



GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
Maulana Azad College



8, RAFI AHMED KIDWAI ROAD, KOLKATA 700013, INDIA
Phone: 033 2249-3737 / 2226-7814 e-mail: maulanaazadcollegekolkata@gmail.com
Website: <https://maulanaazadcollegekolkata.ac.in>

Best Practice I:

Online Remote Learning and Green Digital Initiatives

Supporting documents of Best Practice I

A. Online Teaching-Learning

• **Learning Management System (LMS)**

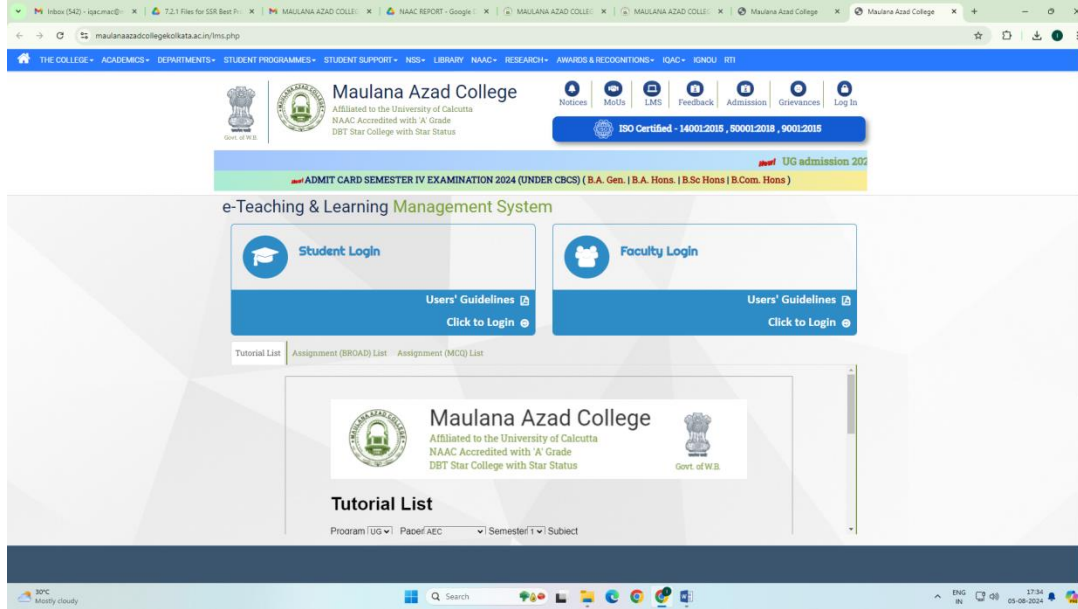
Owing to suspension of physical classes because of the COVID-19 Pandemic, the college had to shift to the online mode of instruction from the middle of March 2020. In order to rise to this challenge, a dedicated E-Teaching and Learning Management System (LMS) was incorporated into the college website. This resource, named AIMS Cloud, hosted all the study materials uploaded by the college teachers and also enabled them to take tests in the form of both Multiple-Choice Questions and Broad Assignments. Students logged into this E-LMS using their student identity number and password assigned to them at the time of admission, while teachers did so through their HRMS identity number and unique digitally generated password that was sent to their registered mobile numbers and remained valid for the next 24 hours. The software could keep a record of the usage statistics, including the number of students and teachers who had accessed this cloud-based tool. In recent times, this portal has been revamped to offer a more advance interface.



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LMS Portal of the College

- **Google Workspace**

Additionally, Google-Suite accounts were provided to all faculty members in 2020 so that they could utilize its various features like Google Classroom and Google Meet. The former was used to upload study materials and give assignments to students, while the latter proved to be helpful in conducting live audio-visual classes through video-conferencing links.



