Internal Quality Assurance Cell

MAHESHTALA COLLEGE

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NOTICE

For

Meeting of the Internal Quality Assurance Cell (IQAC)

20.8.2022

A meeting of Internal Quality Assurance Cell (IQAC) Maheshtala College is to be held on 14th September, 2022 at 2 pm with following agenda in the Principal's chamber.
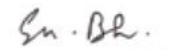
Agenda for Meeting:

1. Confirmation of last meeting dated 12.4.22.
2. Induction of Joint IQAC COORDINATOR & New IQAC Members
3. 3rd Cycle NAAC Preparation
4. Preparations of AQAR 2021-2022 & SSR
5. Progression regarding Plan of Action 2022-2023
6. CAS of 2 teachers
7. Library
8. Students centric Activities
9. Misc

Your kind presence of honourable members of IQAC in the aforementioned meeting is highly solicited.

RDas 20/8/2022
Principal
Maheshtala College
Principal
MAHESHTALA COLLEGE

Dr. Suchandra Bhattacharyya
IQAC Coordinator
Maheshtala College

Co-ordinator, IQAC
Maheshtala College

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IQAC MEETING DATED 14.09.2022

Resolutions:

1. Read and confirmed.
2. Resolved to include Dr. Deepa Bhattacharya as joint IQAC coordinator and Prof Malini Sen, Prof Amiya Sarkar, Dr Sanghamitra Ganguly as new IQAC members.
3. Discussed about Third cycle NAAC & the criterion wise groups. Resolved to start working according to criteria at the earliest.
4. AQAR 21-22 prepared is dependent on data collection, collation and filling of template-wise data. Resolved to discuss with all Criteria-conveners and joint conveners so that AQAR 21-22 can be submitted on time. Before SSR preparation all teachers need to be acquainted with all 56 QLM and QNM metrices
5. IQAC coordinator reported plan of action.

Plan of Action 2022-2023	
Plan of Action	Achievements/Outcomes
Conduct orientation sessions for faculty, staff, and students to familiarize them with the key principles and objectives of the NEP.	Conducted successful orientation sessions, enhancing understanding of NEP among stakeholders.
Establish a student support center to provide academic guidance, counseling, and mentoring. Implementation of the new add-on course which can contribute to personal development by enhancing confidence, leadership abilities, or creativity.	Established a student support center, providing valuable support to students in their academic journey. Add-on courses complemented academic studies by providing additional knowledge or practical skills. Mentoring has helped students explore career options, develop professional skills, and prepare for their future careers.
Implement innovative teaching methods and technologies to improve learning outcomes.	The use of innovative teaching methods (1. Flipped Classroom 2.Project-Based Learning 3. Game-Based Learning 4.Mobile Learning 5. Collaborative Learning Platforms) and technologies has increased student engagement in the learning process, leading to improved participation and

	motivation. Innovative teaching methods have promoted collaboration among students, encouraging them to work together and learn from each other.
More collaborations with higher educational institutions and NGOs	Collaborations have provided students with access to a wider range of academic programs, courses, and resources, enriching their learning experience. Collaborations have enabled faculty exchange programs, allowing faculty members to gain new perspectives, share expertise, and collaborate on research and teaching projects.
Conduct outreach programs and social initiatives to benefit the local community.	The programs have positively impacted the local community by addressing specific needs or challenges, such as education, health, or environmental issues. Students have actively participated in the programs, gaining practical experience, and developing a sense of social responsibility and empathy.
Research activities to be strengthened	The college has successfully secured research grants (ICSSR, Govt of India)) and funding from external sources, allowing faculty to conduct high-quality research projects. The college has established collaborations and partnerships with other institutions, industries, and research organizations, leading to collaborative research projects and interdisciplinary research.
Sports activities and facilities to be enhanced and encouraged	The number of students participating in sports activities has significantly increased, reflecting a growing interest and engagement in sports. Students representing our college have achieved notable success in various sports competitions at the local, regional, District and national levels, showcasing the college's sports prowess.
Implement measures for campus beautification and cleanliness.	The campus has become more visually appealing and welcoming, creating a positive environment for students, faculty, and visitors. Renovation and maintenance efforts have improved the condition of buildings, pathways, and landscaping, enhancing the overall infrastructure of the college. The college has implemented green initiatives such as planting trees, creating green spaces, and promoting recycling, contributing to a more sustainable campus environment.

Upgrade existing infrastructure, including classrooms, laboratories, and library facilities, to provide a conducive learning environment.	The library has been modernized with updated resources, digital tools, and comfortable study spaces, encouraging students to use the library for research and study purposes. Upgraded laboratories are equipped with state-of-the-art equipment and technology, providing students with practical learning experiences.
Strengthen the alumni network and encourage alumni participation in college activities.	The alumni network has become more active and engaged, with a growing number of alumni participating in college events, programs, and initiatives.

6. CAS of Dr. Sanghamitra Ganguly & Prof. Sudeep Sarkar to be perused carefully and reported to Principal to seek name of govt. experts and subject expert.

7. IQAC coordinator presented a report from Librarian. Discussed and resolved to emphasize on more footfall of students and library familiarisation activities.

8. Student-centric activities such as cultural competition, quiz conducted by and for students, Field trips and excursions may be arranged. Student- exchange programmes with colleges having MOUs to be intensified.

9. Misc.- There was no more agenda to be discussed and meeting ended with vote of thanks from and to the Chair.

RDas

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Principal
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Internal Quality Assurance Cell

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NOTICE

For

Meeting of the Internal Quality Assurance Cell (IQAC)

15.1.2023

A meeting of Internal Quality Assurance Cell (IQAC), Maheshtala College has been called on 28th January, 2023 at 3 PM with the following agenda at College Campus.

Agenda for Meeting:

1. Confirmation of the Minutes of last Meeting, dated 14.09.2022
2. Action Taken Report on the basis of resolutions of last meeting.
3. Review of academic performance indicators and discussion on strategies for improvement.
4. Progress report on the implementation of MoUs signed with other institutions or organizations.
5. Planning for future collaborations and MoUs with other institutions or organizations.
6. Updates on accreditation and quality assessment activities.

7. Semester wise teaching plan and research activities.
8. Special Classes for motivating Advanced, Average and Slow learners
9. Review of student's attendance and performance on Continuous basis
10. Strengthening of Mentor Mentee program and ensuring efficient mentoring system
11. Discuss any other relevant issues related to special classes or quality assurance.
12. Misc.

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IQAC MEETING DATED 28.01.2023

Resolutions:

1. Read and confirmed minutes and resolutions of last IQAC Meeting dated 14.9.22.
2. ActionTaken Report –
   a) Students Quiz program held.
   b) Students of Geography department taken on Field trip
   c) Communal Harmnoy Day celebrated
   d) Extension and Outreach activities held in the Nangi-Batanagar-Budge Bidge areas with NSS volunteers, teachers and students of different departments.

3. Members discussed that different MOUs that have been signed last meeting namely with (Colleges who have done MoU since last meeting) .
Iinterested colleges and organisations who may sign MOUs shortly are Sadhan Chandra Mahavidyalaya, Swami Vivekananda University, Vidyanagar College etc.

4. IQAC Coordinator informed that NAAC has changed certain benchmarks and we need to be alert to them. The quality enhancement initiates undertaken are
   a) Institution Innovation Council established and skill development activites underteken
   b) Capacity Building Workshop held
   c) CIE framework and need for modifications discussed
   d) Vidya Amritam Scholarships distributed
   e) Scholarship fair held in college for students of neighbouring schools and of our college
   f) Excursion to birthplace of Rabindranath Tagore and Legislative Assembly planned.

