



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	MAHESHTALA COLLEGE
• Name of the Head of the institution	Dr. Rumpa Das
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03324901502
• Mobile No:	9433824533
• Registered e-mail	maheshtalacollege@yahoo.com
• Alternate e-mail	principal@maheshtalacollege.ac.in .
• Address	Budge Budge Trunk Road (Opposite Indian Chain), Maheshtala
• City/Town	Kolkata
• State/UT	West Bengal
• Pin Code	700141
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Grants-in aid

• Name of the Affiliating University	University of Calcutta				
• Name of the IQAC Coordinator	Dr. Suchandra Bhattacharyya				
• Phone No.	03324901502				
• Alternate phone No.	03324901502				
• Mobile	9073158312				
• IQAC e-mail address	iqacmaheshtala71@gmail.com				
• Alternate e-mail address	principal.maheshtalacollege@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://www.maheshtalacollege.ac.in/files/ugd/aa8df4_7f7085f40fcb40c29039ee3a0ee2f709.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.maheshtalacollege.ac.in/academin-calendar				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C++	65.25	2004	03/05/2004	02/05/2009
Cycle 2	B	2.31	2016	05/11/2016	04/11/2021
6.Date of Establishment of IQAC			25/08/2004		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	0	0	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	4	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<ul style="list-style-type: none"> •Student intensive co-curricular and extracurricular activities. •Regular ONLINE inter and intradepartmental meetings for sensitising teachers and drawing up detailed plan for successful implementation, mid-semester evaluation and end-semester review meeting of newly introduced CBCS. •E-Sanjog between Principal, teaching, non teaching staffs and students during lock down for optimizing teaching learning co-curricular and extra curricular facilities. •Add-on Courses on different subjects •A robust research culture has been initiated among teachers and the taught has been initiated. 		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
<p>Analysis of admission procedure to find out the cause of gradual decrease of admission and to restrict that as well.</p>	<p>Analysis done. Causes of decrease are as follows: 1) Some faults and negligence on the part of the vendor of admission software noticed 2) Recent trends of interest in the area of Study of this locality detected Steps taken:- 1) Changing the old vendor new vendor appointed 2) Applied to CU requesting to change (increase or decrease as applied) the number of seats and subject combination according to the demand and trends of locality.</p>
<p>Add on course to be started on Tally/GST/E-filling</p>	<p>14 Add-on courses have been introduced in different department.</p>
<p>More workshops for NTS will be organized.</p>	<p>Workshop organized through online mode (ICT)</p>
<p>A research forum will be created.</p>	<p>A research forum is has been created and weekly research meet held.</p>
<p>Encouraging students to increase the use of ICT through Power Point Presentation.</p>	<p>DONE. In most of the Departmental Students' Webinar, students used to give lecture through Power Point Presentation.</p>
<p>E-Shiksha Cell will organize many academic Programmes.</p>	<p>The cell organized many webinar, workshop and competitions as students' enrichment programme.</p>
<p>13. Whether the AQAR was placed before statutory body?</p>	<p>Yes</p>
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Governing Body	10/05/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	28/02/2022

Extended Profile**1. Programme**

1.1	29
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Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2. Student

2.1	1286
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Number of students during the year

File Description	Documents
Data Template	View File

2.2	779
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Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3	202
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Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic	
3.1	26
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	27
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	25
Total number of Classrooms and Seminar halls	
4.2	4.15
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	77
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>The curriculum is designed by the University and is followed by the affiliated colleges including ours. An Academic Calendar is prepared at the beginning of every session detailing the probable dates of Continuous Internal Evaluation and also the probable dates of the corresponding University Examination. It is available on the college website and in the Prospectus. The Routine sub-committee prepares a timetable according to the requirement of each department. Academic Calendar and Time table are then uploaded in the website of the College before commencement of classes of a particular semester. In</p>	

addition to this, each department prepares Programme Outcomes and Course Outcomes which are available on the college websites for students. ICT is widely used by teachers of almost all departments to make the teaching-learning process more interesting and interactive. The teachers of the college attend different workshops and faculty development programmes such as Orientation Programme and Refresher Course to update their knowledge. All decisions are documented and preserved by each department, and uploaded on website, according to necessity.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.maheshtalacollege.ac.in/learning-outcomes