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The screenshot displays two sections of the Google Admin console. The top section is the 'Manage domains' page, which includes a search bar, a 'Domains > Manage domains' dropdown, and a card titled 'Adding secondary domain or user alias domain to Google Workspace'. Below this is a table of managed domains:

Domain	Type	Status	Actions
maulanaazadcollegekolkata.ac.in	Primary Domain	Verified Gmail activated	Set up redirect Add Users
maulanaazadcollegekolkata.ac.in.test-google-a.com	Test domain alias	Active	Deactivate

The bottom section is the 'Subscriptions' page, showing a table of active subscriptions:

Name	Status	Licenses	Payment plan	Payment
Google Workspace for Education Fundamentals	Active	All users	Reseller pricing shivaami cloud services private limited	Reseller
Google Workspace for Education: Teaching and Learning Upgrade Google Workspace add-on	Active	0 available, 3 assigned	Reseller pricing shivaami cloud services private limited	Reseller

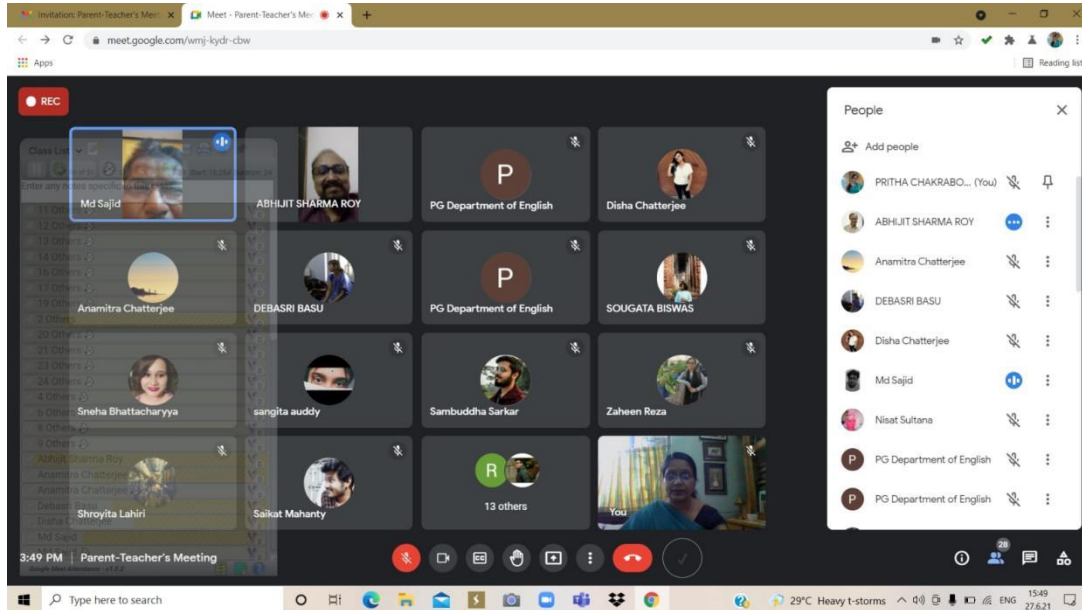
Google Workspace for Education Fundamentals (G-Suite) Subscription of the college



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Screenshot of online class on Google Meet during the Pandemic