4. Principal said that institution needs to be ready for implementation of National Education Policy 2020. Programme on IKS need to be organised by IQAC in collaboration with IIC of the college. All departmentts to review semester-wise teaching plan. Resolved to incorporate necessary changes in teaching plan and organise NEP related programs.

Research activities need to be strengthened. Teachers should motivate students to undertake small research based activities in groups or individually and publish them in departmental webzine.

5. Principal suggested that based on Bloom's Taxonomy, subject teachers should identity advanced and slow learners, and classes should be arranged accordingly.

6. IQAC Coordinator reported that students' attendance after pandemic has been quite alarming. CIE also should be made mandatory for all students. Resolved to initiate proper action.

7. Mentor-Mentee program is running since 2021-2022 and even earlier. Members reported that students have been informed about individual mentors but still they sometimes wrongly contact other mentors. Resolved to address these issues and ensure more efficiency in the system.

8. In Misc, it was reported that some desktop computers and projectors in room 17 for students are not working properly. Resolved to contact AMC vendor and seek immediate resolution.

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NOTICE

For

Meeting of the Internal Quality Assurance Cell (IQAC)

09.3.2023

A meeting of Internal Quality Assurance Cell (IQAC), Maheshtala College has been called on 20th March, 2023 at 2 PM with the following agenda at College Campus.

Agenda for Meeting:

1. Confirmation of the Minutes of last Meeting, dated 28.01.2023
2. Action Taken Report on the basis of resolutions of last meeting.
3. Review of academic performance indicators and discussion on strategies for improvement.
4. To discuss the increase in ICT infrastructure facilities and library facilities as Learning Resources.
5. Identify and map existing alumni networks and associations associated with the institution.
6. Discuss strategies for promoting the workshops or seminars can be integrated into the curriculum to enhance student learning.
7. Plan activities to enhance student participation and engagement in academic and extracurricular activities.
8. Discuss plans for enhancing infrastructure, facilities, and resources as per NAAC requirements.

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Co-ordinator, IQAC
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IQAC MEETING DATED 20.03.2023

Resolutions:

1. Read and confirmed minutes and resolutions of last IQAC Meeting dated 28.1.23.

2. ATR - Programmes with MoU colleges held, Online Faculty Development Prog initiated, Mentoring activities strengthened, Remedial class and Special classes held, Parents' Teachers Meeting held and CIE Progress Report shared and discussed, AQAR 21-22 ready for updation, teachers' research activities pulverised due to publication of articles and book chapters, PhD registration of many teachers and project- work of students

3. AQAR 21-22 readied after completion of Internal Audit and AQAR 22-23 preparation started. Resolved to move ahead for Academic and Administrative Audit.

4. Discussed and resolved to organise Convocation ceremony for Add on, Certificate and Value Added courses.

5. IQAC Coordinator places Academic Sub Committee report on Sem 3 and 5 results. External members suggest increasing CIE to two per semester, so that students get scope for improvement.

6. Resolved to forward names in GB for recommendation.

7) a. Grievance Redressal Cell proposed inclusion of grievances related to Add on courses and facilities such as Gym, Canteen. Resolved to include the suggestion in the concerned G R format

b) Mentoring Register should be more detailed.

c)ICT Capacity Building Workshop to be organised twice a year

d) More MoU and Academic linkages to be made, stressing on holistic health

e) Resolved to organise department - wise extension activities and community engagement programmes

f) IIC Coordinator to be approached to include more programs on soft skill development, digital content creation

g) CIE to stress on reading and writing skills

h) Principal said that Dhimahi Inter-Disciplinary Research Forum now has international members and participants on a wide spectrum of subjects that emphasizes multidisciplinary approach; College magazine Anweshan published and Intellect.Us editing work in progress.

I) SWAYAM NPTEL starts functioning

8. PBAS for teaching and non teaching staff discussed. Resolved to follow Govt of West Bengal rules for appraisal for both teachers and teaching support staff

9. Principal said that Dhimahi Inter-Disciplinary Research Forum now has international members and participants on a wide spectrum of subjects that emphasizes multidisciplinary approach; College magazine Anweshan published and Intellect.Us editing work in progress.

10. IQAC Coordinator presents her report on 5 Days Online National Level Faculty Development Programme held from June 19, 2023 to June, 23, 2023, in collaboration with MOU institution, Uluberia College. Total number of Resource Persons was five and total number of Participants was 109. Feedback taken after the programme is very positive.

11. Feedback, in English as well as in Bengali (mother tongue of most students in the college) from all stakeholders collected, analysed, discussed and published on the website

12. Plan of Action for 2023-2024

A. To prepare all stakeholders for 3rd cycle NAAC accreditation and assessment at the earliest

B. To continue Sports activities after college conducted 3 days' long District Sports Meet very successfully; enlist services of Girls' Kho Kho trainer, Athletics coach for boys and girls, arrange football facilities and initiate communication with local Agomoni Club

C. To organise more Capacity Building Workshops for Teaching and Non Teaching staff, particularly on ICT and Communication Skills

D. Motivate more faculty members to engage in research activities and publish

E. Have an Examination Control Room for teachers as many of them are Head Examiners and due to CBCS and forthcoming NEP, examination-related work has increased

F. Career Counseling programmes through Alumni engaged in different professions to be increased

G. Student- centric activities to be increased

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NOTICE

For

Meeting of the Internal Quality Assurance Cell (IQAC)

16.6.23

A meeting of Internal Quality Assurance Cell (IQAC), Maheshtala College has been called on 24th June, 2023 at 2 PM with the following agenda at College Campus.

Agenda for Meeting:

1. Reading and Confirmation of the Minutes of last Meeting.
2. Action Taken Report on the basis of resolutions of the last meeting.
3. Report on submitted AQAR 2021-2022 and preparation of 2022-23 AQAR
4. Report on Addon Course / Certificate Course/ Value Added Course
5. Review of Academic Result (Semester III & V) and Action plan for improvement
6. CAS of a) Ajijur Rahaman Mallick (Stage 3 to 4), b) Sanjibita Mondal (Stage 3 to 4), c) Sanjok Lohar (Stage 1 to 2), Subhasis De (Stage 1 to 2), e) Ranajit Das (Stage 1 to 2).
7. Discussion regarding a) Grievance Redressal Cell, b) Mentorship, c) ICT Capacity Building Workshop d) MOU and academic linkages e) Extension activities and community engagement f) IIC activities g) CIE h) Dhimahi Research Forum and research publications, Intellect.Us and Anweshan, i) Intimation of Approval of SWAYAM NPTEL and Report on Course Registration through NPTEL
8. Performance based appraisal system (Teaching & Teaching Supporting Staff)
9. Review of Research Cell Activities - Dhimahi – Interdisciplinary Research Forum
10. Report on *5 Days Online National Level Faculty Development Programme* On "Digital Tools in Teaching Learning Process & Research" June 19 -23, 2023 in collaboration with IQAC, Uluberia College, Howrah
11. Review of feedback form all stakeholders - student, parent, alumni and employer.
12. Plan of Action 2023-2024
13. Misc.

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Dr. Deepa Bhattacharyya
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IQAC MEETING DATED 24.06.2023

Resolutions:

1. Read and confirmed minutes and resolutions of last IQAC Meeting dated 20.3.23.

2. Action Taken Report - a) Academic infrastructure increased with 15 desktops & Printers for students and 6 projectors installed, taking number of ICT Rooms to 10, b) New Add On courses on Skill based subjects introduced, c) Examination Control Room starts operation, d) Old Physics Laboratory renovation and refurbishment by CSR initiative, e) GB President, Smt. Ratna Chatterjee gifts Open Air stage in her late mother's memory for students' cultural activities f) Solar powered garden lamps fixed in garden for beautification of college and as e initiative g) Plantation drive in locality by NSS

3. Academic Performance Indicators such as students' results, CIE, mentoring registers and class performances discussed; teachers' performance also discussed on the basis of Teachers' Diary and Mentorship Register.

