, monitor each and every student's weakness and strength, frame the budget, manage the resources and in case of Postgraduate department holding semester PG examination regularly, official publication of results and in association with IQAC undertake SWOT analysis in real terms. It becomes the responsibility of the Principal and the government to address all these issues if needed.

6.3 Quality improvement strategies adopted by the institution for each of the following:
6.3.1   Curriculum Development

● The institute 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 Postgraduate departments, the curricula of which are framed by the faculty members 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 Board of studies (PGEC), do enrich the curricula with valuable inputs. The fluidity and flexibility of syllabi of English, Urdu and Zoology are balanced and at per with any of the national universities. From this year CBCS has been started in PG course in Zoology. Student progression records suggest that the exercise had been beneficial to the students.

Teaching aid	Assessment	Remedial Class/Tutorial class	Faculty Improvement programme	Seminar	Workshop
*Black board & Chalk Duster *Overhead projector *LCD Projector *Computer with Internet facility *Computer lab with C+ MINITAB, MATLAB, GNUPLOT, LaTex,Gaussian 09, *Structural model for illustration the molecular structure *Audio-Visual aid- DVD & CD *Procurement new equipment at science departments	**UG** *Monthly test *Midterm examination *Selection test **PG** *Semester examination *Dissertation evaluation *Viva Voce *Interactive session *Project presentation lecture *Seminar defense	*Remedial class for minority and non-creamy students. *Tutorial class for advanced learners *Tutorial class for weak students *Special class for different competitive exam	DBT beneficiary science departments (Zoology, Botany, Physics, Chemistry & Microbiology) organized faculty improvement programme	Science and arts departments organized seminar sponsored by DBT, UGC & college	DBT star college sponsored workshops organized by Physics, Chemistry, Botany, Zoology and Microbiology departments.

6.3.3 Examination and Evaluation

The students are evaluated both by written examination and orally. The process of evaluation is as follows: –

  Monthly Test - There are year-long tests to ensure continuous assessment.

– Midterm Test - These are comprehensive tests on substantial portion of the syllabus to help the students to prepare for their Selection Tests.

– Selection Test - Terminal Tests at the end of each year of study to assure the eligibility for University Examination. –

The students are also evaluated by inter and intra departmental seminars, study circles etc. – In addition to this the autonomous post-graduate departments evaluate their students through end semester examinations and presentation of Term Papers through seminars in presence of external experts.

Project works on environment for all 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.Subir C. Dasgupta, Professor & HOD, PG Department of Zoology, Convener
Dr. Parimal Bhattacharya , Associate Prof. and Head, PG Department of English
Dr. Dabir Ahmed, HOD, Associate Prof.PG Department of Urdu,
Dr. Ashis K. Mukherjee, Associate Prof., Head, Department of Chemistry
Dr. Anuradha Sen, Head, Department of Philosophy
Dr. Pradip Kar, Department of Zoology
All Heads of Science Departments

Following are the measures taken by the institution to facilitate smooth progress of implementation of research schemes/projects.
● Research proposals are screened and forwarded by the committee and finally by the Principal
●Autonomy to the principal investigator: The Principal investigator is the key person to plan and smooth implementation of any project
●Timely availability or release of resources: Prompt disbursement of sanctioned grants are ensured through constant liaisons with funding authorities & allocation meetings between principal and PI.
●Adequate infrastructure and human resources: Provisions for inducting Research Fellows for Major Projects, both UGC & non-UGC sponsored (NTRF) are in place.
●The Collaborative Project between of the faculties of Zoology department, with Department of physiology Calcutta University and Visva Bharati University also has Research Fellows
●The board recommendations have been successful in harnessing I major, I Emeritus Professor project and 3 minor research projects from UGC and I major project from NTRF were sanctioned.
Other facilities:
⬜ 24 hrs. internet facility
⬜ Well equipped computer laboratories
⬜ Enriched Computerized library with modern books and journals of various fields
⬜ Collaborative facilities on institutional and departmental levels with British Council Libraries, USIS and the National Library, Urdu Academy, Itihaas Samsad, Bangiya Arthaniti Parishad among other advanced level academic organization.
⬜ Each department with huge instrumentation facilities.
⬜ Regular visits and interaction with other research facilities, industrial institutions, excursions and field work.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The following Library, ICT and infrastructural facilities are available in our College during college hours
● The library uses various ICT tools photocopiers, scanners, printers etc. to help students.
●The library also has Wi-Fi connection.
●Some old and valuable books have been digitized.
● The library has joined the NLIST programme (conducted by INFLIBNET) since 2011. E- journals and e books can be availed by this programme.
● Facility for Library Management Information System to a OPEN source Library Software 'KOHA' to make it a standardized one. Presently 'KOHA', the open source software compatible with Z39.50 , has been installed in our library for automation.
●The institute plans to augment the existing facilities with
  * upgrade Open Access status where any user can search from anywhere after logging.
  * To make the archived material accessible via net.
  * To tie up with university and other institutional inventories.
  * To procure advanced high speed broadband connections
  * To create virtual classrooms.
  * Retraining programme in ICT skill development was organized for the staff members

- The library reading rooms have air-condition facility and also equipped with LCD projector for audio/video demonstration.