- **Social Media**

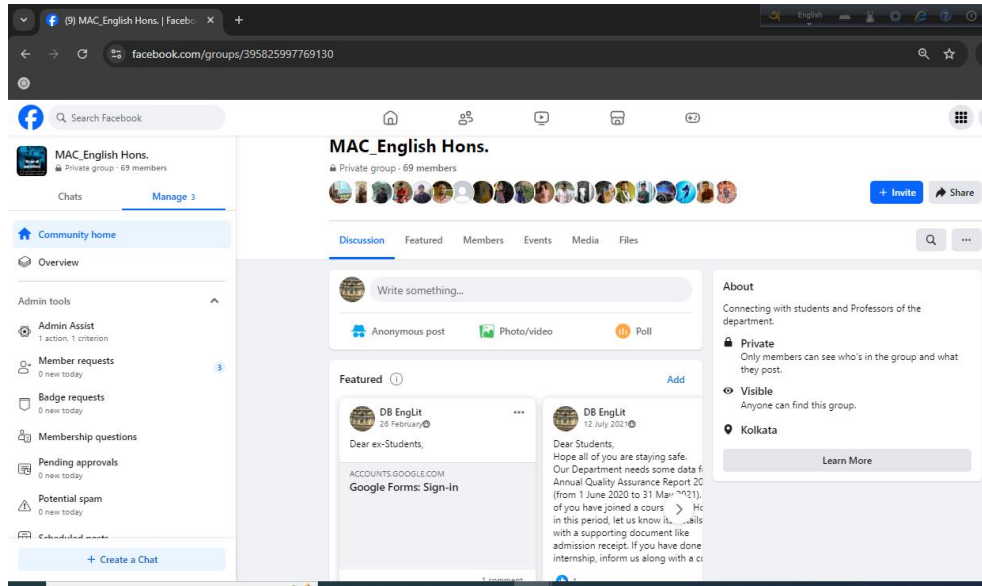
Different departments of the college have their presence in social media in the last few years. They have opened Facebook pages, YouTube channels, WhatsApp Community, etc. to not only interact with their current students but also keep in touch with former students who have graduated from the college. Faculty members share news of job openings as well as information about further studies with these batches. Such digital platforms have come in very handy nowadays and strengthen the bond between the college and its students, both past and present.



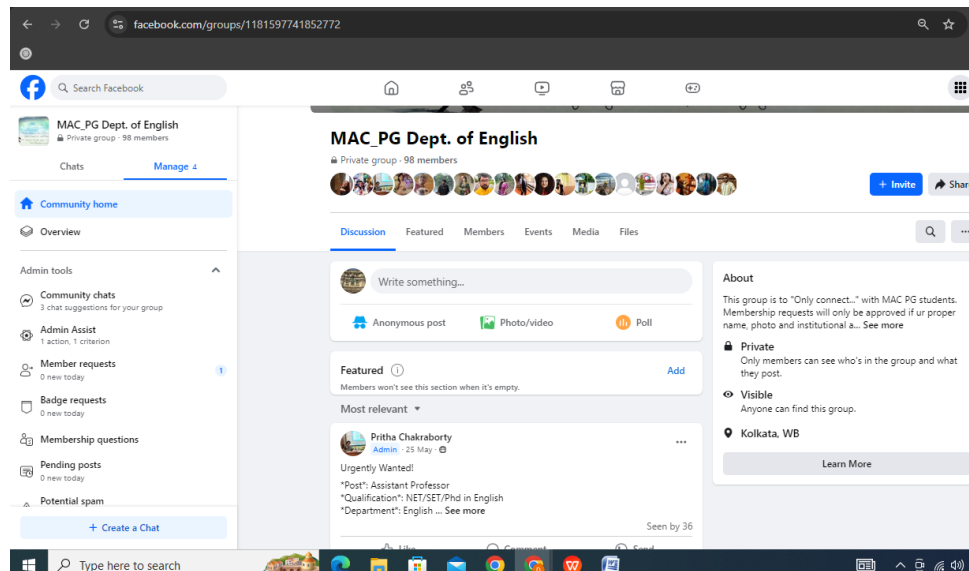
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Facebook page of English Department (UG Section), Maulana Azad College



Facebook page of English Department (PG Section), Maulana Azad College



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B. College Website

- The website of any institution assumes an important role in creating a positive impression, more so in this age of digitization. Maulana Azad College has taken due care in this regard, revamping its website to offer a wide range of resources to students, employees, guardians and all other stakeholders.