Resolved that beside academic performance, students' performance in sports and extra-curricular activities will also be noted and considered for Vidya Amritam and fees concession by college

4. Computer Training and Browsing Centre needs more desktops.

5. Alumni Association after registration has been organising Career Counselling sessions and have also contributed for treatment of Poulami Mondal, student of Computer Science who has been critically injured in train accident. Alumni Association has promised to organise many such other events.

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NOTICE

For

Meeting of the Internal Quality Assurance Cell (IQAC)

Meeting of Internal Quality Assurance Cell, Maheshtala College will be held online on 18/08/2021 at 3pm.

Honourable members are requested to join the Meeting in Google Meet.

Meeting link - Meeting of Internal Quality Assurance Cell, Maheshtala College will be held online on 18.08.2021 at 3pm.

Wednesday, August 18

Google Meet joining info: https://meet.google.com/hot-vbav-xby

Agenda for Meeting:

1. Confirmation of the last Meeting

2. Action Taken Report on the basis of resolutions of last meeting

3. Plan of Action 2021 -2022

4. CAS of teachers

5. Review after One Day National Webinar in collaboration with NAAC, held on 9/7/2021

6. NAAC 2021

7. AQARs to be submitted

8. Action Taken Report of seven NAAC criteria-based subcommittees

9. Misc.

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IQAC MEETING DATED 18.08.2021

Resolutions:

1. Confirmation of minutes of the last meeting.

2. Action Taken Report on the basis of resolutions of the last meeting -

a) Change should be made in the admission process so that the number of student intake increases.

i) A change in vendor would be considered.

ii) Combinations which are popular among the students would be introduced in the coming session for the increase in students' admission.

b) Currently there are two add-on courses and one certificate course that are offered to the students. There are plans to introduce some other add-on courses but these are yet to begin.

c) One day Workshop for the non-teaching staff of the college jointly organized by Dept of Computer Science & Dept. of Geography in collaboration with IQAC. The objective of this workshop was to empower the non-teaching staff with essential skills for the better functioning of college.

d) A Research Cell has been formed and it has started functioning actively.

e) Students of several Departments have showcased PowerPoint presentations in their Departmental seminars.

f) The E-Shiksha Cell has been active and has promulgated many positive changes.

3. Plan of Action 2021-2022.

Sl.No.	PLAN OF ACTION
1.	To initiate LMS – Learning management system
2.	To organize student-centric activities for curricular and extra-curricular development
3	Programmes on 'Learning to earning' for students to stress on real-time experience, generate interest and academia-corporate links to be bolstered.
4	Incentives for teachers to career enrichment programmes
5	Research activities to be strengthened
6	Alumni Association registration process to be expedited
7	Student-support programmes in aftermath of Covid to be strengthened
8.	To publish annual Newsletter and calendar
9.	Sports activities to be enhanced

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4. CAS of teachers – The CAS papers of Prof. Malini Sen, Prof. Satyajit Dey, Dr. Sharbani Chatterjee and Dr. Deepa Bhattacharya are completed. Now the names of experts would be sought from Calcutta University and DPI.

5. Review after One Day National Seminar in collaboration with NAAC held on 09.07.2021 – The Webinar was extremely successful with attendees from various institutions being present. The total number of attendees was 230 on Google Meet and YouTube Livestream

6. NAAC 2021 – More detailed discussions on this subject will be held later.

7. AQARs to be submitted – The report will be submitted very soon.

8. Action Taken Report of seven NAAC criteria-based sub-committees - All the sub-committees have submitted their reports. However, IQAC resends all Reports to the Criterion teams for revision and reworking.

Action Taken Report (on the basis of resolutions of the last meeting)-

a) Change should be made in the admission process so that the number of student intake increases. Similarly, decrease in number of courses where there are very few students to ensure satisfactory enrolment percentage and satisfactory teacher –student ratio, required for NAAC and NIRF

i) A change in Admission vendor would be considered.

ii) Combinations which are popular among the students would be introduced in the coming session for the increase in students' admission.

b) Currently there are two add-on courses and one certificate course that are offered to the students. There are plans to introduce some other add-on courses but these are yet to begin.

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Date 17.11.2021

NOTICE
For
Meeting of the Internal Quality Assurance Cell (IQAC)

A meeting of Internal Quality Assurance Cell (IQAC), Maheshtala College has been called on 24th November, 2021 at 3 PM with the following agenda at College Campus.

Agenda for Meeting:

1. Confirmation of the Minutes of last Meeting, dated 18.08.2021

2. Action Taken Report on the basis of resolutions of last meeting.

3. Report on Energy Audit by PCRA and ISO Certification

4. Quality enhancement initiatives, esp. Add On Courses, Value-Added Courses, Certificate Courses

5. E Shiksha initiatives, including LMS and blended mode for AOC, VAC and CC

6. Stress & Mental Health management

7. Applying for Membership of IIC and SWAYAM NPTEL

8. Misc.

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Minutes and Resolutions:

1. Read and confirmed minutes and resolutions of last IQAC Meeting dated 18.8.21

2. IQAC Coordinator submitted Action Taken Report

3. Principal informed that PCRA has been contacted for conducting Energy Audit, and proposed that College should go ahead for ISO Certification – ISO 9001, 14001. She stressed that Green Audit and Gender Audit are also under way. Matter discussed and resolved to proceed in this regard.

4. IQAC Coordinator reported that Value Added, Certificate and Add On Courses are on but some departments are not getting enough students because of university examinations. External member Dr Dhurjati Sengupta said that temporary absence must not deter or pause the good work.

5. IQAC Coordinator placed the matter of E Shiksha activities and said that some students are facing some problems regarding log in at LMS portal. Principal said that the vendor should be informed immediately about the matter. External members also lauded the efforts of E Shiksha Cell during pandemic.

6. Members Prof Shampa DasGupta and Prof Barun Biswas proposed that IQAC should undertake programmes on mental health issues, particularly in the aftermath of the pandemic.
   Matter discussed and deliberated and resolved to arrange at the earliest.

7. Invited member Dr Deepa Bhattacharya said that in the greater interest of students, Local Chapter of SWAYAM NPTEL and Institutional Innovation Cell (IIC) should be introduced. Matter discussed and resolved to depute Dr Sudipto Jana for progressing on IIC and Dr Deepa Bhattacharya on SWAYAM NPTEL

8. In Misc., Principal raised the point that after Amphan and Yaas supercyclones , seven classrooms on the top floor of the Main Building have been damaged extensively but since classes were being held online , no logistic problem has been faced. However, as gradually, classes are being shifted to Offline mode, academic departments might face space crunch. Hence, Routine Sub Committee may consider bringing in some changes to ensure that teaching-learning is not affected. She also apprised that Govt and non-government agencies may be approached for assistance in repair and rebuilding the damaged portions. Unanimously approved.

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E-mail : maheshtalacollege@yahoo.com / principal.maheshtalacollege@gmail.com
✆ : 6289482452 (Office)
Website : www.maheshtalacollege.ac.in
IQAC (e-mail) : iqac@maheshtalacollege.ac.in

ACTION TAKEN REPORT

1. Plan of Action formulated and submitted to Governing Body for approval.
2. CAS of teachers has been processed and sent to Office of DPI for pay fixation.
3. Add On Courses, Value Added Courses and Certificate Courses started (Certificate Courses and Value Added Courses continuing) with Course Codes.