● The Career Counseling Cell of the College which has actively provided students with several national and international level interaction sessions and recruitment drives in different corporate sectors opened its own exclusive unit in the College with adequate infrastructure required to carry on their future programs successfully.

6.3.6 Human Resource Management

● There is no specific HR department. However optimum and efficient deployment of human resources is an integral part of any management initiative.
● For Students: Foundation is made at the UG and PG level to give exposure in Cultural, Entrepreneurship, Writing skill, Public speaking, Sports, Seminar defense along with Academics.
● For Teachers: Faculty members are involved in academic work as well as Committee work. The various responsibilities are coordinated with academic activities and do not compromise the latter. The teacher's council nominates its members to different sub committees that look after almost every aspect of management
● For governance two members of the faculty namely Dr. S Dasgupta, professor of Zoology and Dr. Dabir Ahmed, HOD Deptt. of Urdu were elected by the TC to be the Teacher members in Governing Body
● One non-teaching staff, General secretary of Students Union are nominated members of Governing Body.
● 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

The College is a Government Institution and thus cannot recruit teachers. The lacunae is overcomed by – inviting retired teachers, scholars as resource persons, researchers to deliver short term courses. – inviting meritorious ex-students to take classes. – concerned departments conducting periodical workshops/seminars to upgrade the process of teaching –learning. - respective departments engaging Guest Lecturers and retired teachers from Research institutes/ Universities for teaching specialized new programmes. Full time faculty and Staff are entirely done by the Government

6.3.8 Industry Interaction / Collaboration

The College has an Industry Institute 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 are taken to select institutes so that they can have hands on training experience regarding the scope and environment in these institute.
- For motivating them, peers from industry visited the college
- Entrepreneurship development programme for girls were organized

Sl No	Departments	Date	Industry / Institute/ peer team visit
1.	Microbiology	January 2016	Visit to Dairy Technology, WBUAFSc, Mohonpur
2	Microbiology	February 2015	Visit to Alcohol Production Industry, Nurpur
3.	Zoology	June 2016	Borosil India Pvt. Ltd, Seminar and Hands on training on safe Laboratory measures
4.	Zoology	December 2015	Training on Ornamental Fish culture at CIFE, Salt Lake, Kolkata
5.	Botany	November 2015	Training programme on Mushroom cultivation at Bose Institute Farm, Falta
6	Botany	November 2015	Visit to Agrihorticulture Society of India for study of hybrid orchids, survey of Xerogarden & study of Grafting techniques

6.3.9 Admission of Students

- College announced its admission process in the college website. (www.maulanaazadcollege.in)
- To ensure transparency in the admission process the college has made the following norms as mandatory for the applications –
- To be filled Online. To be submitted online. All financial transactions done through Nationalized Bank (Indian Bank).
- Publicize the college prospectus mentioning every details regarding admission procedure, number of seats and its reservation per subjects, cut off marks per subjects, General subjects combination available, fee structures, faculty details etc.
- Admission test are conducted to test the aptitude for Postgraduate Departments as per rules framed by University and Higher Education department, Govt. of West Bengal.
- Counselling 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, College 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 basics and unique Student ID is given to every student.
- Merit list are open source and can be approached in : click to view: hyperlinks through college website.
- Physical verification of all credentials, documents in favor 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 member, nominated by the
- Teacher's council. The members of which worked in tandem with the student's section of the college. This committee is formed a new 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 through RC & OP, study leave, On duty leave, leave fo Child care up to 2 years for mothers
Non-teaching	WB Health scheme, leave for child care up to 2 yr for mothers, retraining of staff
Students	Merit-Cum-Means Scholarships, Full and half free studentship, Scholarship for minorities from WBMDFC, Kanyashree Scholarship, Scholarship, DST-INSPIRE, UGC single girl child & from NGO like Jindal, Tata Steel etc.

6.5 Total corpus fund generated

> It is Purely a Government College. No corpus fund is generated. The fees are deposited to Govt. exchequer compulsorily. Instead the Government bears all expenditure for

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 for PG Deptt. & PGEC of respective PG Deptt.	√	Principal with departmental heads
Administrative	√	Government Auditors. Audit of other grants (UGC, DBT, DST) is done by reputed Chartered Accountants	√	Principals with Senior teachers 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?

