Yearly Status Report - 2018-2019

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

2. Institutional Status

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

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://maulanaazadcollegekolkata.ac.in/AQAR_2017_18.pdf

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

5. Accrediation Details

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

6. Date of Establishment of IQAC	**01-Aug-2008**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Orientation of students and office staffs for	**23-Jul-2018** **1**	**250**

CBCS				
Interactive outreach session on Fulbright Nehru Fellowship	30-Jan-2019 1			80
One day interactive seminar on Gender awareness	18-Jul-2019 1			60

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. Subhasis Panda, Botany	Research Project entitled Inventorization of Sacred Groves in Jalpaiguri and Alipurduar districts in West Bengal	West Bengal Biodiversity Board	2017 1	200000
Dr. Subhasis Panda, Botany	Major Research Project in "Phenological Diversity, Altitudinal variation, Quantitative ethnobotany and Pollinators of the genus Rhododendron L. (Ericaceae) in West Bengal"	Department of Science and Technology and Biotechnology, Govt. of West Bengal	2019 1	490400
Dr. Samudra Prosad Banik, Microbiology	Major Research Project	UGC	2015 1	85012
Dr. Dipak Kumar Som, Zoology	Major Research Project	DHESTBT, Govt. of West Bengal	2018 1	715000
Botany, Chemistry, Microbiology, Physics, Zoology	STAR College	DBT STAR COLLEGE	2018 1	15900000
College	Development	State Government	2018 1	136793680
		View File		

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes

Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**3**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

Renovation of Baker Hostel campus (College Boys hostel) and further construction of Girls hostel facility. Overseeing the activity of Research Advisory Committee and helping the faculty members to fetch Research Projects. Construction of a computer centre at the Department of Chemistry for imparting IT training. Promotion of teachers through CAS. Initiation of online feedback for all stakeholders.

[View File](#)

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

Plan of Action	Achivements/Outcomes
Renovation of Bakers Government Hostel	**Implemented**
Continuation of CAS for faculty members	**Implemented**
Execution of DBT STAR College sponsored hands-on training programmes and interactive seminars	**Implemented**
Orientation of office staffs and students about CBCS system	**Implemented**
Participation in workshops, conferences, seminars and poster presentation by Faculty members.	**Executed**
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Governing Body	**30-Nov-2018**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**Yes**
Date of Visit	**07-Sep-2016**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2018**
Date of Submission	**30-Sep-2018**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**The institution is fully managed by Higher Education Department, Government of West Bengal through its eportal Integrated Financial Management System (WBIFMS).Each employee has a unique login id through which he/she can gain limited access to his portal and see his personal credentials such as pay slips, GPF or apply for leaves, enter his/her family details for nominations under various schemes including health scheme. The details entered by the employee are then checked and verified by the DDO or any officer of higher cadre before being sent up for approval by the Finance Department, Government of West Bengal, 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.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The Institution is affiliated to the University of Calcutta and hence the UG syllabus is constituted and governed by the University with a few teachers of the college as members in the Board of Studies in various subjects taught in this college. The academic calendar is made in accordance with the affiliated University and is displayed in the website before commencement of admission each year. The lesson plan and detailed course structure is also displayed in the website.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
None introduced	None introduced	30/06/2019	0	Not applicable	Not applicable

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	No new course introduced	30/06/2019
BSc	No new course introduced	30/06/2019
BCom	No new course introduced	30/06/2019
No file uploaded.		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA		01/07/2018
BSc		01/07/2018

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment		

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Not offered	30/06/2018	0

No file uploaded.