Sl. No	Name of Certificate /Value Added/ Add On Course	Course Code	Undertaken by Dept
1	Certificate Course in Computer	MC/CC/COMP-C/21-22	Computer Science
2	Certificate Course in Communication Skills	MC/CC/JOR-CS/21-22	Journalism
3	Value Added Course in Inclusivity Studies	MC/VAC/JOR-IS/21-22	Journalism
4	Value Added Course in Value Education	MC/VAC/JOR-IS/21-22	Journalism
5	E-Saksham	MC/AOC/EDU-ES/21-22	Education
6	Digital Taxation Methods	MC/AOC/BCOM-DTM/21-22	Commerce
7	Introduction to Latex and Mat Lab	MC/AOC/COMP-ILM/21-22	Computer Science
8	i) Geoinformatics	MC/AOC/GEO-GINF/21-22	Geography
	ii)Disaster Management: Hazard, Disaster, Vulnerability, Risk and Resilience	MC/AOC/GEO-DM/21-22	Geography
9	Anger Management	MC/AOC/PHIL-AM/21-22	Philosophy
10	Studies in Social issues and Justice	MC/AOC/PLS-SSIJ/21-22	Political Science
11	Regional History	MC/AOC/HIS-RH/21-22	History
12	Physicochemical studies on Natural Products from Indian Medical Plants	MC/AOC/CHM-IMP/21-22	Chemistry
13	Online Functional English Course	MC/AOC/ENG-OFEC/21-22	English
14	Bengali Stage and Its People : An Evaluative Study	MC/AOC/BNG-BS/21-22	Bengali
15	Indian Stock Market	MC/AOC/ECO-ISM/21-22	Economics
16	Taddhitapravesah	MC/AOC/SAN-T/21-22	Sanskrit

4. NAAC Work has to be accelerated as already due date has already passed. Governing Body has also strictly advised to make all arrangements to ensure earliest completion of NAAC formalities. IQAC had not accepted the reports of the seven criteria submitted in last meeting and asked all criteria teams to gear up on NAAC preparation.

Dr. Suchandra Bhattacharyya
IQAC Coordinator
Maheshtala College

Co-ordinator, IQAC
Maheshtala College

Dr. Rumpa Das
Principal
Maheshtala College

Principal
Maheshtala College

Internal Quality Assurance Cell

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Date: 19.1.2022

NOTICE

For

Meeting of the Internal Quality Assurance Cell (IQAC)

A meeting of Internal Quality Assurance Cell (IQAC), Maheshtala College has been called on 31st[h] January, 2022 PM at 2 pm with the following agenda at Principal's office.

Agenda for Meeting:

1. Confirmation of the Minutes of last Meeting, dated 24.11.2021

2. Action Taken Report on the basis of resolutions of last meeting.

3. Webinar series sponsored by Indian Council of Philosophical Research (ICPR), organised by Dept of Philosophy

4. Quality enhancement initiatives, esp. Student-centric activities, Mentorship, Inter-disciplinary Seminars

5. E Shiksha and Web –Swatantra

6. National Education Policy

7. Teachers' and students' research activities & *Dhimahi* – MC Online Multidisciplinary Research Forum

8. Misc.

Honourable members may please be present.

Dr. Suchandra Bhattacharyya
IQAC Coordinator
Maheshtala College

Co-ordinator, IQAC
Maheshtala College

Dr. Rumpa Das
Principal
Maheshtala College

Principal
Maheshtala College

Internal Quality Assurance Cell

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Minutes and Resolutions:

1. Read and confirmed

2. IQAC Coordinator submitted Action Taken Report

3. IQAC Coordinator reported that Philosophy department of the college and HOD, Prof Shampa Dasgupta have received Rs 10,000/- to organise a International Webinar Series on 'Truth and Knowledge'. Principal and all present lauded the efforts. All cooperation to be extended to ensure a grand success of the event.

4. IQAC Coordinator placed that as per last NAAC's recommendation, Mentorship programme had been started. All teachers- Full time and SACT are mentors.

   Student-centric activities are taking place with almost all departments bringing out webzines, organising student-seminars, extempore, debate, talks by subject-experts from other educational institutions, poster-competitions and Dhimahi-the Online Inter-disciplinary Research Forum.

   Principal stressed on need of student-centric quality enhancement initiatives, such as PPT by students, quizzes, writings in webzines etc. Matter discussed and resolved to proceed in this regard.

5. IQAC Coordinator placed the matter of *E Shiksha* cell activities such as LMS, providing G Suite emails to all teachers, ensuring intra-office, inter-departmental and all official communication, participation of college in Banglar Uchha Shiksha portal and other e-initiatives, and the efforts of Computer Science dept, particularly HOD, Prof Satyajit Dey, in *Web-swatantra* programme, both of which have a considerable impact on the teaching0-learning progress and on the students. Feedback and SSS, as well as Support for Competitive Exams are also done online.

   Unanimously resolved that the teachers engaged in these practices be lauded for their efforts.

6. Matter kept pending as State government directive on the matter yet to be received.

7. IQAC Coordinator submitted that many teachers are carrying on with their research work (PhD and MPhil) and the college online interdisciplinary research forum, *Dhimahi* is also doing commendable work. However, funds are required for publication of publication of second volume of *Intellect.Us* , as has been conveyed to her by Literary Cell.

   Principal requested external and internal members of GB to look into the matter and recommend sanction of some funds.

   Matter discussed and deliberated and resolved to arrange at the earliest.

Internal Quality Assurance Cell

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8. As there was no matter to be discussed, meeting ended with a vote of thanks to and from the Chair.

Action Taken Report

1. PCRA Audit done and preparations for ISO Certification on.

2. Certificate, Value-Added and Add -On Courses are being done by all departments: some of the departments are holding more than one. Sanskrit dept is collaborating with their departmental counterpart of Women's Christian College for Add On Course in Communicative Sanskrit in blended mode.

3. As per point raised by Principal Madam in Misc. , Routine Sub Committee tried to bring in some changes , such as holding classes in laboratories, having two small classes simultaneously in one big classroom (two ends). However, teachers of most departments have written to Principal that this system is very inconvenient and GB and Principal may permit use of rooms in the vacant UGC women's Hostel, which has been lying vacant since its inception. Principal had placed the matter to GB and also approached UGC , personally and through mails to permit temporary use but no response has been received. GB has allowed temporary use of the UGC women's Hostel as this resource built by public money at 55 lakhs INR is being non-utilised and last NAAC Peer Team members had severely criticized the college for this issue.

4. Stress Management workshop has been undertaken for students, teaching and non teaching staff.

5. LMS problem has been sorted out.

6. *Web-swatantra* programme is on but more space and more teacher-involvement is needed, according to Prof Satyajit Dey, HOD, Computer Science.

Dr. Rumpa Das
Principal
Maheshtala College

Principal
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Internal Quality Assurance Cell

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NOTICE
for
Meeting of the Internal Quality Assurance Cell (IQAC)

A Meeting of Internal Quality Assurance Cell (IQAC), Maheshtala College has been called on 12th April, 2022 at 3 PM in the college with following agenda:

1. Reading and confirmation of Minutes and Resolutions of last meeting dated 31.1.2022
2. Submission of Action Taken Report of last meeting
3. Formation of new IQAC and induction of new IQAC members
4. Revision and introduction of quality assurance initiatives
5. NAAC preparation
6. New Education Policy and institutional preparedness
7. CAS of teachers Dr Sanghamitra Ganguly (Stage 3 to4), Prof Sudeep Sarkar (Stage 1 to 2), Prof Lipi Haldar (Stage 3 to4), Prof Amiya Sarkar (Stage 1 to 2)
8. Plan of Action for 2022-2023
9. Misc.

All honourable members are requested to make it convenient to be present.