Semester and CBCS system has been introduced in the Postgraduate course in zoology

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

Not Applicable

6.11 Activities and support from the Alumni Association

● Maulana Azad College, previously called Islamia College, was established in 1926. Though it is a prime institution of Eastern India, unfortunately all efforts, in the past, to form an Alumni Association proved ephemeral due to various reasons. However, in the year 2010 the dream of establishing the Maulana Azad College Alumni Association Kolkata (MACAAK) came true due to the sincere endeavors made by its ex-students.

●The prominent ex-students, who took special interest and spearheaded this noble cause, comprised Mr. Md. Shamim (Retd. IPS), Mr. Jawaid Iqbal (Ex-WBCS), Mr. Anis Akhter, Dr. Gholam Sarwar, Dr. Md. Mansoor Alam, Dr. Tanwir Ahmed, Mr. Jameel Ahmed, Mr. Nishat Alam, Mr. Mozammil Hossain, Mr. Tanwir Ahmed Khan etc.

● 2010, it was resolved that the MACAAK be registered under the West Bengal Societies Registration Act 1961 at the earliest. Prof. Gholam Sarwar, the General Secretary along with Mr. Jaweed Yusuf, Mr. Mozammil Hossain and Mr. Tanwir Ahmed Khan worked hard for the registration and eventually got the association registered with effect from 19.01.2011 vide Regn. No.S/1L/77219.

●The Foundation Day of the Maulana Azad College was organized by the Alumni Association in a befitting manner at Wahshat Hall of the College. A large number of Ex-students attended this function and showed their interest in the activities of the Association. The function was presided by Mr. M. Nizam and Mr. Ghaznaffar Ali Khan (Retd. IAS) graced the occasion as Guest in Chief. Prof. Dilip Kumar Ghose, the Director of the Institute of Historical Studies, Kolkata attended the function as Guest of Honour. On this occasion, Prof. Md. Mansoor Alam released a booklet entitled Maulana Azad College ---A Historical Background. Among the Alumni, the names of Prof. Sukumar Sen, Ex-Principal, Maulana Azad College, Prof. Sulaiman Khurshid, the then Gen. Secretary of Muslim Institute, Prof. Naim Anis, Mr. Irshad Arzoo deserve to be mentioned. The function was a grand success.

●The Bank A/c. of the Association was opened with the United Bank of India, Rafi Ahmed Kidwai Road Branch.

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, every department holds regular interactive parent-teacher–ward meets after every internal terminal examination to discuss areas of concern and collectively resolve the arising problems.

6.13 Development programmes for support staff

●Retraining of support staff in ICT skill development was organized in association with M/S Brainware so that they are to get acquainted with e-Pradan (an online billing system introduced by Govt. of West Bengal).
● All are covered under West Bengal Health Scheme
●All are covered under a group Insurance scheme
●The residential quarters are maintained by PWD throughout the year.
●The college authority disposed two cases of dying in harness and compensatory appointments promptly and the appointment letters are awaiting from Higher Education department, Govt. of West Bengal.

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

● The institution is also fully aware of its responsibility to protect and preserve the environment.
●There is a Medicinal Garden maintained by the Botany Department which is not only integral to the study of the UG syllabus but also an important instrument for sensitization.
● Preventing accumulation of water to check malaria and dengue infestation if any.
● Monitoring drinking water regularly and provide Clean and filtered drinking water throughout the premises
●There is the Maintenance and Beautification Committee which is instrumental in the maintenance of the cleanliness and the aesthetics of the college. The Gardening Committee helps maintain the beautiful garden of the college.
● Attempt has been started for rain water harvesting system in collaboration with Govt. agencies.
●Hazardous Disposables are taken care of by the conservancy department of Kolkata Municipal Corporation. Moreover, primary importance is given to reduce the volume of chemical wastes generated in our laboratories

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.

●**Multicultural Milieu**: Maulana Azad College is committed to provide quality and affordable higher education for all, including the underprivileged sections of the society. With its modest beginning as Islamia College during the British period, and being an exclusively men's college till about two decades ago, the institution is now a major seat of higher learning and research for both men and women in this part of the country. Many of them are first generation degree-seekers from minority communities, and economically weakest sections of the society. The students come here from different parts of the state and many come from other states as well. The students have different vernaculars, practice different religions and yet in distant memory, Maulana Azad College pleasantly and happily failed to record even one instance of discord and hostility among its students and staff.

●Ensuring Inclusiveness through Student Support schemes: 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. In view of augmenting this, we have formed special cell to guide and facilitate the students 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 beneficiates the students of arts discipline particularly and the results so far are very encouraging for all stakeholders.