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Institute visits/Field trips by Bioscience Departments	132

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
The development of any organization, especially a college, heavily depends upon a wellfunctioning feedback system. It requires a thorough preparation to initiate, launch and implement the feedback system. This college has been practicing the feedback systems accommodating all the stakeholders including students, alumni and parents for many years to help the individuals and organization as a whole to improve the performance and effectiveness of the Institution. This year, the entire feedback receiving system has been made online individually for students, parents and alumni. Students can access the feedback form using their respective id and password, whereas it is open for alumni and parents. In all three cases, the stakeholder has to submit a structured feedback form consisting of three sections a) Academic ambiance b)Infrastructure c) Student support in each academic year, any individual can submit the feedback form only once. The results are then analysed by an associated software for inspection by the college authority. Principal then convenes a meeting with the IQAC members, departmental HODs and, GB members (if required) to address any issue of concern. Parents are important stake holders of this system. Parentteacher meetings are periodically conducted in this college and their suggestions are regularly obtained and analyzed.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2430	130	73	0	22

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Toolsand resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
95	65	15	22	2	1

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

The following strategies are adopted to effectively cater for the mentoring programme: • A comprehensive orientation program for the students on the first day of admission by the Principal as well as the Head of respective Departments to welcome them and familiarize them with the institution. The Departmental HODs seek to orient them to the particular Department, the core curriculum, examination system and offer information to clear any doubts and clarifications which the students may have. The merit of the subject and its related career opportunities are also discussed. • During the course of every semester, the Departmental Faculty members identify slow learners and advanced learners in the class. Tutorial classes are arranged within the routine to mentor the slow learners and also facilitate their interactions with the advanced learners. This fosters positive fellowfeelings and also enables the weaker students to approach their classmates and teachers alike. • Class tests are held in regular intervals to assess the progress and understanding of each student. As per the academic calendar, at least two tests per course is held by each Department. • Informal discussions encouraging quizzes among the students are also occasionally organized within classrooms by Departmental teachers to increase the grasp on factual information and prepare the students for one mark questions in their final semester examinations. • Parentteachers' meetings form an integral part of students' mentoring as the teachers update the guardians about the progress of their wards and draw their attention to individual cases. • Students are mentored in value education through inspirational lectures, motivational talks, social awareness programs. They are encouraged to participate in these programs as audience as well as volunteers in organizing them. • Students are also mentored in extracurricular activities by proficient teachers like in debating, quizzing, theatre and sports. • The cultural activities observed on college campus also strengthens the studentsteachers' bond as the latter mentor them in their performances and skills. The significance of the day of celebration is also impressed upon them by the teachers.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2560	97	1:27

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
110	97	13	2	59

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				

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

In order to functionalize a continuous quality improvement module, the following twostage evaluation process and reform has been initiated: A) Continuous students' evaluation – constantly monitoring attendance of each student, their responses in class, conduction of special remedial/tutorial classes outside the routine hours, periodically conducting class tests, analysis of each result and postresult mentoring of students based on their identified areas of weakness B) Students' feedback – The institution offers a structured questionnaire consisting an exhaustive list of points covering teaching, infrastructure, and the entire learning experience of the students during the term. This feedback system is conducted online for each student from the current academic year and ensures absolute confidentiality. The responses received through this feedback serves as a valuable source of information to measure the satisfaction level of the students. C) Parent teacher meeting/monitoring – Parents are invited once every semester to discuss the progress of their wards. This is in addition to the regular monitoring of the student's progress by the Departments. D) Academic audit – Regular academic audit (both internal/external) is conducted by the IQAC though a structured questionnaire. The audit reports are reviewed and approved by the management. The new innovations or inputs received by the Departments from the Principal and IQAC are communicated to the students by the Heads of Departments.