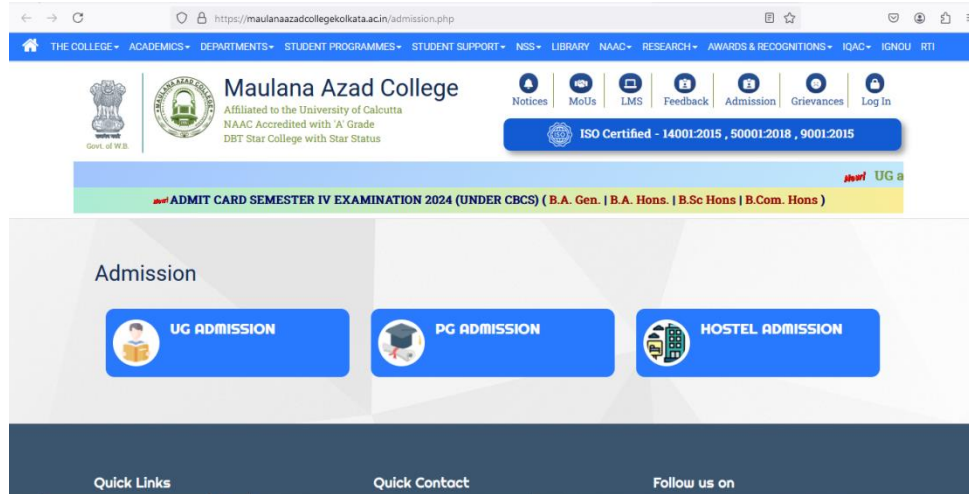
- Apart from providing detailed information about the college, its departments, courses offered, etc., the website also has separate tabs for News & Notice, Admission, LMS, University Examination, Feedback, Grievances, etc. so that students can complete such official procedures at the click of a mouse.



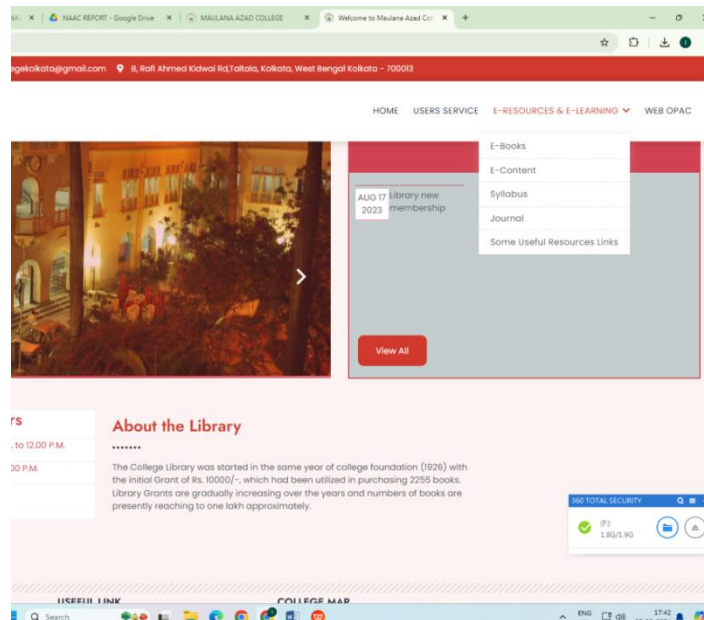
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Admission section of the college website



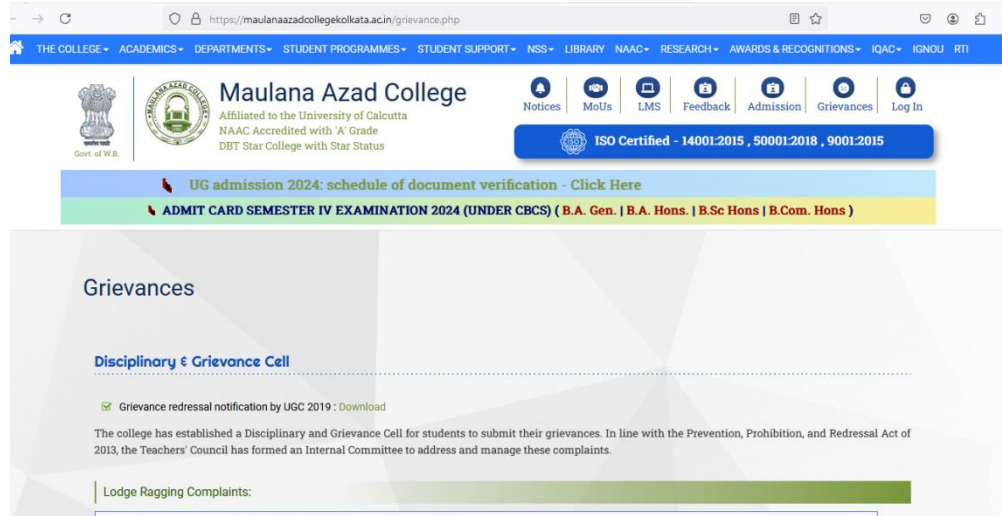
Open Educational Resources (OER) Repository of the college