- A number of exra academic add on programme , many of which are interdisciplinary in nature were conducted from DBT star College scheme which were aimed at skill development and inculcation of a research mindset.
- Boost up faculty research programme
- To Develop & imbibe research culture amongst UG students.
- Digitalized library resources with continuation of E inventory like JSTOR/DELNET facility.
- To Develop the capacity to work together.
- Continuation and extension of major research research project from NGO/ Industry (NTRF)

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

- Government of West Bengal reservation policy in relation of OBC (B) category and consequent increase in number of seats without reducing general category seat was executed.
- Utilization certificate and Statement of Expenditure of 1st phase construction of Girls Hostel was submitted
- Continuation of skill developmental programme with SC, ST and minority girl students.
- CBCS in Master degree programme in Zoology was implemented.
- Publication of peer reviewed arts and science journal was continued
- Skill developmental programme with non-teaching staff was carried out.
- Construction of a new air-conditioned Seminar Hall with ICT facility.
- Extension block for Microbiology department was completed
- Renovation and air conditioning facility in Teachers Common room.
- Renovation and replacement of old air-condition machine in central equipment laboratory.
- Execution of UGC Emeritus fellowship project.
- The 'Letter of Intent' for evaluation by NAAC for the second cycle of accreditation has already been sent to NAAC on 21.1.2015. As a part of the LOI requirement, we have uploaded 'Self Study Report 2014' of our college in our website on 16.12.2015. Currently we are actively involved in preparing ourselves for evaluation by NAAC.
- Creation of well-equipped fitness center for students

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

- Multicultural Milieu and Diversity

- Student Support Scheme

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

7.4 Contribution to environmental awareness / protection

●Plantation of trees " Briksha Ropon Ceremony" in all consecutive years. This year tree plantation programme was held to commemorate 30th year birth celebration of DBT by renowned scientist from Bose Institute on 14.12.2015
● It is mandatory for each of the final year students to undertake a study of environment.
● Creation of facility by Microbiology department for water testing to determine microbial and chemical contaminant from any source of water of the campus
● Impact of noise pollution around the campus and at the busy traffic intersection near the college was studied and monitored by Physics department.
●More than 25 exotic and local medicinally important plants are being maintained by Botany Department.
●The College has imposed restriction on use of plastic inside the campus.
●Save energy initiative by NSS makes the students aware to switch off lights and fans before leaving the class rooms to save electricity and power.
● Chewing of masticatories, pan-masalas and gutkhas inside college campus is prohibited.
●Walling on the college building in any form graffiti or paper, is completely prohibited. There are dedicated boards on the campus to help percolation of information.

7.5 Whether environmental audit was conducted?   Yes   No

☐   √

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

Strength:
● The college blends study of classical languages and social studies with that of the most fundamental and interdisciplinary science subjects in the most efficient manner. It was established in 1926 as an Institution to focus on studies in Bengal. Very soon the founders could understand the importance of study of Science to facilitate an all round development of the students who were initially exclusively from Muslim community but it did not take long to open the facilities to the children of all caste, creed and religion. Now, it is one of the major colleges in this part of the country fostering equally enviable diversity and growth in both the disciplines.
●The College has been consistently excelling in research. There are at least five (5)
departments which have Ph.D. students registered under it. There are two (2) patents to its credit and research funding from UGC, DST, DBT, ICMR, NTRF etc have materialized in last few years. The volume and quality of publications speak for the college to be rated as the best college teaching Science in this region. *
[***AC Nielsen–India Today Survey of Educational Institutions of India 2016]**
● It is one of the three colleges of the state where DBT Star College programme still continued. The state DBT recognized through its BOOST programme.
●Numerous Hands on training programme and projects for students have been executed
● The College practices the inclusiveness that is fundamental to its vision and mission. Majority of the students belong to Muslim minorities and little less than half of them are women. Many of them come from highly challenged socio-economic background and many are first or second generation learners. This college provides all kinds of academic and extra-academic material support to include them in its growth trajectory. To be trusted as one of the major educational service providers to this large section of the changing society consistently for a very long period of time has been one of our very strong points that we want to uphold in the years to come.
● The College has several scheme to support the needy students and girl's students.

Weakness

● The principal weakness is dearth of space.
● The faculty belongs to a transferable service and frequent transfers often affect the continuity of teaching -learning process and sometimes negatively impact the teacher-student ratio.
● The loss of classes for University examination is a real cause of worry.
● The College has to depend on the Government for development grant as student fees are compulsorily deposited to the exchequer. The delays in allotment of funds sometimes affect the day to day functioning of the college.
● Dependence on P.W.D. for civil and electrical work within the college and hostel campus makes quality assurance, maintenance and monitoring difficult.
● Poor administrative staff to student/Faculty ratio acts as a hindrance to the smooth running of the administrative affairs of the college.
● Fund crunch for continuous purchase of books and journals by College library can be overcome by subscribing for e-books/journals and inclusion of the Institutional library within library networking circle