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

The Academic calendar was prepared according to the guidelines issued by the University of Calcutta by a teachers' committee constituted by Principal in consultation with the Secretary of Teachers' council and duly placed and approved in a Teachers' Council meeting. The University Registration process for ensuing newly admitted students' process started on 12th July, 2018 and was completed within 15th September, 2018. Commencement of classes occurred on 15th July, 2018. Additional remedial/tutorial classes were taken by various departments for the weaker students. Part 1 examination for all streams was conducted from November to December 2018. The Internal Assessment for Semester 1 (Arts and Science) and Semester 3 (Commerce) was held immediately after the Puja vacation. The final semester examination for Semesters 1 (Arts, Science, Commerce) and Semester 3 (Commerce) was held in December 2018. The Part II examination (Arts, Science and Commerce) was conducted for the second year students of all Subjects (under the 111 examination system) from May to August

2.6 – Student Performance and Learning Outcomes

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

http://maulanaazadcollegekolkata.ac.in/learning-outcome.php

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					

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2.7 – Student Satisfaction Survey

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

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

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
No workshops were conducted	Nil	30/06/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No awards were won	None	Nil	30/06/2019	Nil
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No incubation	Not applicable	Not applicable	Not applicable	Not applicable	30/06/2019

centers created					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	**0**	**0**

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

Name of the Department	Number of PhD's Awarded
History	**1**
Zoology	**1**
Persian	**1**

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	**Bengali**	**3**	**0**
National	**English**	**1**	**0**
National	**History**	**1**	**0**
National	**Islamic History**	**1**	**0**
National	**Political Science**	**1**	**0**
National	**Sanskrit**	**2**	**0**
National	**Zoology**	**3**	**0**
International	**Chemistry**	**3**	**5**
International	**Microbiology**	**1**	**4**
International	**Zoology**	**6**	**2**
International	**History**	**1**	**0**

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	
[View File](#)	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
[View File](#)						

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

Title of the	Name of	Title of journal	Year of	h-index	Number of	Institutional

Paper	Author		publication		citations excluding self citation	affiliation as mentioned in the publication
	No Data Entered/Not Applicable !!!					
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Dengue Awareness and Prevention drive	Kolkata Municipal Corporation	Dengue Protirodh	40	120
Save water save life	Kolkata Municipal Corporation	One day water conservation awareness programme	25	60
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Research	7	UGC, DBT, West Bengal Biodiversity Board, Dept. of Higher Education, Science and Technology and	3

		Biotechnology, Govt. of West Bengal,	

No file uploaded.

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
	**No Data Entered/Not Applicable !!!**

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	**30/06/2019**	**Nil**	**0**

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
39.16	**39.16**

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar Halls	**Existing**
Video Centre	**Existing**
Value of the equipment purchased during the year (rs. in lakhs)	**Newly Added**
Classrooms with Wi-Fi OR LAN	**Newly Added**
Laboratories	**Newly Added**
Seminar halls with ICT facilities	**Existing**
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	**Existing**
Campus Area	**Existing**
Others	**Existing**

4.2 – Library as a Learning Resource

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

Name of the ILMS	Nature of automation (fully	Version	Year of automation

software	or patially)		
Koha	Partially	3.2	2006

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platformon which module is developed	Date of launching e-content
Dr. Avishek Ghosh	Cell cycle	moodlecloud ovn16961.moodlecloud.com	24/04/2019
Dr. Avishek Ghosh	Apoptosis	moodlecloud ovn16961.moodlecloud.com	10/05/2019
Dr. Avishek Ghosh	Cell quiz	moodlecloud ovn16961.moodlecloud.com	25/05/2019
Dr. Avishek Ghosh	Cell Quiz 2	moodlecloud ovn16961.moodlecloud.com	30/06/2019
Dr. Avishek Ghosh	CC4/Cell Biology Whole Quiz	moodlecloud ovn16961.moodlecloud.com	19/06/2019
Dr. Subhasis Panda	Module 25 Speciation	ePG Pathshala INFLIBNET Centre, Infocity, Gandhinagar, Gujarat	04/08/2018
Dr. Subhasis Panda	Module 31: Tools used in Taxonomy	ePG Pathshala INFLIBNET Centre, Infocity, Gandhinagar, Gujarat	04/08/2018

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	132	33	2	2	1	20	62	50	0
Added	0	1	5	0	0	0	0	0	0
Total	132	34	7	2	1	20	62	50	0