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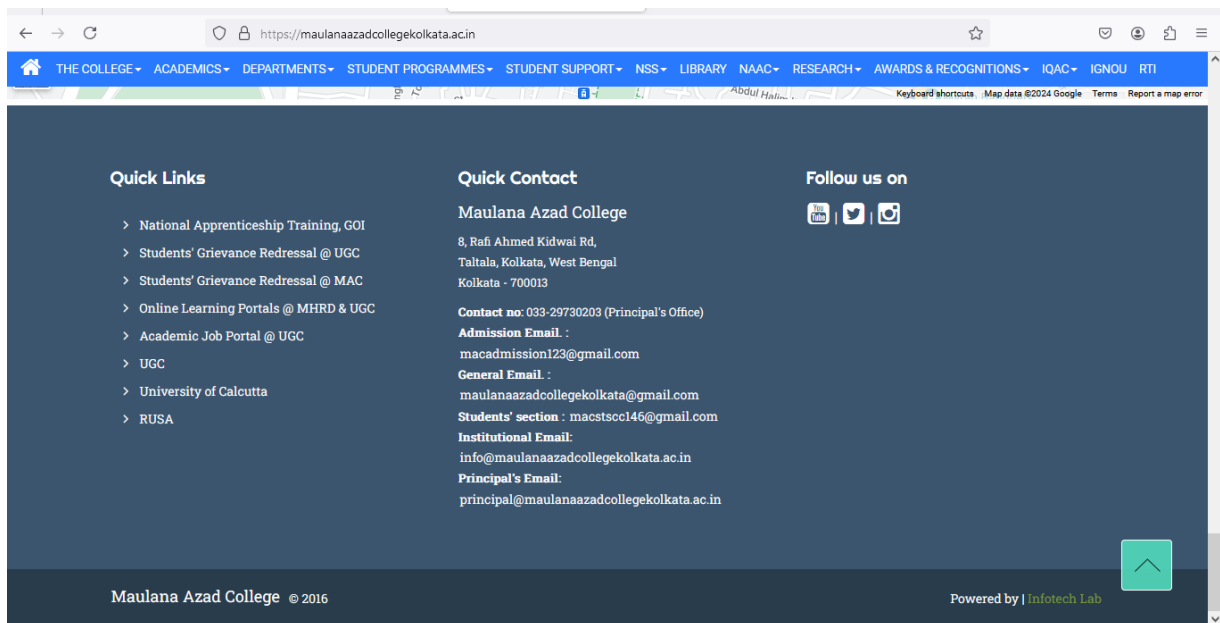


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Grievance Redressal section of the college website

- There are also links to external websites like University Grants Commission (UGC), learning portals recommended by Ministry of Education (Government of India), University of Calcutta, etc. for convenient navigation to these resources.




Principal
Maulana Azad College
Kolkata



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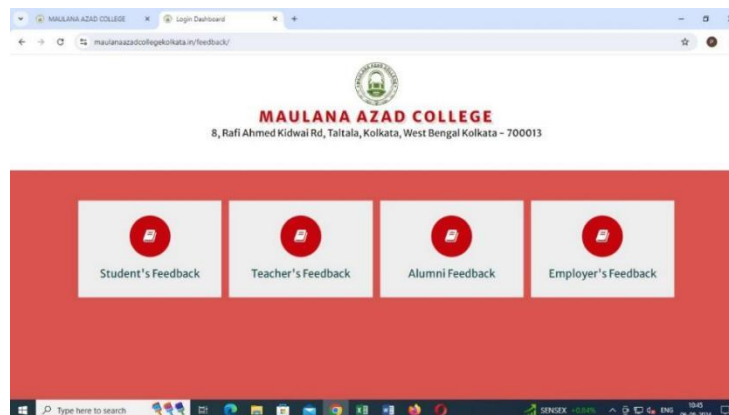


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- Students are informed about placement opportunities, scholarships and Student Credit Card Scheme (under the aegis of the Government of West Bengal) through this website.