Dr. Suchandra Bhattacharyya
IQAC Coordinator
Maheshtala College

Co-ordinator, IQAC
Maheshtala College

Dr. Rumpa Das
Principal
Maheshtala College

Principal
Maheshtala College

Internal Quality Assurance Cell
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IQAC MEETING RESOLUTION DATED 12.04.2022

Resolutions:

1. Read and Confirmed minutes and resolutions of the last meeting 31.1.2022

2. Submission of Action Taken Report based on last meeting 31.1.2022

3. New IQAC members welcomed. Dr Deepa Bhattacharya is new IQAC Coordinator. Dr Ramkrishna Prasad Chakraborty, Principal, K K Das College, Dr Ajanta Paul, Principal, Women's Christian College , Sri Subhashis DasGupta, Director, Charnock City Hospital, are new External nominees. Dr Suchandra Bhattacharya, Prof Malini Sen, Prof Satyajit De, Prof Sudeep sarkar, Prof Amiya Sarkar, Dr Sanghmitra Ganguly are new members

4. Proposed few quality assurance (QA) initiatives:
   a) Continuous Internal assessments should be done as usual in all departments are based on Tests, Assignments, MCQs, Seminars, using LMS (Learning Management System) .
   b) Faculty members are instructed to update Mentor-Mentee Register along with Academic Diary regularly with their respective wards
   c) All departments to publish webzine regularly to improve ideation and articulation of students
   d) More collaboration (MoUs) should be done with educational institutions, NGOs, corporates
   e) Slow Learner and Advance learners to be identified properly and remedial and advance classes to be offered
   f) Skill development and employment-oriented courses may be started as ADD ON Courses.
      Sri Subhashis DasGupta stressed on the necessity of understanding the current needs of the job market and sensitising students about them, and designing such courses as will be beneficial to them.

5. Principal notified that all IQAC Members and all other teachers are requested to check documents relating to NAAC criteria and verify completely. She said all such verification should be done at the earliest and collection of data for NAAC to be completed at the earliest. All criteria teams to take proper action and start working in tandem with new IQAC Team. Matter should be given utmost importance.
   Dr R P Chakraborty said it is important that all teachers and non teaching staff understand the nuances of revised reaccreditation framework and the inter-linking key indicators of the seven criteria.

6. IQAC Coordinator stated that in keeping with the ethos of the New Education Policy, many departments are planning to organise Inter-disciplinary seminars by students and by inviting resource persons.
   Dr Ajanta Paul lauded the efforts and also appreciated the initiatives of introducing a bouquet of Add-On Courses for students.

Internal Quality Assurance Cell

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7. CAS of teachers – Dr. Sanghamitra Ganguly (Stage 3 to4), Prof Sudeep Sarkar (Stage 1 to 2), Prof. Lipi Haldar (Stage 3 to4), Prof. Amiya Sarkar (Stage 1 to 2) examined and processed, after necessary verification and recommendation to Governing Body. Dr R P Chakraborty emphasized that minute observations and verification of CAS papers be undertaken at institutional level before submission, so that Dept of Higher Education is satisfied and CAS work is completed smoothly.

8. Annual Plan of action (2022-2023)

i. Students' mentoring to be intensified to improve results.

ii. PO, CO & PSO (Programme Outcomes, Programme Specific Outcomes & Course Outcomes) attainments will be computed with the continuous Formative Assessments.

iii. Conduct Techno sharing sessions to equip the faculty with latest ICT Tools in Teaching, Learning and Research and to enhance course delivery through LMS (Learning Management System) .

iv. Repair & Maintenance of existing infrastructure and purchase of academic infrastructure specially SMART TVs, LCD Projector, computers, instruments, printers etc.

v. Skill development, soft skills and personal development programmes for students to be conducted.

vi. 360 DEGREE feedback should be introduced.

vii. Regular workshops with teachers, staff and students to discuss the nuances of NAAC reaccreditation and evaluation process to accelerate NAAC work.

viii. Intensifying Research and facilities Workshops/ Training/ Lectures on Research Methodology , Intellectual Property Rights, Writing manuscript and proposals, Funding agencies and Quality Publications for Sciences and Humanities.

ix. Training in eco-system of startups/linkage building/copyrights and intellectuals property rights.

x. Faculty Empowerment Programme for Teaching and Non-Teaching staff.

Dr Rumpa Das

Principal

Maheshtala College

Principal
Maheshtala College

ACTION TAKEN REPORT

1. International Webinar Lecture Series on *Truth & Knowledge* sponsored by ICPR and organized by Dept of Philosophy held on 17.2.2022 and 3.3.2022
2. Student-centric programmes organized by almost every department since last IQAC Meeting and present meeting:

Sl No	Name of the programme	No.Of participants	Organised by Dept	Date/s
	Students extempore	12	Political Science	08.02.2022
	"Father of American Geography" – William Moris Davis Day	58	Geography	12.02.2022
	Webinar on Centenary of Jadunath Sarkar's 6th lecture: New direction in Mughal Empire Studies	60	History	12.02.2022
	Special Lecture Session on " Bhasa Divas"	41	Bengali	21.2.2022
	Celebration of International Geomorphology Week	73	Geography	28.02.2022-04.03.2022
	Wall Magazine Publication	10	Philosophy	8.3.2022
	Extempore speech/Student seminar On 'Various Aspects of Indian Economy'	10	Economics	26.3.2022
	IPR, copyright and plagiarism Challenges for academicians	102	Central Library	31.3.2022
	Inter-disciplinary Seminar on Ras Shastra	27	Bengali & Sanskrit	9.4.202

3. *E Shiksha and Web Swatantr*a practices continuing. Banglar Uchha Shiksha (BUS) Portal updated by Prof Sudeep Sarkar, Nodal Officer for BUS Portal. Website of the college under *Web-Swatantra* has a new colour scheme and has been upgraded with 35 GB space as against 10 GB formerly. LMS is being used
4. *Dhimahi Research Forum* membership is increasing. Many teachers are preparing for PhD enrolment.
   Already enrolled:
   Prof Satyajit De
   Prof Sudeep Sarkar
   Prof Barun Biswas
   Prof Payel Rakshit
   Prof Prosanta De
   Prof Reeswav Chatterjee
   Prof Suchismita Neogy (M Phil)

5. CAS papers of teachers advanced to Dept of Higher Education for necessary action, after GB approval.

Dr Rumpa Das
Principal
Maheshtala College

Principal
Maheshtala College

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Website : www.maheshtalacollege.org

Date: 23.11.20

NOTICE

Meeting of the Internal Quality Assurance Cell (IQAC)

A Meeting of Internal Quality Assurance Cell (IQAC), Maheshtala College has been called on 3rd December, 2020 at 2.00 PM with following agenda.

AGENDA:

1) Online CU exam

2) New academic session, for late admission

3) Online day celebration

4) Career workshop *Online Career Counselling Workshop by Alumni* RDas 23/11

5) Miscellaneous.

Dr. Rumpa Das 23/11/20

Principal

Maheshtala College

Dr. Suchandra Bhattacharyya

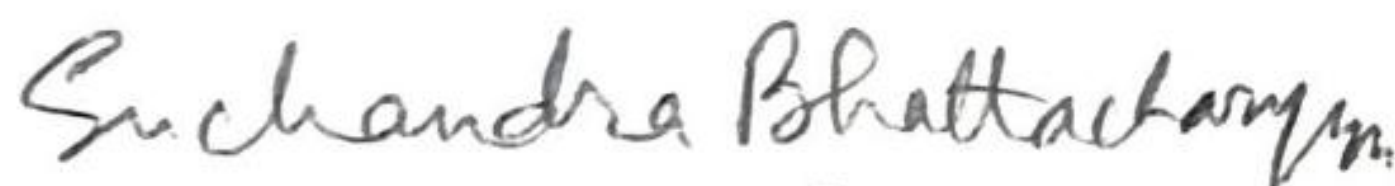IQAC Coordinator

Maheshtala College

Co-ordinator, IQAC
Maheshtala College

IQAC MEETING DATED 03.12.2020

Resolution:

1. Online CU Exam – CU exams are being held in online format. The students should be familiarized with the process of online exam. The teachers would also have to upload marks online. There should be a workshop to provide guidance to the teachers for this process.