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

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and

	recording facility
None developed	*Not applicable*

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
2971871	**2971871**	**3915816**	**3915816**

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

1) Smart class rooms are installed in majority of the classrooms to facilitate ICT enabled teaching. 2) Internet speed has been boosted to 50 Mbps through fiber optic cable technology mediated Internet facility. 3) All departments, including Central Library and administration are networked and connected through LAN. 4) Admission, students database and feedback system (Students, Parents, Alumni and Hostel Boarders) are managed online through structured questionnaires. 5) Library is JSTOR and Inflibnet supported. 6) Computer training programmes for SC/ST/Minority girls have been successfully conducted in the newly established Computer Centre (Dept. of Chemistry). Certificate courses in computer proficiency for all students shall commence from academic year 201920. ICT skilldevelopment programme for staff members has also been initiated. 7) elearning course materials and study materials have been developed in all departments to encourage higher use of ICT among teachers and students. 8) Separate email id for each year student has been allocated for easy communication and circulation of class material. 9) WhatsApp groups have been created for official intimation of Notices and other information (both teachers and students groups). 10) Facility for internet, intranet and intercom services have been initiated for academic and administrative office. 11) Single window facility to meet up student needs has been running successfully.

http://www.maulanaazadcollegekolkata.ac.in/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!			
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Nil	**30/06/2019**	**0**	**0**
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited	Number of benefited	Number of students who	Number of studentsp placed

		students for competitive examination	students by career counseling activities	have passedin the comp. exam	
2019	Not applicable	0	0	0	0

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	15

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Athletic Meet	College level	150

No file uploaded.

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Best Achievement in	National	2	0	1112150153	Abdulla Bin

	Bowling and Batting performance in Under CAB 16 and CAB 19 National Cricket team						Intekhab

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

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

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

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

5.4.2 – No. of enrolled Alumni:

114

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

15000

5.4.4 – Meetings/activities organized by Alumni Association :

Foundation day Celebration on 09/12/2018 Magazine Alma Mater released on 30/03/2019

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The Institute has a mechanism for ensuring decentralized governance through delegation of responsibilities and providing operational autonomy to the various units. The Governing Body delegates decisionmaking related to all the academic and operational matters to the Academic Monitoring Committee which is headed by the Principal. The Academic Monitoring Committee formulates common working procedures and entrusts the faculty members with implementation of the policies. For effective implementation and improvement of the Institute, different committees are formed in every academic session. Faculty members form a part of different committees entrusted with a range of activities of the Institute. This enables them to conduct various programs to showcase their teaching and administrative skills. They are encouraged to develop leadership qualities by taking charge of various academic, cocurricular, and extracurricular activities. They are authorized to conduct industrial tours and form liaisons with industry experts, conducting field excursions and appointed as coordinator and convener for organizing seminars/workshops/conferences. Certain units within the Institute such as sports, library, store and so on have operational autonomy, while working with the advice of the relevant committees.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	The College is under the academic jurisdiction of the University of Calcutta, therefore curriculum development is fianlised by University. However, college teachers are members of BOS in various subjects at both UG and PG level. Therefore they can contribute to the addition or modification of the curriculum from time to time.Emphasis is also laid on increased participation and certification of faculty members in FIPs and STCs in order to refine their teaching skills in various eplatforms.
Teaching and Learning	Keeping in view the curriculum of the newly introduced CBCS syllabus, more streamlined techniques of teachinglearning has been introduced like delivery of lectures through ICT enable tools, smart classes in addition to the conventional blackboard teaching. Few faculty members from science have also started elearning courses on open end platforms. Other practices implemented are conduction of bimonthly class tests and one internal examination at the end of each semester by each department, encouraging students to register maximum attendance in classes as a percentage of total marks is borne by class attendance.