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Academic Calendar is prepared by IQAC in accordance with the instructions and direction of our affiliating university, based on curriculum guidance under the CBCS pattern of syllabus at the beginning of each Academic session. It includes detailed planning about the conduct of classes, Continuous Internal Evaluation & examination, Annual Sports and various other significant activities of the college. The Academic Calendar provides a roadmap for the entire session which ensures smooth functioning of all departments of the college. The college authority tries to adhere to the timeline provided in the Academic Calendar. The Academic Calendar is helpful for not only the teachers, non-teaching staff but also for the students as they can keep in track the activities to be performed and conducted over the entire Academic Session. Special lectures which are organized by various departments can be planned keeping in mind the availability of dates outside the days of Examination and other activities of the college. A List of Holidays is also provided which helps in the planning of various activities throughout the year. The Academic Calendar is thus integral to the smooth functioning of the college.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.maheshtalacollege.ac.in/_files/ugd/aa8df4_e4ac50ca532240119cf568fc7bb37f4f.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	A. All of the above
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File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

6

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

15

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

21

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

155

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

Our institution takes great pride in the fact that we are building the future citizens of our great country. We help them to develop professional ethics, Human Values, consciousness to Environment and Sustainability and provide gender sensitization. The college provides the students with opportunities to know about the issues which are of vital importance in the society today. Seminars and different programmes on the issue of gender sensitivity were organised in the online mode. Eminent speakers were invited to share their views and experiences in their fields and to encourage the students to think in a new way to the issue. Gender sensitization

programmes like lectures, seminars and workshops, Observance of Women's Day, Environmental education through projects, field work, and Green Audit were held. Students were also encouraged to participate in different programmes like online quiz contests for enhancing awareness related to the environment. Human values are promoted through the activities of the NSS. The NSS unit of the College refers to the Handbook of NSS, University of Calcutta for illuminating the young minds of the duties and responsibilities of the citizens of this country. This involves Community outreach and other social welfare programmes.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

13

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

1286

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://www.maheshtalacollege.ac.in/feedback -1

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1189

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

271

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

At Maheshtala College, we believe in outcome-based learning processes, where we identify students as slow learners and advanced learners based on the prerequisite tests, class interaction, test performances. We at the institute, give emphasis on improving the performance of slow learners by providing remedial programmes which are conducted outside regular classes. Advanced learners are given opportunities to be part of innovative projects and other technical initiatives of the institute. The toppers of each class are appointed as Class Representatives and HoD Nominee for the department who are part of students' council so as to give a chance to develop their communication, leadership & team building skills.

Paper Presentations, Project Competitions and participate in Projects. They also help slow learners through peer learning. We also encourage advanced learners to conduct workshops and seminars to share their knowledge. They are also part of the institute's social responsibility where they support the faculty members by teaching and providing skills to the underprivileged students.

File Description	Documents
Link for additional Information	https://www.maheshtalacollege.ac.in/files/ugd/aa8df4_9fa0a22f24974fd595be2801931db7d7.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
49	1

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Learning is made more student-centric through a combination of old and new methods of teaching. In order to motivate the students beyond the scope of theoretical knowledge various student-centric learning methods like workshops, webinars, film shows, group discussions, have been adopted. In the Covid-19 pandemic period initially it was a challenge both to teachers and students to conduct the teaching- Learning Process smoothly. Teachers and students were forced to adopt to the online method of classes through Google meet platform in our Institution. Advantages of Google Class room were enjoyed by teachers and students. Project reports of B.Com and Report of the ENVIS Project of B.A/. B.Sc./B.Com were submitted through online mode. Tutorial submission and term paper submission as per the Calcutta University guideline was done through online. Students' centric lecture by eminent speakers in the online platform were organised for enhancing the learning experiences of students. Different types of essay writing completion were organized during the year to enhance learning experience. Online Students and Teachers exchange programme with different Institution under the MoU in the pandemic period has given impetus to the students for their insight improvement.

File Description	Documents
Upload any additional information	View File
Link for additional information	NA

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The teachers of Maheshtala College, use online education resources, social networking sites, blended learning platforms like google classroom / Zoom Meet / Google meet effectively deliver teaching and provide enhanced learning experience to the students. Subsequent efforts are taken by the College to provide e-learning atmosphere in the classroom: In addition to chalk and talk method of teaching, the faculty members are using the IT enabled learning tools such as PPT, Video clippings, Audio system, online sources, to expose the students for advanced knowledge and practical learning.