2. Late academic session for students who got late admission – The classes for semesters 3 and 5 started from September. However the exams for the previous even semesters were held only in November. The admission for first semester continued up to November and their classes are yet to start. The students would need extra classes to complete their syllabus on time.

3. Online day celebration – The special days and events which were commemorated by the students and teachers of the college when it was open will now be celebrated in the online mode.

4. Career Workshop – A career workshop should be organized for the students with the help of the alumni of the college.

RDas
3/12/20
Principal
Maheshtala College

Suchandra Bhattacharya
3.12.2020
Co-ordinator, IQAC
Maheshtala College

MAHESHTALA COLLEGE
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Date: 08.02.21

NOTICE

For

Meeting of the Internal Quality Assurance Cell (IQAC)

Meeting of Internal Quality Assurance Cell, Maheshtala College will be held online on 12/02/2021 at 6pm.

Honourable members are requested to join the meeting in google meet. Meeting link will be given very soon.
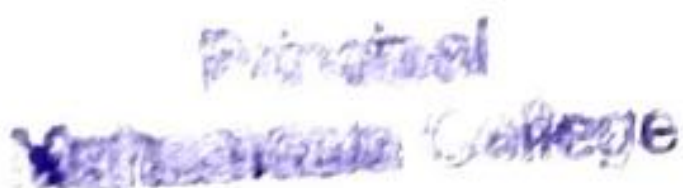
Agenda for meeting
1) Confirmation of minutes of last meeting .
2) Plan for AQAR submission of 2019-20
3)Plan for Theme of the year, 2020-21
4)Plan of action for 2020-21
5)CAS
6)NAAC 2021
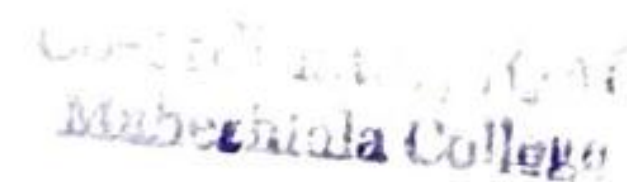7) Miscellaneous.

Dr. Rumpa Das

Principal

Maheshtala College

Principal

Maheshtala College

Dr. Suchandra Bhattacharyya

IQAC Coordinator

Maheshtala College

Maheshtala College

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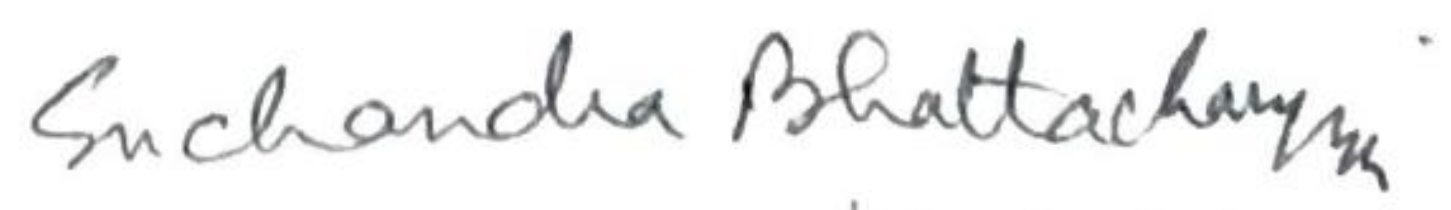Website : www.maheshtalacollege.org

IQAC MEETING DATED 12.02.2021

Resolutions:

1. Confirmation of minutes of the last meeting.
2. The AQAR report of 2019-2020 will be submitted on time.
3. Considering the current pandemic situation, the theme this year will be E-Reliance.
4. Plan of action 2021-2022 -

a)More fire drills should be organized.

b)Linkage with industrial houses should be established and arrangements should be made for our students to participate in internship programmes in industrial setups.

c)More workshops on skill enhancement of the support staff of the college would be organized.

d)Students should be encouraged to make PowerPoint presentations at students' seminars/webinars.

e)A Research Forum should be set up.

f)Every effort should be made to increase the intake of students.

g)Teachers whose CAS are due should submit their promotions papers within this month.

Stage 3 to 4 – MS, SG, SM, ARM, LH

Stage 2 to 3 – AB

Stage 1 to 2 – SS, AS, SC, DS

5. More preparation is required for the upcoming NAAC cycle.

a)More Department wise add-on courses should be introduced.

b)Data of the last three years have to be collected and analysed. Thereafter the respective Boards of Studies should be approached to increase the number of seats of subjects which are in high demand and decrease the number of seats of subjects which are comparatively less popular. This should increase the number of students' intake in the coming academic session.

6. Miscellaneous – Online classes are being held for a year now due to the current pandemic situation. But many students are unable to avail of this opportunity. Steps should be taken to include all in this online education platform.

Principal
Maheshtala College

Suchandra Bhattacharya
12.2.21
Co-ordinator, IQAC
Maheshtala College

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Date: 02.06.21

NOTICE

Meeting of the Internal Quality Assurance Cell (IQAC)

A Meeting of Internal Quality Assurance Cell (IQAC), Maheshtala College has been called on 16th June, 2021 at 1 PM with following agenda.

AGENDA:

1) NAAC Collaborated Webinar on 9.7.21

2) NAAC Preparatory Webinar 1

3) Golden Jubilee Celebration

4) NAAC Preparation

4) Miscellaneous.

Dr. Rumpa Das 2/6/21

Principal

Maheshtala College

Principal
Maheshtala College

Dr. Suchandra Bhattacharyya

IQAC Coordinator

Maheshtala College

Co-ordinator, IQAC
Maheshtala College

IQAC MEETING DATED 16.06.2021

Resolution:

1.NAAC collaborated webinar on 9.7.21 – A webinar in collaboration with NAAC will be held. The date has been finalized on 9.7.21 with the consent of the speakers. The Principal has formed a committee for the organization of this webinar. The webinar will be held on G-Meet though there will also be live streaming on YouTube.

2.NAAC Preparatory Webinar 1 – The Principal of Behala College, Dr. Sharmila Mitra, will deliver a lecture in a NAAC Preparatory Webinar. The date will be finalized after a talk with her.

3.NAAC Preparation – Each criterion of the NAAC report will be distributed among the teachers. They will submit an action taken report to the IQAC committee.

4.Miscelleneous - This is the Golden Jubilee year of our college. Because of the current pandemic situation, the year-long celebration will be held in online mode.

RDas
16|6|21

Principal
Maheshtala College

Suchandra Bhattacharyya.
16.6.21.

Co-ordinator, IQAC
Mah...

Date: 11.08.21

NOTICE

For

Meeting of the Internal Quality Assurance Cell (IQAC)

Meeting of Internal Quality Assurance Cell, Maheshtala College will be held online on 18/08/2021 at 3pm.

Honourable members are requested to join the Meeting in Google Meet.

Meeting link - Meeting of Internal Quality Assurance Cell, Maheshtala College will be held online on 18.08.2021 at 3pm.