Student Support section of the college website



Feedback section of the college website



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C. Hardware and Software used in the College

- Maulana Azad College has 206 Personal Computers (PC) across all departments and office,
- The college uses various softwares for its day-to-day functioning of both the office and departments.

5/16/24, 2:48 PM

HED IT Infrastructure of Institutes

3. a) Software Tools used (For others please mention as comma separated values like Python, R, Simulink) *

- Windows
- MS Office
- Office 365
- Anti Virus
- Tally
- Linux
- AutoCad
- Matlab
- Xilinx
- Koha
- Firewall
- DDoS
- Other: PYTHON, R



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- The college also uses different cloud-based services for the smooth running of its activities.

5/16/24, 2:48 PM

HED IT Infrastructure of Institutes

4. a) Cloud Services being used right now (For others pls mention as comma separated values) *

- Email Management System like Gmail
- DropBox
- Google Drive
- Zoom
- Google Meet
- Microsoft Team
- Webex
- Digital Signature
- Azure
- AWS
- GCP
- Learning Management System
- TCS iON
- Other: AIMS CORE (Student Management System), Financial Accounting S



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D. Digitization in the College Library

- ✓ The **Central Library** of Maulana Azad College has adequate number of Computers with LAN and 200 MBPS Internet facility for the use of the students and the teachers are available in the Reading Room of the Library.
- ✓ One separate computer with Braille software is installed in the reading room.
- ✓ Online Public Access Catalogue (OPAC) is available in the library.
- ✓ Library OPAC Kiosk is available for use of students and Faculty members.
- ✓ Virtual Attendance System (VAS), including bar-code scanner, monitors the footfall in the Library. On average, 125-150 persons walk-in the library.
- ✓ The library is automated with KOHA software used for cataloguing, issue, return of books.
- ✓ Access to hundreds of online journals are available through INFLIBNET-NLIST and DELNET subscriptions.
- ✓ **Open Educational Resource Repositories** (OER repositories) include Shodhganga, e-ShodhSindhu, e-PG Pathshala, IGNOU eGyanKosh, SWAYAM, etc.
- ✓ All corners of the Library are covered under CCTV surveillance.
- ✓ Reprographic facility, Lamination Facility of Library Card is there.

Average number of logins into OPAC: 15 Persons per Day (Institutional access only)

Average number of logins to e-resources: 20 persons per day

Average number of e-resources downloaded: 10 per Day

Average number of e-resources printed: 2 per Day

Number of information literacy trainings organized: One (for the librarian)

Link to video of RFID gate system in the Central Library of the college:

<https://youtube.com/shorts/rfEzBHGGGrRQ?feature=share>



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Information and Library Network Centre
(An Autonomous Inter-University Centre of UGC)

सूचना एवं पुस्तकालय नेटवर्क केन्द्र
(विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र)

National Library and Information Services Infrastructure of Scholarly Content (N-LIST)

Invoice

Ref No.: INF/N-LIST/2022/1013

Date: 2022-03-28
Invoice No.: NLIST/21-22/3733
College GST No.: 19CALW00370G1D3
College GST State Code: WB [19]

Name and Address of Subscriber

To
The Principal
Maulana Azad College
8, Rafi Ahmed Kidwai Road
Kolkata
West Bengal - 700013

SR. No.	Membership Fee	Period of Membership	Amount In Rs
1	N-LIST Annual Membership Fee	April 2022 to March 2023	5,000.00
		CGST@0.00%	0.00
		SGST@0.00%	0.00
		IGST@18.00%	900.00
		Total	5,900.00

Rupees Five Thousand Nine Hundred Only

GSTIN: 24AAAT11480J1ZS
TDS is not applicable on annual membership fee.