Opportunities

● The College deserves a second campus for itself. A second campus will be a huge positive for this college as newer Postgraduate courses can be opened and extra academic add on courses can be added.
● The college offers six language comprising of Bengali, English, Sanskrit, Urdu, Persian and Arabic. With so much diversity to nurture, the college can form an interdisciplinary school of Language for taking up valued projects in oriental studies.
●Student facilities like canteen, common room, Gymnasium etc. remain to be upgraded to the desired level due to lack of space.
● Participation in academic programmes like seminars, workshops, debates, JAM/MBA tutorial classes etc. on a regular basis and student counseling at the PG level inculcates within the students a motivation to purse higher studies and research.
● An appreciable number of campus recruitments have taken place over the past few years.
● Faculty members get ample opportunity to carry out research activities and publish their articles in institutional College or other national/international journal.
● Value education and health awareness programmes for students including seminars, workshop and NSS activities in slum areas with women and children inculcates a sense of responsibility in them.

Challenges

● Students, particularly girls succumbing to family pressure and leaving studies midway.
● Some classical languages like Sanskrit Persian finding very few takers
● Little scope for introducing innovative teaching, learning techniques due to constraints in syllabi and annual academic schedule designed by the mother University which also limits the number of teaching days.
● Being a Government college the institution does not have scope of filling up vacancies in teaching and non-teaching posts.
● The stable staff structure necessary for the smooth running of the college (both academic and administrative) is often perturbed by the transfer policies of the government.
● The pace of upgrading infrastructure is not commensurate with the annual increase in student intake as directed by the mother University.
.

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

1. Planning for establishment of Second Campus.

2. Implementation of the recommendation of forthcoming NAAC visit

3. Girl's hostel seats should be available to students by next year.

4. More number of ICT training for staff members of the college for smooth functioning of administrative as well as academic works.

5. The name of Governing body members should be available.

6. To expedite CAS scheme for all faculty programme.

7. Upgradation of infrastructure of all departments with a view to opening of Postgraduate section in some department.

8. Strengthening of Internal Complaints Committee according to proper UGC guidelines and directives

9. Construction of a Rain-water Harvesting System & Installation of Solar panel for sustainable development and Eco friendly campus .

10. Enrichment of extension activity.

Name: **Dr. Subir Chandra Dasgupta**   *Name:* **Dr. Bijoy Krishna Roy**

Professor & Head, Deptt of Zoology   ***Principal***

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____ *** _____

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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MAULANA AZAD COLLEGE

8 Rafi Ahmed Kidwai Road, Kolkata

Academic Calendar 2016-2017

(Effective from 1st July, 2016 to 30th June, 2017)

Month	Week	Dates of the Week	Number of Holidays	Number of No Class Days	Number of Days Available for Holding Classes, Class/Unit Tests, Admission Work, Exam-Related Duties, etc.	Extracurricular Activities of the Students	Students' Contact with the College Office	Remarks
1	2	3	4	5	6	7	8	9
July'16	1st	July (1 to 7)	5 days- 01.07.16: Jumat-Ul-Weida; 02.07.16: Shab-E-Qadar; 03.07.16: Sunday; 06.07.16 Rathayatra; 07.07.16: Eid-Ul-Fitr	5 days	2 days. Departmental Heads submit to the Principal's Office Details of their respective departmental Teaching Assignments as per the format attached.* B.A./B.Sc. Part-I (H+G) theory University Examination. Teachers are in Invigilation duty.		Admission of 1st Year B.A./ B.Sc./ B.Com Hons./Gen Students. 3rd year class start. Review and Re-exam process for outgoing 3rd years students appeared in Part III exam.	PG classes continue. Part-II University Examination.
July'16	2nd	July (8 to 14)	3 days – 08.07.16 & 09.07.16: Eid-Ul-Fitr; 10.07.16: Sunday	3 day	4 days. B.A./B.Sc. Part-I (H+G) theory University Examination. Teachers are in admission and Examination related duties. 3rd year class start.		Admission of 1st Year B.A./ B.Sc./ B.Com Hons./Gen Students. 3rd year class start.	