Wednesday, August 18

Google Meet joining info: https://meet.google.com/hot-vbav-xby

Agenda for Meeting:

1. Confirmation of the last Meeting

2. Action Taken Report on the basis of resolutions of last meeting

3. Plan of Action 2021 -2022

4. CAS of teachers

5. Review after One Day National Webinar in collaboration with NAAC, held on 9/7/2021

6. NAAC 2021

7. AQARs to be submitted

8. Action Taken Report of seven NAAC criteria-based subcommittees

9. Misc.

Dr. Rumpa Das

Principal

Maheshtala College

Dr. Suchandra Bhattacharyya

IQAC Coordinator

Maheshtala College

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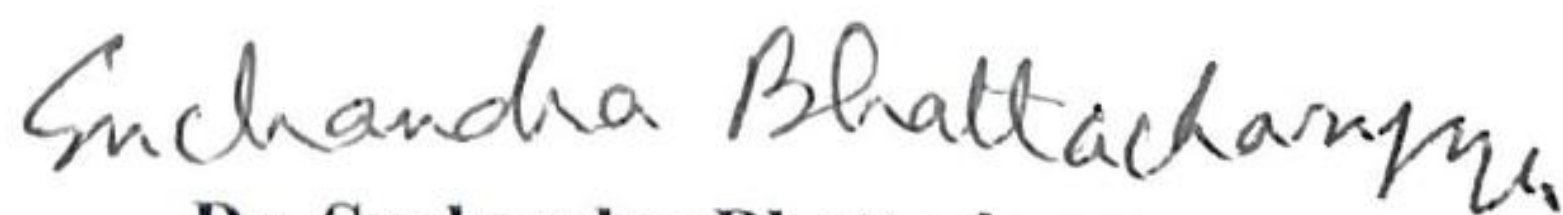Website : www.maheshtalacollege.org

IQAC MEETING DATED 18.08.2021

Resolutions:

1. Confirmation of minutes of the last meeting.
2. Action Taken Report on the basis of resolutions of the last meeting -

a) Change should be made in the admission process so that the number of student intake increases.

i) A change in vendor would be considered.

ii)Combinations which are popular among the students would be introduced in the coming session for the increase in students' admission.

b) Currently there are two add-on courses and one certificate course that are offered to the students. There are plans to introduce some other add-on courses but these are yet to begin.

c) One day Workshop for the non-teaching staff of the college jointly organized by Dept of Computer Science & Dept. of Geography in collaboration with IQAC. The objective of this workshop was to empower the non-teaching staff with essential skills for the better functioning of college.

d) A Research Cell has been formed and it has started functioning actively.

e) Students of several Departments have showcased PowerPoint presentations in their Departmental seminars.

f) The E-Shiksha Cell has been active.

3. Plan of Action 2021-2022.

- 1. To organize Conference/Workshop on Environmental Awareness and Sustainable Development for the promotion of a better tomorrow.
- 2. Mentoring support and Remedial program for slow learners
- 3. special classes for slow learners as well as advance learners
- 4. Efforts will be made to create atmosphere for Research-work through collaborative practice of publications and content-creation.

- 5. Quality teaching - Learning Process with intent of ensuring enhanced learning outcomes
- 6. To organize programme on Gender Sensitization or such relevant Women's Issues that are the need of the hour.
- 7. To arrange programmes on Universal Values, Cultural Diversity etc. preferably in offline mode if situation permits.
- 8. Continuous Assessments will be based on the units of Courses for the ODD and EVEN Semesters of 2021-2022. The Continuous Assessments (CA) are based on Tests, Assignments, MCQs, Seminars etc.
- 9. Preparation of Newsletter
- 10. Research orientation for faculty and students
- 11. Faculty Empowerment Programme for Non-Teaching Faculty Digital Up-Skilling

4. CAS of teachers – The CAS papers of Prof. Malini Sen, Prof. Satyajit Dey, Dr. Sharbani Chatterjee and Dr. Deepa Bhattacharya are completed. Now the names of experts would be sought from Calcutta University and DPI.

5. Review after One Day National Seminar in collaboration with NAAC held on 09.07.2021 – The Webinar was extremely successful with attendees from various institutions being present. The total number of attendees was

6. NAAC 2021 – More detailed discussions on this subject will be held later.

7. AQARs to be submitted – The report will be submitted very soon.

8. Action Taken Report of seven NAAC criteria-based sub-committees - All the sub-committees have submitted their reports.

18|8|21
Principal
Maheshtala College

Snehandra Bhattacharyya.
18.8.21

Co-ordinator, IQAC
Maheshtala College

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Date: 16.09.19

NOTICE

Meeting of the Internal Quality Assurance Cell (IQAC)

A Meeting of Internal Quality Assurance Cell (IQAC), Maheshtala College has been called on 20th September, 2019 at 2 PM in the college with following agenda.

AGENDA:

1) Confirmation of minutes of last meeting

2) Formation of E -Shiksha Cell

3)Plan of action for 2019-20

4) Miscellaneous.

IQAC Coordinator
Maheshtala College

Co-ordinator, IQAC
Maheshtala College

Principal
Maheshtala College

IQAC coordinator   Principal

Maheshtala College   Maheshtala College

Minutes of the Internal Quality Assurance Cell (IQAC)

Date- 20.09.19

1. Minutes and resolutions of previous meeting read and confirmed.

   1   a. Compliance of previous meeting
   2   Formation of E -Shiksha Cell:

Chairperson: Dr. Rumpa Das, Principal

Convenor: Prof. Satyajit Dey

Members: Dr. Deepa Bhattacharyya, Prof. Sudeep Sarkar, Prof. Mohammed Johaed, Prof. Sujata Roy

3. Plan of Action: Increase in Faculty participation in research through conducting subject conferences, Seminars in Research Methodology, scientific writing and publishing, emphasizing the quality of publication.
   IQAC has been periodically involved in obtaining &analysing the feedback from various stakeholders. Immediate implementations of the suggestions were carried out in various areas.
   We (Principal & all Teachers) want to say "thank you" from the bottom of our hearts to every teacher of Computer Science Department for the Website development.The website design and development would not be possible with out the dedication, hard work, passion and humor of teachers and we are proud to be part of this amazing Computer Science Department.
4. Plan for AQAR submission of 2019-20 proposed by IQAC Coordinator.

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Date: 04.11.19

NOTICE

Meeting of the Internal Quality Assurance Cell (IQAC)

A Meeting of Internal Quality Assurance Cell (IQAC), Maheshtala College has been called on 6th November, 2019 at 2.30 PM in the college with following agenda.

AGENDA:

1) Confirmation of minutes of last meeting

2) Progression as per Plan of Action

3) NAAC

4) Mentorship

5) Publication of Multidisciplinary Journal

6) Impressive Extracurricular Activities forStudents

7) Teachers Research Activities

8) Miscellaneous.

IQAC Coordinator
Maheshtala College

Co-ordinator, IQAC
Maheshtala College

Principal
Maheshtala College

IQAC coordinator Principal   Principal

Maheshtala College   Maheshtala College

Minutes of the Internal Quality Assurance Cell (IQAC)

Date- 06.11.19

1. Minutes and resolutions of previous meeting read and confirmed.

2. 1a. Compliance of previous meeting.

3. E -Shiksha Cell is working properly to review the overall academic environment of the college.
4. Different team under NAACCommittee are collecting the relevant data and analysing the data for monitoring the entire Academic Performances if the Institutions.

5. The Student mentoring system is introduced in the College. All the Teachers are involved in the process of mentoring. Every mentor prepares a list of all the students allotted to him / her with details of Name, Class, Division, Roll Number, Contact Number and E Mail Id. The mentor has a chalked-out responsibility to take care of all the mentees such as to provide them career counselling, to provide them personal counselling, to support them for any kind of difficulty in their curriculum, to make provision of remedial coaching for them and to always support them as and when required. The mentor also works for finding out hidden talent of the students in various aspects of academic, co – curricular, extra – curricular and extra mural activities so that they can be promoted to do various activities in the concerned area for their holistic development. The mentor also contacts and meets the parents of his / her mentees to discuss their progress and / or any other matter, as and when required.