Sincerely Yours

Ashok Kumar Rai
Scientist-E(CS)

----- Cut Here -----

N-LIST MEMBERSHIP FEE RECEIPT

Receipt Date: 2022-03-28

Receipt No: 55050

Received with thanks from Maulana Azad College, Kolkata, West Bengal

A sum of Rupees Five Thousand Nine Hundred Only by Cheque No/DD No/RTGS No. 172328032022 Dated 2022-03-28 drawn on State Bank of India Payable at Gandhinagar Gujarat towards N LIST Annual Membership Fee for the financial year 2021-22.

Rs. 5900

Sincerely Yours

For Administrative Officer(Finance)

This receipt is valid on realization of Cheque and DD.
Subject to Gandhinagar(Gujarat) jurisdiction only
Online Printed Date : 2023-05-04 07:56:22
INFLIBNET Ref No : INF/N-LIST/2022/1013
GSTIN. 24AAAT11480J1ZS.

Infocity, P.B. No. 4, Gandhinagar - 382007, Gujarat, INDIA
इन्फोसिटी, पो.बो. नं. ४, गांधीनगर - ३८२००७, गुजरात (भारत)
Ph.: +91-79-23268000, Fax : +91-79-23268222, http://www.inflibnet.ac.in

N-List Membership receipt of the college library


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 **DELNET**
Developing Library Network
New Delhi
www.delnet.in



Certificate of Membership

This certifies that


**Maulana Azad College
Kolkata**

is an Institutional Member of


DELNET – Developing Library Network

and is entitled to all benefits and privileges pertaining thereto.

Membership Number *IM – 1321* has been renewed and next
renewal is due on August 28, 2023



Date of Issue: August 23, 2022


Dr. Sangeeta Kaul
Director
DELNET, New Delhi

Sample DELNET membership certificate of the college library


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MAULANA AZAD COLLEGE, CENTRAL LIBRARY

Home > Patrons > Search Results

Enter patron card number or partial name: 2019

Search Patrons | Check Out | Check In | Search the Catalog

Results 541 to 560 of 567 found for '2019'

Card	Name	Cat	Library	Expires on	OD/Checkouts	Fines	Circ note	
2019007	SONKAR, AYUSH B-14, SECTOR-IV, SALT LAKE SUKANTANAGAR, PO-SAI COMPLEX PS-BIDHANNAGAR, NORTH 24 PARGANAS 700098, India	ST-A (P)	MAIN	30/09/2022	0/0	0.00		Edit
2019310	SOREN, DIPANKAR K O BLOCK QTR. NO. 191, SECTOR-3, SALT LAKE IB MARKET PS- BIDHANNAGAR, 24PGS(N) 700106, India	ST-SC (P)	MAIN	28/08/2022	0/0	0.00		Edit
2019005	SUBHRA ROY, SHANKHA AZ23, HB TOWIN ROAD NO.5 KIRAN APARTMENT SODEPURE, PS- KHARDAH, NORTH 24 PARGANAS 700110, India	ST-A (P)	MAIN	28/08/2022	0/0	0.00		Edit
2019565	SULTANA, NASRIN VILL-JAYPOL KUDCO, PS- NITTA PUKUR, NORTH 24 PARGANAS 712224, India	ST-A (P)	MAIN	29/08/2022	0/0	0.00		Edit

Sample KOHA data of the college library

MAULANA AZAD COLLEGE, CENTRAL LIBRARY

Home > Patrons > Search Results

Enter patron card number or partial name: 2020

Search Patrons | Check Out | Check In | Search the Catalog

Results 1 to 20 of 326 found for '2020'