The use of ICT by teachers in classrooms apart from enabling students to keep pace with the contemporary digital and virtual world has helped Maheshtala College create a student centric learning approach. You- Tube, E- mails, WhatsApp group, Zoom and Google classrooms are used as platforms to communicate, provide material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, mentor and share information. The faculty at Maheshtala College use various ICT enabled tools to enhance the quality of teaching-learning like1. Google classroom/ Jam Board or G Board is used to manage and post course related information- learning material, quizzes , lab submissions and evaluations, assignments, etc.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.maheshtalacollege.ac.in/helpdesk

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

0

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

26

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

7

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

268

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Continuous Internal Assessment is an intrinsic part of the teaching-learning process. The teachers evaluate the students regularly and it is a continuous process. Internal examination for new CBCS syllabus have specific marks allotted. In the lockdown period due to Covid-19, internal assessment was conducted exclusively in online mode through Google Forms. Google Classroom has played an important role during the lockdown period, both in terms of conducting classes and also in conducting internal assessments of students. Students were given assignments and tests through the classroom to evaluate their understanding of the subject. Auto generated marks through Google Forms made the continuous internal assessment process transparent. The students are also encouraged to practice writing answers on their own and the teachers are always willing to correct the answers and provide feedback on improving the answers. Teachers thus help students to prepare for the final examination and they can also evaluate the progress of the students through this way

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://www.maheshtalacollege.ac.in/helpdesk

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The mechanism to deal with internal examination related grievances is transparent, time- bound and efficient. There is a Grievance Cell that looks after the complaints of the students. However , due the pandemic situation, all the internal examinations were held in the online platform this year using the Google classroom and Google form, in the latter case the marks were auto-generated. Students

mailed their complaints to a dedicated email address of the Exam Cell of the college: mceexamination@maheshtalacollege.ac.in

This alerted teachers who try to solve the problems and if it cannot be successfully addressed at that level, they are forwarded to Principal for further redressal, who takes it up with the Controller of Examination of parent university.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	NA

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The college has clearly stated learning outcomes of the Programs and Courses. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students:

Hard Copy of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students and soft copy of syllabi and Learning Outcomes are available in the College Website maintained by Dept. of Computer Science. The importance of the learning outcomes has been communicated to the teachers in every IQAC meeting and College Committee meeting and also in the Class room. The students are also made aware of the same through Tutorial meetings . Workshops have also been conducted for developing the Programme Educational Objectives and Learning outcomes at college level.

Parents are informed about the PO, CO and PSOs at the Parents-Teachers Meeting held.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.maheshtalacollege.ac.in/learning-outcomes
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The academic progress of the students are evaluated through the process of continuous internal assessment and final semester examination. The performance of the students in the various assessments and examinations indicate whether they have properly attained the programme and course outcomes. The students participate in debates, prepare projects which demonstrate their understanding of the syllabus. Feedback is collected from all stakeholders regarding the syllabus which enables the institution to understand whether the students are benefitting from the curriculum they are studying. The student progression into higher studies and placement records also indicate successful attainment of programme outcomes and course outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.maheshtalacollege.ac.in/learning-outcomes

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

202

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	NA

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.maheshtalacollege.ac.in/feedback-1>

RESEARCH, INNOVATIONS AND EXTENSION	
3.1 - Resource Mobilization for Research	
3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
0	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File
3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year	
3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year	
0	
File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	NA
3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year	
3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year	
36	

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

6

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

16

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension activities are carried out in the neighbourhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year Different programmes

are organised by NSS and different cells where students and members of teaching and non teaching staff participate wholeheartedly for spreading awareness on social issues and overall development. Due to Pandemic situation, the weeklong programme 'Sampurnaa' for celebrating International Women's Day could not be held. Samabyathi - a forum for Mental and Psychological Support was created to offer solidarity and support to all stakeholders to combat Lockdown-related depression. College premises were offered to migrant workers travelling from other states as Quarantine Centre. NSS carried out microphone campaigns in different places to create awareness Covid pandemic, distributed masks, sanitisers and pamphlets on 20/10/2020. Sanitiser kits were distributed among out-of-job theatre artisans in front of Academy of Fine Arts on 5/7/2021. Vaccination drive for students and staff was held on 4/11/2021. International Webinar on Mental Health and Social Well (10 th June, 2020) Webinar on Swamiji and Netaji (23 rd January, 2021), World Water Day (22 nd March, 2021), Ambedkar Jayanti (14 th April, 2021), Birth anniversary of Gurudev Rabindranath Tagore, Kazi Nazrul Islam were held in online mode.

File Description	Documents
Paste link for additional information	https://www.maheshtalacollege.ac.in/_files/ugd/aa8df4_15eb402ce6b64e53b299cbf2edc8da76.pdf
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through

NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

9

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

386

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

2

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Maheshtala College campus is spread over 0.787 Acres / 3188 sq. mts. The Institution has always worked for the mission of providing the best possible infrastructure to fabricate an effective teaching-learning environment through extensive use of ICT. Over the years the infrastructure of the institution has been upgraded keeping in mind the developments and rising demands in the education sector. There are 25 well-ventilated ICT classrooms of different sizes including seven laboratories and two seminar halls. All the classrooms have been renovated on modern lines with comfortable and space saving furniture. The College has a well-equipped central Library and Departmental Book Banks. Most classrooms are also fitted with soft-boards and white-boards for effective learning

environment Large rooms are also used for organizing seminars, special lectures, cultural activities and other academic activities, administrative meetings and miscellaneous programmes. Two dedicated seminar halls with audio-visual facilities are in place for regular use. There are science laboratories in the departments of Chemistry, Physics, Computer Science and Geography. There is also a Media Lab and a classroom equipped with computers for Journalism and Mass Communication. There is total 77 computers in the college for smooth conduct of teaching - learning process.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.maheshtalacollege.ac.in/files/ugd/aa8df4_c8d67096c37c4efbbb6aec8b7292098a.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Maheshtala College has adequate physical facilities which are built up from time to time for conducting curricular, co-curricular and extra-curricular activities efficiently. Students are involved in sports, indoor and outdoor games, NSS, NCC, cultural activities, public speaking, communication skills development, health and hygiene etc. The large classrooms and seminar halls are available for extra-curricular activities of the institution like cultural functions, orientation programmes, medical camps and awareness seminars. The cultural sub-committee of the college efficiently organizes different cultural events and competitions A temporary stage in the common ground is also constructed for cultural activities and functions like celebration of Independence Day, Republic Day etc. Common Room is equipped with Carrom board, Chess board, football and other playing kits. Modern gym equipment (Exercise Cycle, Exercise Ball, Treadmill, Fitness Bench, Twister machine etc.) are also available for exercising. However due to the natural calamity AMPHAN which occurred on 20th May 2020, most of the above-mentioned equipment were damaged. There is a sports sub-committee comprising of teachers and students. This committee organizes annual sports. The Literary Club of the college nurtures the creative sides of the students. It aims to enhance the speaking and writing skill of the students by organizing workshops, debate, creative writing competitions.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.maheshtalacollege.ac.in/events

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

25

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

25

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.maheshtalacollege.ac.in/_files/ugd/aa8df4_c8d67096c37c4efbbb6aec8b7292098a.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

4.15

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is partially automated using Integrated Library Management System (ILMS) before June 2020. During this period from July 2020 to June 2021, there was pandemic situation, physical books purchased were hampered. Library system mainly depends on digital medium and fully by remote access from the end of the students. Library services were provided through different network like social media, whatsapp , email, e books, e contents etc. All regular physical services were closed due to rise of Covid 19 virus and surge of pandemic. But studies and learning needed to be carried out. So in this situation there was a need of fully online support for teaching learning purpose which was provided by Maheshtala College Library. Online services provided through different medium like whatsapp group. Everyday newspaper links and other reference reading materials were send to teachers and students using whatsapp group. Many free and open source books pdf were given to students and teachers. List of links were given to students from where students can get lots of e-resources fully free of cost like NDL and NLTR etc. Students were guided thoroughly how to access e - journals, e-books by searching NLIST portal. Beside all there was 24*7 online helping assistance from the Librarian's side. Different social online medium like facebook link, youtube links and other freely accessible study materials links, online story books links were given to students to boosts their power of learning and also to entertain themselves through reading and learning.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://www.maheshtalacollege.ac.in/library

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.118

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

0

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Yes, the Institution regularly updates its IT facilities and Wi-Fi.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.maheshtalacollege.ac.in/_files/ugd/aa8df4_27a6ef0d79ce403795d89fb406e2d3b6.pdf

4.3.2 - Number of Computers

77

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

4.15

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The College has a well wrought mechanism for maintaining and utilizing physical, academic and support facilities- laboratory, library, gym, computers, classrooms. Class rooms are cleaned daily by the concerned support staff of the college. Regular monitoring of electrical equipments and fixtures is done and repaired as and when needed. Class routine is designed in such a way that there is maximum utilization of infrastructure and classrooms. All gadgets are protected by Annual Maintenance Contract, and digital and software equipment have online AMCs. There is a Campus Maintenance Sub Committee to look after the wellbeing of all infrastructure and Governing Body, on the recommendation of Finance Sub Committee, looks into the proper utilisation of physical, academic and all support facilities. The Librarian conducts orientation programmes to guide the users. During the pandemic period, e-newspapers have regularly been circulated by the librarian for students as well as teachers. The College boundary wall has been repaired and painted by Maheshtala Municipality. Concretization and reclamation of marshy land behind college building has been completed by Maheshtala Municipality. Also High Mast Flood Lights have been setup by Maheshtala Municipality. Web-based CCTV has been installed by the college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.maheshtalacollege.ac.in/activities

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
426	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
12	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above

File Description	Documents
Link to institutional website	https://www.maheshtalacollege.ac.in/
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

636

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

636

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

5

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

27

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government

examinations) during the year

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

They have representations in sports sub-committee and cultural sub-committee.