	Strict maintenance of records and immediate reporting of irregularities to concerned parents.
Examination and Evaluation	Examination system is now in a transition state from 3 year system to CBCS system and therefore both examination systems are running in the current academic year. There are dedicated exam conduction and tabulation committees constituted of college teachers to ensure smooth conduction and timely uploading of marks in the University portal. Introduction of online upload of marks in the dedicated University portal has also greatly streamlined the process of publication of results.
Research and Development	There is a dedicated Research Advisory Committee which informs and encourages faculty members for submission of Research projects. Activity of the Research Advisory Committee is overseen by IQAC. The Committee also looks after the progress of PhD. dissertation works of the research scholars working in the college and submission of progress report has been mandated for such activities. The Research infrastructure of the college has been significantly augmented by the grant obtained from DBT STAR college scheme after award of STAR Status to the college. Faculties are constantly publishing their works in indexed and peer reviewed National and International Journals.
Library, ICT and Physical Infrastructure / Instrumentation	The Institutional Library is well connected with the consortium of Indian libraries INFLIBNET. The database is managed partially by KOHA software. There is one dedicated internet browsing centre and another one has been newly installed with three computers. 471 text books and 314 reference books were added to the Institute Central Library during 2017 and 2018. The Institute has more than 132 computers with 6 smartclass rooms. There is a dedicated seminar room with high fidelity acoustics. The laboratories of all science departments are well furnished with modern equipments. The infrastructural facilities also include other amenities like a canteen, medical room, separate hostels for boys and girls, separate common rooms for boys and girls, a basketball court and a spacious hall

	for indoor games.
Human Resource Management	The college and its employees are under the direct administrative control of Dept. of Higher Education, Science Technology and Biotechnology, Govt. of West Bengal. There is a dedicated portal termed iFMS (Integrated Financial Management System) for management of various academic and service realted affairs if the employees. In order to cope up with efficient management of the increasing human resource, introduction of new facilities such as online submission of Self Appraisal Report. More reforms such as online service book for employees are in the pipeline.
Industry Interaction / Collaboration	The college is under the process of initiating new contacts with industries for campus recruitment and other purposes. Students of the Science Departments are taken for visits to various food, beverage, pharmaceutical and dairy industries for exposure to the needs and modus operandi of industries. Research collaborations with leading Research Institutes and organizations are operative involving the faculty members of the college. The Institute has active collaboration with Jagadish Bose National Science Talent Search, Kolkata for various social outreach activities. The faculty members are also engaged in various interdisciplinary scientific projects with various research institutes of repute. Students accompanied by faculty members intermittently visit industries to witness actual production plants in operation. Most of these activities are carried out from the auspices of the DBT STAR COLLEGE programme.
Admission of Students	The students admitted on the basis of Merit and it is carried out completely online to ensure transparency. An admission committee comprising of Faculty members supervise the entire admission process, in compliance with the regulations laid down by the Higher authorities. A notification is usually published on the website ahead of date of submission of online forms. This usually commences within one week of publication of Class 12 results by all major educational boards across India.

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

E-governace area	Details
Planning and Development	Installation of e classrooms in all departments with two videoconferencing enabled smart class rooms. Each department is provided with computers having internet facility. The Institute Central Library has adequate number of books, journals, access to internetenabled computers and reading room facility for students. Digitization of rare manuscripts in the central library is complemented with subscriptions to major journal databases such as JSTOR. The Library is managed by the Inflibnet and KOHA softwares.
Administration	Administrative work being completed at the Principal's office and Students' section is facilitated by more than 15 terminals connected through a 50 MBPS leased line. WiFi facility is available throughout the premises of the Institute. All leave applications, statements of attendance and other service related documents are handled and uploaded through the West Bengal Higher Education iFMS portal. 24x7 CCTV surveillance system is operational at various points inside the campus including at the Central Library, Students common room, Staff room, corridors, and Principal's office.
Finance and Accounts	There is a Tally System for maintaining accounts in accounts department.
Student Admission and Support	Internet facility is available at the Students' hostel. Admission and examination procedures are computerised.
Examination	Online software managed portal for entry of marks has been initiated by the University of Calcutta since the commencement of the CBCS system. The computer generated CSV files, with examination roll numbers of students are accessed by the Faculty members of every Department from the University of Calcutta website, through a dedicated login ID and password. Upon the completion of the entry of marks, the CSV files are uploaded and submitted online. Marks after Scrutiny are also submitted online. Each department also archives hard copies of CSV files carrying the marks entered.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Nil	NA	NA	0