Month	Week	Dates of the Week	Number of Holidays	Number of No Class Days	Number of Days Available for Holding Classes, Class/Unit Tests, Admission Work, Exam-Related Duties, etc.	Extracurricular Activities of the Students	Students' Contact with the College Office	Remarks
July'16	3rd	July (15 to 21)	1 day - 17.07.16: Sunday	1 day	6 days. B.A. /B.Sc. Part-I (H+G) theory University Examination. Teachers are in admission and Examination related duties. 1st year class start.	Quiz/Debate Competition	Admission continues. Part I University Exam (Theory/Practical). 1st year class start.	PG (English, Urdu and Zoology) 2nd and 4th Semester Final Examinations
July'16	4th	July (22 to 28)	1 day- 24.07.16 Sunday	1 day	6 days. B.A. /B.Sc. Part-I (H+G) (theory + practical) University Examination. Teachers are in admission and Examination related duties.	All Extracurricular (Sports/Games/Cultural) Activities are organized by the Students' Union	Admission continues. Part I University Exam (Theory/Practical).	
July & August'16	5th	July 29 to August 4)	1 day- 31.07.16 Sunday	1 day	6 days. B.A. /B.Sc. Part-I (H+G) Pract. University Examination. Teachers are in admission and Exam duties.		Admission continues. Part I University Exam (Theory/Practical).	
August'16	6	Aug. (5 to 11)	1 day – 07.08.16 Sunday	1 days	6 days. Part I University Exam (Theory/Practical). Teachers are in Examination related duties.	Prize Distribution Ceremony.	Part I University Exam (Theory / Practical).	
August'16	7	Aug.(12 to 18)	3 days- 14.08.16: Sunday; 15.08.16 Independence day; 18.08.16 Rakhi Purnima	3 days	4 days. Part I University Exam (Theory/Practical). Teachers are in Examination related duties.	Interclass Football Competition	Part I University Exam (Theory / Practical). Registration of new 1st year students.	

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August'16	8	Aug. (19 to 25)	2 days- 21.08.16 Sunday; 25.08.16: Janmastami	2 days	5 days. 2nd year class start.		2nd year class start. Registration of new 1st year students continuing. Issuing I-Card to 1st year students.	Teachers Council meets to Elect its Secretary
August & September' 16	9	Aug.26 to Sep. 01	1 day- 28.08.16 Sunday	1 day	6 days.	Indoor Games Competition	Issuing I-Card to 1st year students.	
September' 16	10	Sep. (02 to 08)	1 day- 04.09.16 Sunday	1 day	6 days.	Students observe departmental Fresher's Welcome, Farewell and Teachers' day: 05.09.16.		
September' 16	11	Sep.(09 to 15)	4 days- 11.09.16: Sunday; 13.09.16 - 15.09.16: Eid-Ud-Zoha	4 day	3 days.			Teachers' Council Meet to form various Academic and Administrative Committees for the Session.
September' 16	12	Sep. (16 to 22)	2 days- 17.09.16: Viswakarma Puja; 18.09.16: Sunday	2 days	5 days.		Freeship form issued to students.	
September' 16	13	Sep. (23 to 29)	1 day- 25.09.16 Sunday	1 day	6 days.	General Fresher's Welcome of the Students	General Fresher's Welcome	

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September & October'16	14	Sep. 30 to Oct. 06.	7 days- Puja Vacation including 30.09.16 Mahalaya 02.10.16 Gandhi's Birthday & Sunday	7 days	Nil			Teachers detained during the Puja Vacation for various academic /administrative activities will be working on the days the college office will remain open
October'16	15	Oct. (07 to 13)	7 days- Puja Vacation including 08-11.10.16 Durga Puja (09.10.16 Sunday), 12-13.10.16 Muharram.	7 days	Nil		Review and Re-exam (if any) process for 2nd students appeared in Part II exam. Fee collection from new 3rd year students.	Teachers detained during the Puja Vacation for various academic /administrative activities will be working on the days the college office will remain open
October'16	16	Oct. (14 to 20)	7 days: 14.10.16-20.10.16 Puja Vacation (including 15.10.2016 Lakshmi Puja, 16.10.2016 Sunday)	7 days	Nil			Teachers detained during the Puja Vacation for various academic /administrative activities will be working on the days the college office will remain

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								open
October'16	17	Oct. (21 to 27)	7 days: 21.10.16-27.10.16 Puja Vacation (Including 23.10.2016 Sunday)	7 days	Nil			Teachers detained during the Puja Vacation for various academic /administrative activities will be working on the days the college office will remain open
October & November'16	18	Oct. 28 to Nov. 03	7 days: 28.10.16-03.11.16 Puja Vacation (Including 29.10.16-01.11.2016 Kali Puja, Bhratridwitiya with 30.10.2016 Sunday)	7 days	Nil			Teachers detained during the Puja Vacation for various academic /administrative activities will be working on the days the college office will remain open

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November' 16	19	Nov. (04 to 10)	4 days: 04.11.16-06.11.16 Puja Vacation (Including 06.11.16 Chhat Puja & Sunday), 09.11.16 Jagaddhatri Puja.	4 days	3 days			Teachers detained during the Puja Vacation for various academic /administrative activities will be working on the days the college office will remain open
November' 16	20	Nov.(11 to 17)	3 days: 11.11.16-Maulana Azad's Birthday, 13.11.16 Sunday, 14.11.16. Guru Nanak's Birthday.	3 days	4 days, Mid-term Exam for 1st, 2nd & 3rd year students			
November' 16	21	Nov. (18 to 24)	1 day: 20.11.16 Sunday	1 day	6 days. Mid-term Exam for 1st, 2nd & 3rd year students			
November & December' 16	22	Nov. 25 to Dec. 01	2 days-30.11.16 Akheri Chahar Sumba, 27.11.16 Sunday	2 days	5 days.		Review and Re-exam process for 1st year students appeared in Part I exam. Fee collection from new 2nd year students.	