Students' Union organizes different cultural programmes to observe the important days like 'Republic Day', 'Independence Day', Teacher's Day etc.

They also organize Freshers Welcome, Saraswati Puja, Basanta Utsav, Indore game competition, Annual cultural (Social) programme, Annual Sports.

The council also join hands with the NSS unit of the college to conduct different activities related to Institutional Social Responsibility like blood donation camp, relief fund collection etc.

All events have been completely done online in this period because of pandemic situation.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

6

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

There is an Alumni Association that contributes significantly to the development of the institution through financial and/or other support services .Alumni Association has not registered yet but the registration work is under process. Maheshtala College was established on 11.11.1971 and from that period the institution has been providing opportunities to students and nurturing them to become eminent identities of the society. College has been successful in making a large number of students who are well

established and settled in different corners of India and abroad. The institution took many initiatives to bring the ex-students together and form the Alumni Association . Every year the number of alumni is increasing. The college is able to arrange an Alumni Meet once in a year. Current students can also participate at the meet along with ex-students and can exchange their views. Registration process of the Alumni Association is pending due to pandemic.

File Description	Documents
Paste link for additional information	https://www.maheshtalacollege.ac.in/files/ugd/aa8df4_cb4c397ca1b24b839af9806cdf047497.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The governance of the institution is reflective of and in tune with the vision and mission of the institution. The Principal has initiated a number of committees, cells through which the different functions of the college are handled effectively. Regular updates from the cells and committees help in determining perspective planning and strategies. Good interpersonal relationships among students, teaching and nonteaching staff, neat & clean environment and greenery in campus; have provided a good academic environment in college which is a precondition of any academic institution. Continuous efforts are taken by the teachers to improve the quality of teaching. The college has continuously tried to organize Special lectures by renowned subject experts and introduced Skill based Add-On courses, which in turn promotes knowledge and inculcates skills among students. The Gender Cell of the College has taken a leading role to provide special emphasis on girl students. Vidya Amritam scholarship has been offered to deserving students by the teachers

of all Departments. Cash awards as well as book awards are given to the students. Kanyashree and Aikyashree Scholarship provides a positive role in encouraging girl students to continue their education. SC and ST stipends by SC and ST Welfare Department are also provided to the SC and ST students. The Cultural Society of the college organizes different cultural programmes for students and teachers for their cultural enrichment. The overall supervision of the Principal, in consultation with the IQAC Coordinator and NAAC Coordinator, the Bursar help the effective governance of the institution.

File Description	Documents
Paste link for additional information	https://www.maheshtalacollege.ac.in/
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The effective leadership is visible in various institutional practices such as decentralization and participative management. The college works under the management of the Governing Body and leadership of the Principal. Participation is ensured through functioning of various statutory committees and sub-committees of the college. Various sub-committees are formed by the representation of teaching, non-teaching staff and students.

Case Study: "On line Examination"

The College acts as a center for all University Examinations held in an academic year. During the pandemic, all examinations following the regulations of University of Calcutta were held online. Examination Committee the college with all the Departments of the college successfully arrange and execute the internal examination process right from setting of question papers and evaluation of answer scripts. For University examination, the Office of Controller of Examinations, Calcutta University sent the question papers to the Principal of College via email, which in turn was forwarded to the Coordinator of Examinations. Coordinator further forwarded the question papers to each Departmental mail id and uploaded the same in the official website of the College. Faculty uploaded the question papers in the Google Class Room of the Department.

File Description	Documents
Paste link for additional information	https://www.maheshtalacollege.ac.in/helpdesk
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic/ perspective plan is effectively deployed. At the beginning of every year, the Governing Body with the Principal as Ex Officio Secretary plans and guides the functions of the college. Perspective, long term and short term plans are drawn out after detailed discussion and deliberations. IQAC formulates a plan for various programmes to be undertaken during the year and places it in the Governing Body. IQAC met with different departments and subcommittees for effective implementation of the aforesaid proposals. At the end of the academic year, each sub-committee submitted a detailed report of the activities undertaken during the year.