No file uploaded.

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Nil	Nil	01/07/2018	30/06/2019	0	0

No file uploaded.

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
[View File](#)				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
95	95	46	46

6.3.5 – Welfare schemes for

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

6.4 – Financial Management and Resource Mobilization

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

The institution conducts internal and external financial audits regularly (within 100 words each) The accounts of the college are audited regularly as per the government rules. MAC has a separate dedicated internal Committee for keeping records of expenditure from Government Development grants and those obtained from different extramural funding agencies like UGC, DBT, DST, etc. Receipts including vouchers for payment made are checked thoroughly and tallied with order copy and four sets of quotations (Tenders and quotations are duly called for in Newspapers/websites well at least one month before the

commencement of purchase procedures). They are then subsequently audited by the Government enlisted auditor and the end of the financial year, After the audit, the report is sent to the management for review. The college also files an income tax return every year within the stipulated time.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
View File		

6.4.3 – Total corpus fund generated

677500

6.5 – Internal Quality Assurance System

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

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

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

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

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

One day induction programme on the modalities of CBCS system. One day Health Camp. IT skill development workshop

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

Establishment of a computer centre at the Department of chemistry and installation of smart class room facility at all departments. Completion of extension work at the roof top annex of the Department of Microbiology. Renovation of Boys' hostel and further work for completion of girls' hostel. Complete revamp of electrical fittings and accessories and replacement by powerefficient ones. Renovation of Ladies' washroom for teachers and girl's washroom. Renovation of Teachers' staffroom with wooden paneling, new locker facilities for teachers, modernization of staff canteen. Beautification of medicinal plant garden and college campus. Increase in the number of garbage disposal facilities. Installation of new photocopiers and printers for central

staff room.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Orientation of students and office staffs for CBCS	23/07/2018	23/07/2018	23/07/2018	250
2019	Interactive outreach session on Fulbright Nehru Fellowship	30/01/2019	30/01/2019	30/01/2019	80

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
0	01/07/2018	30/06/2019	0	0

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

Percentage of power requirement of the University met by the renewable energy sources
1. The entire compound of the college has been declared as a plastic free zone. 2. The medicinal plant garden has been revamped and one new garden has been additionally planted.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	19
Braille Software/facilities	Yes	0
Rest Rooms	Yes	19

7.1.4 – Inclusion and Situatedness

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

and disadvantages	contribute to local community						
2019	1	1	01/05/2018	60	69th T.B. Seal Sale Campaign in collaboration with Bengal Tuberculosis Association	Eradication of TB	60
2019	1	1	22/01/2019	1	Dengue Awareness and Prevention Programme	To prevent the spread of vectorborne diseases	36

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

Title	Date of publication	Follow up(max 100 words)
No such material published	30/06/2019	Not Applicable

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
None	01/07/2018	30/06/2019	0