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December' 16	23	Dec.(0 2 to 08)	1 day-04.12.16 Sunday	1 day	6 days. College Test for 3rd year students		1st Year (Hons. and General) Students Of all Streams submit their tuition fees (in addition to the first phase they deposit at the time of admission)	
December '16	24	Dec. (09 to 15)	3 days-09.12.16 College Foundation Day, 11.12.16 Sunday, 13.12.16 Fateha Dahaj Daham.	3 days	4 days. College Test for 3rd year students	Students file Nomination Papers for Election to the Students' Union. Observance of the College Foundation Day on 9th December.		.
December' 16	25	Dec. (16 to 22)	1 day-18.12.16 Sunday	1 day	6 days			
December' 16	26	Dec. (23 to 29)	5 days-25.12.16-29.12.16 Winter Recess including 25.12.16 Sunday	5 days	2 days			
December'16 & January'17	27	Dec. 30 to Jan. 05	3 days-30.12.16-31.12.16 Winter Recess, 01.01.17 New Year's Day & Sunday	3 days	4 days.			

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January'17	28	Jan (02 to 08)	08.01.17 Sunday	1 day	6 days			College Test Examination for 2nd Year (Hons. & General) Students. Departments arrange Meeting with the Parents of the 3rd Yr. Hons. Students.
January'17	29	Jan (09 to 15)	3 days- 12.01.17 Swami Vivekanada's Birthday Celebration, Fateha-Yaj-Daham 14.01.17 Pous Parban, 15.01.17 Sunday	3 days	4 Days.	Departments arrange Educational Tour / Outing / Extensive Activities.	3rd Year (Hons. and General) Students of all Streams fill in forms for Part-III University examination	College Test Examination for 2nd Year (Hons. & General) Students. PG 1st and 3rd Semester examinations for all three PG departments are to be held.
January'17	30	Jan (16 to 22)	1 day- 22.01.17 Sunday	1 days	6 days.			College Test Examination for 2nd Year (Hons. & General) Students. PG 1st and 3rd Semester examinations for all three PG departments are to be held.

Month	Week	Dates of the Week	Number of Holidays	Number of No Class Days	Number of Days Available for Holding Classes, Class/Unit Tests, Admission Work, Exam-Related Duties, etc.	Extracurricular Activities of the Students	Students' Contact with the College Office	Remarks
January'17	31	Jan 23 to Jan 29	4 day-23.01.16 Netaji's Birthday Celebration, 24.01.16 CU foundation day , 26.01.16 Republic Day & 29.01.17 Sunday	4 days	3 days.	Annual Sports Meet and Interclass Cricket Competition		**Students' Union Election**
January'17 & February'17	32	Jan (30 to 31) & Feb. (01 to 05)	3 days-01.02.17 to 02.02.17 Saraswati Puja & 05.02.17 Sunday	3 days	4 days	Students celebrate Saraswati Puja		Results of Test examination for 2nd Year Students.
February'17	33	Feb. (06 to 12)	1 day-12.02.16 Sunday	1 day	6 days		2nd Year (Hons. and General) Students of all Streams fill in forms for Part-II University examination	Departments arrange Meeting with the Parents of the 2nd Yr. Hons. Students.
February'17	34	Feb. (13 to 19)	1 day-19.02.17 Sunday	1 day	6 days.	College Social Function		
February'17	35	Feb. (20 to 26)	2 days-24.02.17 Shivaratri 26.02.17 Sunday	2 days	5 days.		3rd Year (Hons. and General) Students of all Streams Collect their Admit Cards. Part III University Exam (Theory/ Practical).	College Test Examination for 1st Year (Hons. & General) Students.

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February & March'17	36	Feb.27 to Mar.05	1 day-05.02.17 Sunday	1 day	6 days. Part III university exam (Practical). Teachers are involved in examination related duties.			Results of Test examination for 1st Year Students.
March'17	37	Mar (06 to 12)	1 days-12.03.17 Sunday & Dol Yatra	1 day	6 days. Part III university exam (Practical). Teachers are involved in examination related duties.		1st Year (Hons. and General) Students of all Streams fill in forms for Part-II University Examinations.	Departments arrange Meeting with the Parents of the 1st Yr. Hons. Students.
March'17	38	Mar (13 to 19)	2 days-13.03.17 Holi 19.03.17 Sunday	2 days	6 days. Part III University Exam (Practical). Teachers are in Examination related duties.			
March'17	39	Mar (20 to 26)	1 day-26.03.17 Sunday	1 day	6 days. Part I University Exam (Theory/Practical). Teachers are in Examination related duties.			Part III University Exam (Theory/ Practical).
March & April'17	40	Mar. 27 to Apr. 02	1 day-02.04.16 Sunday	1 day	6 days. Part III University Exam (Theory/Practical). Teachers are in Examination related duties.			Part III University Exam (Theory/ Practical).
April'17	41	Apr. (07 to 13)	2 days-09.04.17 Mahabir Jayanti & Sunday; 13.04.17 Chaitra Sankranti	2 days	5 days. Part III University Exam (Theory/Practical). Teachers are in Examination related duties.		Part III University Exam (Theory/ Practical).	