This year like all other spheres of higher education this institute too had to face the COVID-19 pandemic as it was an unavoidable crisis for all. The principal as the "change leader" and the Academic Subcommittee as the "Change manager" quickly strategised to opt for ICT based teaching learning evaluation and followed the steps under the guidance of IQAC and strong ICT team:

- Online Classes and mental care to the students through Zoom/ Google meet platform / WhatsApp group.
- Evaluation process through google forms and in Google workspace.
- Student centric lectures by experts
- Training programmes by our ICT team for teaching, non-teaching staff and students of our College and other Colleges

Successfully we achieved our goal in the pandemic period.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://www.maheshtalacollege.ac.in/_files/ugd/aa8df4_b2495df86ff74af08e30147ee07fc9c9.pdf
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc. College functions as per statute of the affiliating university and follows academic guidelines issued by it under the leadership of the Principal. Orders from Higher Education Department of Government of West Bengal are binding on the institution. The Governing Body formulates policy for the development of infrastructure and academic affairs. All major financial and administrative decisions are taken by the Governing Body in compliance with recommendations of IQAC and other statutory and non-statutory sub-committees which ensure decentralization and participatory management.

President of the Governing Body and Principal, as Secretary of Governing Body, constitute the nucleus of administration. The management of day-to-day functioning of college rests with the able leadership of the Principal. In discharge of this duty, she has the IQAC Coordinator for assisting her in matters of quality improvement, HODs, Bursar, All Faculty Members, Librarian and Accountant to assist her. Service rules and procedures are guided by Calcutta University Statutes and rules of State Government as amended from time to time. The College has no autonomy to appoint any teacher on substantive basis.

File Description	Documents
Paste link for additional information	NA
Link to Organogram of the Institution webpage	NA
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

D. Any 1 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution has effective welfare measures for teaching and non-teaching staff

Teaching Staff

1. Teachers are provided necessary leave to attend Short Term Courses, Refresher and Orientation programmes, Course Work for PhD and to attend seminars and conferences.
2. Salary advance is provided to new teachers before their pay fixation.
3. Loans against provident fund are provided.
4. Subsidised Canteen
5. Compensatory Leave
6. Training and Orientation Programmes for Effective Online Teaching -learning
7. Orientation programme with experts from Higher Education

department, Govt of West Bengal for Career Advancement Scheme for teachers

8. Vipassana meditation for Stress Management
9. Health camp
10. E - sanjog through email and Whatsapp for better communication between teachers and Principal

Non teaching Staff

1. Festival advance
2. Ex gratia
3. Loans against Provident Fund
4. Subsidised staff canteen
5. Compensatory Leave
6. Vipassana meditation for Stress Management
7. Health camp
8. E - sanjog through email and Whatsapp for better communication between non teaching staff and Principal

Rotational duty during Covid

File Description	Documents
Paste link for additional information	https://www.maheshtalacollege.ac.in/administrative-staff
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the

institution for teaching and non-teaching staff during the year**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

8

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution has introduced a performance appraisal system for Teaching and Non-teaching Staff in order to evaluate their performance in regular academic and administrative activities of the institution. An Attendance Register for teachers is maintained wherein it is mandatory for every teacher to record the time of arrival and departure and is regularly examined by the Principal. Time of arrival and departure, number of classes allotted and classes taken (theory and practical) and other administrative and exam-related duties performed are also recorded. Total number of Leaves (Casual Leave, Medical Leave, Earned Leave etc.) enjoyed by a teacher is also duly recorded.

An Attendance Register for non-teaching staff is maintained. A Leave Register is also maintained under the supervision of the Head Clerk. The Institution promotes its non-teaching staff according to the time scale as per the guidelines of the Government of West Bengal and after consideration of their performance in the College. In this period all above procedures have been completely done online because of pandemic situation.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Institution conducts internal and external financial audits regularly. Director of Public Instructions, Govt of West Bengal appoints Registered Auditor to conduct Financial Audit of the institution. Finance Sub Committee of the college is also alert to all financial transactions of the college and meets regularly to monitor and regulate financial affairs. External accounts personnel (approved by GB) sometimes assists Principal as post of Cashier, Accountant and Head Clerk are vacant (due to superannuation) and conducts checks and balances regarding financial transactions. Regarding audit objections, Finance Sub Committee and Governing Body through discussions try to address the issues and resolve them

accordingly. Due to pandemic situation, audit could not be carried out in the year under consideration.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Governing Body of the college envisages strategies for fund mobilisation, disbursement, expenditure and ensures optimal utilisation of resources. The recommendations of the Finance Sub Committee are submitted for discussion and decision before Governing Body regarding income and expenditure. Funds collected through fees under different heads are kept in different accounts for specific purposes and are used for upgradation of facilities and better teaching-learning conditions. TALLY is used for maintenance of accounts. Funds for Vidya Amritam scholarships are mobilised as voluntary subscription by teachers, alumni, Governing Body members and are directly handed over to meritorious and needy students. Through different austerity and eco-friendly measures such as Reuse-Recycle-Restore, minimising use of paper, using rough paper, arranging pool car for conveyance of teachers, the college saves stationery, energy, fuel, money. Book bank facilities are available

for students, where alumni, students of senior classes donate books for their junior batches, electricity use is minimised through use of LED lamps. Most importantly, due to scarcity of staff members, many teachers and NTS multi-task, for example, library clerk and Computer Science Lab attendant assists Principal in accounts work, teachers of Environmental Science, Commerce and Journalism departments assist Library activities etc.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