Card	Name	Cat	Library	Expires on	OD/Checkouts	Fines	Circ note	
20200053	Abdullah, SK MD Bahir Ganganagar PO & PS- Ulubenia, Howrah, India	ST-A (P)	MAIN	31/05/2023	0/0	0.00		Edit
2020073	Adhikary, Trinayan Harisava Bank Park, East Anandapuri, Barrackpore PO- Nonachandanpukur PS- Titagarh, North 24 PGS 700122, India	ST-COM (P)	MAIN	31/05/2023	0/0	0.00		Edit
20200015	Afreen, Nafisa 29/H/47 Jheel Road Cossipore PO & PS- Cossipore, Kolkata 700002, India	ST-A (P)	MAIN	31/05/2023	0/0	0.00		Edit
20200637	Ahamed, MD Nawaz 12/1h/9 M. M. Ali Road Khidirpore Ps- Ekbalpore, Kolkata 700023, India	ST-A (P)	MAIN	08/12/2024	0/0	0.00		Edit



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E. Courses using Digital Platforms

- Courses using digital means – MOOCs, SWAYAM, NPTEL, Certificate, Add-On, etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Sl. No.	Course Name	Years	No. of Students Benefited
1	Statistical Thinking: From Data Collection to Interpretation	2018-19	87
		2019-20	50
		2020-21	187
		2021-22	68
		2022-23	26
2	Basic Statistics with Excel and Data Handling	2018-19	87
		2019-20	43
		2020-21	105
		2021-22	67
		2022-23	20
3	Hands on training on Statistical Software	2018-19	83
		2019-20	80
4	Basic course on Excel & LaTeX	2019-20	138

Sl. No.	Course Name	Years	No. of Students Benefited
1	Spoken-Tutorial Project, IIT Bombay (Online Course)	2019-20	154
2	Statistical Reasoning for Sociology	2020-21	30
3	Information Technology & Its Application in Business	2020-21	60
4	Hands-on Training on Data Analysis using SPSS	2021-22	20
		2022-23	28
5	Latex for Beginners	2021-22	46
6	Basic Course on Abstract & Linear Algebra	2021-22	29
7	Chemistry of Life	2021-22	26



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Sl. No.	Course Name	Years	No. of Students Benefited
1	Applications of Spectroscopy & Nanotechnology in Biological Research	2022-23	29
2	Basic Mathematics in Daily Life	2022-23	53
3	Hands-on Training through Calculator and Computer for solving ODE and PDE	2022-23	25
4	Data Visualisation & Analysis Using Python	2022-23	21
5	Network Theorems & Network Analysis	2022-23	19
6	Advanced Techniques in Simulation Using Gnuplot	2022-23	20
7	Hands-on Training on different Methods, Techniques & Tools at the time of Field Study in Sociology	2022-23	27
8	Cataloguing	2022-23	69
9	Hands-on Training on Biomedical Techniques	2022-23	14
10	Preparation of Entrance Exams for Statistics Students: ISI, JAM, CUET, and More	2022-23	18

Sl. No.	Course Name	Year / Session	No. of Students Benefited
Certificate Courses			
1	Certificate Course in Communicative English	2021-22	19
2	Certificate Course in Basic Computing and Office Automation (Module 1)	2021-22	12



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3	Certificate Course in Financial Accounting in GST - Tally ERP 9	2021-22	44
4	R Programming & STATA	2021-22	18
Online courses of MOOCs, SWAYAM, NPTEL etc.			
1	Calculus of Several Real Variables	2019-20	1
2	Summer School for Women in Mathematics and Statistics (Online)	2021-22	1
3	NPTEL - Basic Real Analysis	2022-23	1
4	NPTEL - Neurobiology	2022-23	1
5	Summer School for Women in Mathematics and Statistics 2022: Follow up	2022-23	1
6	SWAYAM NPTEL Course on "Introductory Organic Chemistry II", organized by NPTEL, IISER Pune	2021	1
7	Two-days Hands-On Student Skill Development Workshop on Online Tools for Chemical Sciences organised by Department of Chemistry, Kirori Mal College, University of Delhi	2021	1
8	Online Summer Training on "Virtual World of Chemistry 2.0" organised by Department of Chemistry, Shivaji College, University of Delhi, under the aegis of DBT sponsored STAR College Scheme	2021	1