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April'17	42	Apr. (14 to 20)	3 days- 14.04.17 Good Friday, Bengali New Year's Day & B R Ambedkar's Birthday, 15.04.17 Easter , 16.04.17 Sunday	3 days.	4 days. Part II B. Com (G+H) University Exam (Theory). Teachers are in Examination related duties.		Part II University Exam (Theory/ Practical).	
April'17	43	Apr. (21 to 27)	1 day- 23.04.17 Shab e-Miraj & Sunday	1 day.	6 days. Part II B. Com (G+H) University Exam (Theory). Teachers are in Examination related duties.		Part II University Exam (Theory/ Practical).	
April &May'17	44	Apr. 28 to May 04	4 days- 01.05.17 to 04.05.17 Summer vacation (Including 01.05.17 May day, 07.05.17 Rabindra Jayanti & Sunday)	4 days	3 days. Part II B. Com (G+H) University Exam (Theory). Teachers are in Examination related duties.		Part II University Exam (Theory/ Practical).	
May'17	45	May (5 to 11)	7 days- Summer vacation (Including 10.05.16 Buddha Purnima & Sunday)	7 days	Nil. Part II B. Com (G+H) University Exam (Theory/Practical). Teachers are in Examination related duties.		Part II University Exam (Theory / Practical).	

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May'17	46	May (12 to 18)	7 days- Summer vacation (Including 12.05.17 Shab-e-Barat, 14.05.17 Sunday)	7 days	Nil. Part II B.A. / B. Sc. (H+G) University Exam (Theory/ Practical). Teachers are in Examination related duties.		Part II University Exam (Theory / Practical).	
May'17	47	May (19 to 25)	7 days- Summer vacation (Including 21.05.16 Buddha Purnima, 21.05.16 Sunday)	7 days	Nil. Part II B.A. / B. Sc. (H+G) University Exam (Theory/ Practical). Teachers are in Examination related duties.		Part II University Exam (Theory / Practical).	
May & June'17	48	(May 26 to June 01)	7days- Summer vacation (Including 28.05.16 Sunday)	7 days	Nil. Part II B.A. / B. Sc. (H+G) University Exam (Theory/ Practical). Teachers are in Examination related duties.		Part II University Exam (Theory/ Practical).	
June'17	49	Jun. (02 to 08)	7 days - Summer vacation (Including 04.06.16 Sunday)	7 days	Part II B.A. / B. Sc. (H+G) University Exam (Theory/ Practical). Teachers are in Examination related duties.		Part II University Exam (Theory/ Practical).	
June'17	50	Jun. (09 to 15)	7 days- Summer vacation (Including 11.06.17 Sunday)	7 days	Nil. Part II B.A. / B. Sc. (H+G), Part I B. Com. (H+G) University Exam (Theory/ Practical). Teachers are in Examination related duties.		Part II University Exam (Theory/ Practical).	
June'17	51	Jun. (16 to 22)	1 day- 18.06.17 Sunday	1 day	6 days. Part II B.A. / B. Sc. (H+G), Part I B. Com. (H+G) University Exam (Theory/		Part II University Exam (Theory/ Practical).	

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					Practical). Teachers are in Examination related duties.			
June'17	52	Jun. (23 to 29)	3 days- 23.06.2017 Jumat Ul Weida, 25.06.17 Sunday, 26.06.2017 Id-ul-Fitr.	3 days	6 days. Part II B.A. / B. Sc. (H+G) University Exam (Theory/ Practical). Teachers are in Examination related duties.		Part II University Exam (Theory/ Practical).	
June'17	53	June 30	Nil	Nil	1 day. Part II B.A. / B. Sc. (H+G) University Exam (Theory/ Practical). Teachers are in Examination related duties.		Election to the Students' Union. Celebration of Iftar Party.	

Departmental Heads are requested to preserve in their custody copies of all the academic and administrative documents they will submit to the Principal's Office.

Note: Some Programmes and their Schedules may change due to unforeseen and unavoidable circumstances unique to the teaching department(s) and the section(s) of the College Office concerned.

Signature of the Convener

Academic Calendar Committee

Principal

MAULANA AZAD COLLEGE