- Student intensive co-curricular and extracurricular activities.
- Regular ONLINE inter and intradepartmental meetings for sensitising teachers and drawing up detailed plan for successful implementation, mid-semester evaluation and end-semester review meeting of newly introduced CBCS.
- E-Sanjog between Principal, teaching, non teaching staffs and students during lock down for optimizing teaching learning co-curricular and extra curricular facilities.
- Add-on Courses on different subjects
- A robust research culture has been initiated among teachers and the taught has been initiated.

File Description	Documents
Paste link for additional information	https://www.maheshtalacollege.ac.in/iqac
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvements in various activities.

IQAC organises periodic meetings with Academic Sub Committee, E Shiksha Cell, NAAC Cell and Teachers' Council to review, evaluate and assess teaching-learning process, students' progress, monitoring and progress of IQAC Plan of action. External Academic and Administrative Audit have been done twice but could not be done this year due pandemic situation. In addition to academic activities, IQAC also organises many co-curricular and extra-curricular activities through different cells and sub committees.

College has always promoted use of ICT in teaching-learning process and organised Orientation and Training programmes for teachers under the leadership of the Principal, in the wake of introduction of completely ONLINE mode of education at the onset of Lockdown. Extensive use of Zoom, Google suite such as Google classroom, Google forms, Google sheets, Google slides, Google Meet platform has been done to make e-learning easier. Role of E Shiksha cell in promoting digital reliance among students and senior faculty members is really commendable.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.maheshtalacollege.ac.in/igac
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equity is a process of providing equality to individuals of all genders.. Three webinars have addressing the issues specifically are as follows: The Women's Week Celebrations from 3rd to 7th March, INTERNATIONAL WEBINAR on Embracing plurality & inclusivity: Gender sensitization & students on 18th July 2020, An International INTERDISCIPLINARY Webinar On "Empowering Women, Empowering All Webinar on 29th August 2020. The College has an Anti-Sexual Harassment Cell, Anti-Ragging Cell and Grievance Redressal Cell to address gender discriminations and harassments in the campus if any. The college campus with CCTV cameras provide close surveillance. Security personnel and lady attendant are also employed to ensure safety and security of female students. The College has a fully equipped First-Aid Box, Stretcher, and wheelchair.

File Description	Documents
Annual gender sensitization action plan	https://www.maheshtalacollege.ac.in/activities
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.maheshtalacollege.ac.in/activities

7.1.2 - The Institution has facilities for alternate sources of energy and energy

D. Any 1 of the above

**conservation measures Solar energy
Biogas plant Wheeling to the Grid Sensor-
based energy conservation Use of LED bulbs/
power efficient equipment**

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid and liquid waste disposal is carried out regularly with assistance of local Maheshtala Municipality. Separate bins for dry waste, vegetable and plant waste and plastics are kept in strategic locations all around the college. Chemical waste is treated separately by the Chemistry department while rainwater is recycled for gardening and washing floors. Biomedical, hazardous and radioactive waste is not produced in the college. The Principal in association with selected teaching and non teaching staff of the college looks after the waste management system and conducts periodic checks.

E waste management is done under the supervision of teachers of Computer Science department.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	NA
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the

C. Any 2 of the above

campus	
File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants 	A. Any 4 or All of the above
File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	View File
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	C. Any 2 of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>B. Any 3 of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="86 696 550 757">File Description</th> <th data-bbox="550 696 1471 757">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 757 550 857">Geo tagged photographs / videos of the facilities</td> <td data-bbox="550 757 1471 857">No File Uploaded</td> </tr> <tr> <td data-bbox="86 857 550 1003">Policy documents and information brochures on the support to be provided</td> <td data-bbox="550 857 1471 1003">No File Uploaded</td> </tr> <tr> <td data-bbox="86 1003 550 1104">Details of the Software procured for providing the assistance</td> <td data-bbox="550 1003 1471 1104">No File Uploaded</td> </tr> <tr> <td data-bbox="86 1104 550 1171">Any other relevant information</td> <td data-bbox="550 1104 1471 1171">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Geo tagged photographs / videos of the facilities	No File Uploaded	Policy documents and information brochures on the support to be provided	No File Uploaded	Details of the Software procured for providing the assistance	No File Uploaded	Any other relevant information	No File Uploaded	
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Details of the Software procured for providing the assistance	No File Uploaded										
Any other relevant information	No File Uploaded										
<p>7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).</p>											
<p>It is a matter of pride to us that we in the campus provide an atmosphere of inclusiveness and harmony irrespective of cultural, linguistic, regional, communal and socioeconomic diversities among the students and the staff. International Mother Language day was observed to spread the message of inclusiveness over linguistic diversities. Saraswati puja and Milad were organized by the students in the college to encourage communal and religious harmony. Various cultural events on the occasions of Rabindra Jayanti, Vidyasagar's birthday, Independence Day, Teacher's day and Foundation day are regularly organized to bind the students with a common goal of harmonious coexistence by following the ideals of the great leaders and thinkers who have shaped this great country. Programme on Communal Harmony is held every year on the day before Winter Recess.</p>											