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

1. Complete revamp of medicinal plant garden 2. Establishment of no smoking zone in the campus 3. Erection of a new square garden and its subsequent beautification 4. Replacement of old light bulbs, fans and air conditioners with power efficient electrical accessories and star rated air conditioners. 5. Constitution of a committee for maintaining liaison with Municipal authority proper and timely disposal of hazardous waste and cleaning of sewage.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1) To enhance the research potential of UG and PG students: The college has been the recipient of the coveted DBT STAR status in 2017 after successfully running the scheme for five years to motivate young minds in scientific research. Under the scheme, UG students of five beneficiary science departments are groomed for development of research aptitude through small scientific workshops, research projects, seminars and peer meet programmes. The findings from the projects are published in peer reviewed journals as well as presented at National level seminars and symposiums. Additionally, a lot of outreach activities are also conducted by the college under the scheme, for example, visits to rural schools for creation of science awareness through demonstration and lectures, inviting school children to visit the laboratories at our science departments and carrying out handson activities. Additionally six departments from science and humanities are recognized as PhD. awarding centres with wellequipped laboratories where scholars can enrol themselves under the faculties to carry out their doctoral dissertations. 2) To promote gender

equity and inclusiveness in education in a multilingual platform: This is a coeducational Institute with students from various social backgrounds where a vast number of students are first generation learners including an almost 1:1 ratio of male and female students. In order to bring students from economically weaker backgrounds into mainstream education and motivate them to pursue higher education, the college carries out departmentspecific orientation programmes and student counselling sessions, offers a host of state government and other funding agency aided scholarships and freeships with dedicated committees constituted of teachers to look after these and also holds. ParentTeacher meetings are held in every academic session. The college offers six different language options namely English, Bengali, Urdu, Persian, Arabic and Sanskrit to its students to promote cultural exchange in a multilingual platform.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://www.maulanaazadcollegekolkata.ac.in/

7.3 – Institutional Distinctiveness

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

The Institute believes in imparting high quality, inclusive education (with no discrimination based on caste, creed and economic status). Due to its location within the city of Kolkata, it demographically attracts many first generation learners every year. It is an additional skill set of all faculty members to keep such students motivated in their academic pursuits and evolve their capabilities for the job market. Teachers work with determination and patience to achieve this feat. Keeping in view the above objective the Institution does not regularly get toppers across all disciplines but is often successful in finding meritorious students from the noncreamy layer of society and helping them carve out a stable academic career. The multilingual platform offered in the Institution also aids significantly in achieving this objective and learners can slowly adapt and get molded into the academic ambience of the campus. Following is a sampler of students from economically weaker backgrounds successfully placed in top academic and administrative jobs in the last academic year.

Provide the weblink of the institution

http://www.maulanaazadcollegekolkata.ac.in/

8.Future Plans of Actions for Next Academic Year

IT Infrastructure enhancements: To accommodate the government launched elearning courses such as MOOC, the college has initiated computer learning certificate courses for students, and equipped three classrooms and a seminar room with smart technology. The College is now equipped to conduct seminars through video conferencing. The college has been awarded with the coveted STAR College Status by the Department of Biotechnology, Govt. of India, after five years of the inception of the scheme. This has greatly boosted the enrolment of the science students into higher education and ignited a passion for research in them. The college plans to open a new central instrument facility for high end research at the college for both students and faculty members. The college has an active collaboration and MOUs with several NGOs and research institutions. It plans to initiate more collaboration in a view of extending its social outreach especially to school children in underprivileged areas. Subscriptions to more journal databases by the central library will be implemented. The college is about to inaugurate the Girl's hostel building and renovation of the Boy's hostel is underway. In order to make the campus more ecofriendly, the College has replaced old bulbs, installed new power efficient air conditioners and other electrical

accessories. The incampus garden has been completely revamped with the plantation of medicinal and ornamental plants. A dedicated committee of teachers fo the maintenance of the garden has been composed to supervise daily activities, including pest control. In order to make the campus more "Divyangan" friendly, plans for erection of dedicated washrooms and ramps have been initiated and will be sent for sanction. The rooftop annex of the Microbiology Department has been completed and made functional. A computer lab has also been created in the Department of Chemistry. The College Main Staff Room for Teachers has been revamped with wooden paneling, newly installed air conditioning vents and increased number of locker facilities to cater to the needs of all teachers.