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Our college makes every effort to instil in the students the necessary qualities of an ideal citizen and sensitize them to their constitutional rights and obligations. The College has SC/ST Cell, Anti-Sexual Harassment Cell and an Anti-Ragging Cell. The students are counselled by the Principal and the teachers about their constitutionally ensured rights, social and constitutional duties. To make students aware of their constitutional and social duties related to the environment, Earth Day Celebration and World Environment Day Celebrations are observed in the College. A Webinar on Intellectual Property Rights has been arranged by the College to teach the students about their constitutionally ensured right to intellectual property. The College has organized a webinar on the impact of Yaas in the Sunderbans in the year 2021.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The Institution celebrates / organizes national and international commemorative days, events and festivals in order to inculcate a feeling of harmony and togetherness among all the stakeholders. Important national days are celebrated like the Republic Day, International Woman's Day, International Mother Language Day, Saraswati Puja, Basanta Utsav, Rabindra Jayanti, Birthday of Dr. B.R Ambedkar, Birthday of Vidyasagar, Independence Day, Teachers Day, Foundation Day, Orientation Program, World Health Day, World Environment Day, etc. webinars have been organized to commemorate each of these days. The college tries to take care of the mental health and the psychological wellbeing of the students in the current pandemic situation. A number of webinars have been organized on the topic of mental well being in the pandemic times during this session.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Shodh - Shaksham

The 'Shodh Shaksham' practice motivates students to develop 'shodh' or research aptitude, which enables/makes 'shaksham' to learn on their own. The creation of a multi-disciplinary research forum involving teachers of the college and other colleges, scholars from abroad such as LSE and foreign universities and students was one of the most important milestone of this practice, and was a NAAC recommendation of 2nd Cycle. The Forum meets fortnightly for two hours session and has more than 100 members. The second feature of the is the regular publication of webzines and multi-disciplinary book Intellect.Us. This practice has enabled students to equip themselves with ICT and move ahead in future.

Vidya Amritam Scholarships

"Vidya Amritam" scholarships is an effort to enable students to continue their studies overcoming different hardships and upholds the vision and mission of the college. Besides government scholarships, the Principal, GB Members, teachers, alumni of the college provide scholarships. Prize winners are considered on the basis of academic excellence, physical adversity, poverty, excellence in sports, regularity in attendance and library, etc. Special awards are reserved for girl students. This year thirty five prizes were given. Diligence and competitive spirit has improved.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Situated in the outskirts of Kolkata in a locality which is dominated by the poorer sections of the minority community, it has been the effort of Maheshtala College to spread education among the poor and the marginalised sections of society, especially among the girls. It is a matter of great pride that we have succeeded in our endeavour and that girl students outnumber the boys in the institution. The weeklong programme SAMPURNAA organised every year on the occasion of International EWomen's Day has become the epicentre of all gender-related activities of the college. A fully functional Gender Cell is there in the college which has organised regular gender sensitisation programmes throughout the year. In the present situation of the country where girls and women all over are

facing discrimination, abuse and ill treatment, the rising percentage of girl students in the college is an acknowledgement of the positive practices in the institution and the strong faith and trust that families of our girl students have posited upon us. Girls and boys study in our college in an ambience of mutual respect to all genders, class and caste.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

To Conduct Techno- sharing sessions to equip the faculty with latest ICT Tools in Teaching, Learning and Research and to enhance course delivery through Moodle LMS

To organise Training in Instructional model for Lesson plan in Moodle LMS to improve student engagement in Online learning

To conduct Workshops/Training/ Guest Lectures (Instrumentation, writing manuscript and proposals, Funding agencies and Quality Publications for Sciences and Humanities)

To provide amenities and sports facilities in harmony with nature.

To provide more internship opportunities and entrepreneurial abilities in students to face the challenges of corporate world.

To arrange more career guidance programmes.

To obtain better NIRF Ranking

To organise Faculty Empowerment Programme and training on ICT for Non-Teaching Faculty