6. Collection and editing of research paper for multidisciplinary journal are going on.
7. All departments of the college have emphasised on student activities with special reference to power point presentation of their study topic, different programmes of "Sampurna", Poster presentation, Quiz competitionetc.
The importance of extracurricular activities on college campuses is well established. The primary goals of extracurricular activities focus on the individual student level and the institutional level. Extracurricular involvement (Music class, Dance class, Recitation, Painting, Quiz class, etc) allows students to link academic knowledge with practical experience, thereby leading to a better understanding of their own abilities, talents, and career goals.

8. External members of IQAC and Principal have asked the teachers to submit research proposal for Project , funded by Maheshtala College.

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Date: 12.12.19

NOTICE

Meeting of the Internal Quality Assurance Cell (IQAC)

A Meeting of Internal Quality Assurance Cell (IQAC), Maheshtala College has been called on 14th December, 2019 at 11.30 PM in the college with following agenda.

AGENDA:

1) Confirmation of minutes of last meeting

2) Preparation of submission AQAR 2018-2019

3) Alumni Association activities

4) Students Result Analysis

5) Miscellaneous.

IQAC Coordinator
Maheshtala College

Co-ordinator, IQAC
Maheshtala College

Principal
Maheshtala College

IQAC coordinator Principal

Maheshtala College

Principal

Maheshtala College

Minutes of the Internal Quality Assurance Cell (IQAC)

Date- 14.12.19

1. Minutes and resolutions of previous meeting read and confirmed.

1a. Compliance of previous meeting

2. All types of preparation will be taken for the submission of AQAR 2018-2019.

3. The alumni association of Maheshtala College is involved in social welfare activities and other different activities too enrich the academic environment of the college as well as to establish a good healthy interaction between present and ex students of the college.

4. All departments did a comparative analysis of results with their earlier performance and with the latest result performance. All the departmental teachers have collected data regarding results of the students and the data has been vividly analysed to find out the lacking in the entire results so that adequate measures can be taken to improve students results. Teacher-perception and student-perception of the "problem" to be highlighted.

5. As there are no more items for discussion, meeting ended with a vote of thanks.

IQAC Coordinator
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Co-ordinator, IQAC
Maheshtala College

Principal
Maheshtala College

IQAC coordinator   Principal

Maheshtala College   Maheshtala College

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Date: 30.12.19

NOTICE

Meeting of the Internal Quality Assurance Cell (IQAC)

A Meeting of Internal Quality Assurance Cell (IQAC) , Maheshtala College has been called on 4[th]January, 2020 at 2.00 PM in the college with following agenda.

AGENDA:

1) Confirmation of minutes of last meeting

2) Review of last academic year

3) CAS

4) Progression of Plan of Action 2019-2020

5) Miscellaneous.

IQAC Coordinator
Maheshtala College

Co-ordinator, IQAC
Maheshtala College

Principal
Maheshtala College

IQAC coordinator Principal

Maheshtala College

Principal

Maheshtala College

Minutes of the Internal Quality Assurance Cell (IQAC)

Date- 04.01.20

1. Minutes and resolutions of previous meeting read and confirmed.

1 a. Compliance of previous meeting.

2. Review of different aspects: Department wise vacancy status, Analysis ofStudent Enrolment Trends (last 3 years) and Feedback analysis, AISHE Report verification and prepare, Remedial classes, counselling with local administrator, Local Head master, recommendation of Add on Course, increases of students enrolment etc.

3. Intimation for CAS (Faculties who have not submitted their CAS related documents are asked to submit all relevant documents for further processing of CAS)

4. Plan of Action discussed & put forth suggestions on various issues to enhance Academic excellence. The following are some of the areas that were taken up for consideration.

New Courses, E-Content Development , Online Courses , Course on Current Affairs, Career Oriented Courses , Internship , Industrial Visits , Onsite Learning, MoU, Evaluation System, Continues Internal Assessment, Online test, Question Bank, Comprehensive viva, Examination Reform, Innovative Teaching Learning, ICT enabled teaching techniques, Organization of Seminars, Impetus for offering consultancy, Strengthening placement of student, Inter Department Exchange of Faculty, Retraining of Teachers, Academic Audit, ExtensionOff Class Value added programmes, Remedial classes for Major subjects.

The E-Sikha Cell of Maheshtala College attempt to educate the masses on the use of technology with comfort. It helps students to make use of technology in a positive way. It also promotes and encourages the student community to acquire the latest technological skills to enhance their job prospects. Acquisition of knowledge is made possible through various activities such as IT fest by Alumni Association, E- Poster Design, Paper presentation, IT Quiz, and Workshops. These in-house activities identify the hidden talent of our students and nurture them by providing better opportunities. Alumni are doing great work by taking Career Orientation Programmes, taking classes (Philosophy dept) etc. Students are being trained in Computer classes (CCC) to make Power Point Presentations and enjoying Value Education classes.

The Memorandum of Understanding signed by different colleges are for exchange of teaching and research personnel, student exchanges, cooperative development of courses and academic programmes and development of joint scientific and technological research projects. This MoU is for exchange of students, exchange of faculty and staff, joint research activities and publications, participation in seminars and academic meetings, exchange of academic materials and other information, short-term academic programmes etc.

College beautification is a great way to do all of those things and more, bringing college and communities together. It's a way to create and preserve both beautiful and healthy environments where learning and companionship is enhanced. Beautiful landscaping and clean facilities push students in the right direction by giving them a wonderful space to work and grow in. Maintaining a clean college environment sets a good example to students. Environment wing of UBA (Maheshtala College) aim to

plan and develop a cleaner and greener future for our campus and the nearby areas. This group aims at keeping the campus green, save the endangered environment and to beautify our life by planting trees at appropriate places inside the Campus. We protect plants to maintain the biodiversity and to preserve the flora and fauna.Beautification work was continued under the UBA Scheme. Eighty (80) student volunteers participated in the activity in two groups.

Apart from studying in college, college days are also pleasurable during the college fest (Sampurnaa) , where the students explore the new sides of their life and get to know each other, relax from long lectures. The college fest (Sampurnaa) is usually of four to five days with several events by the students themselves. Sometimes, celebrities and the well-known band also perform on the final day of the event make it more memorable. The painting competition and other competition are also one of the popular and creative events of the college fest. Debate on certain topics on various issues can be included in the fest. It is not only exciting, but also informative along with brainstorming for the students.

Empowering women by UBA Coordinator and Team and member of Gender Cell to introduce about skills development and self-confidence, development of employment opportunities and created awareness about the spiritual glory of Indian culture and to inculcate divine qualities through Yoga. Created awareness about the benefits of Yoga in our precious life and improving physical, mental, and spiritual wellbeing through Yoga. Team of UBA went to door to door visits in the villages to collect information about them and to find out the problems they are facing in the village.

NSS team also started with spreading awareness amongst the local people about the various plantation schemes. Five cleanliness drives were conducted by the NSS Environment wing and Eco Club of Maheshtala College.

5. As there are no more items for discussion, meeting ended with a vote of thanks.

IQAC coordinator   Principal

Maheshtala College   Maheshtala College

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20.06.2018

NOTICE

Meeting of the Internal Quality Assurance Cell (IQAC)

 A Meeting of Internal Quality Assurance Cell (IQAC), Maheshtala College has been called on 03rd July, 2018 at 2 PM in the college with following agenda.

AGENDA:

1) Confirmation of minutes of last meeting

2) Introduce of Mentorship Programme

3) Plan of action for 2018-19

4) Academic Administrative Audit

5) Organizing workshops and seminars

6) 'Vidya Amritam' Scholarship

7) Miscellaneous.

IQAC Coordinator
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IQAC coordinator

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Minutes of the Internal Quality Assurance Cell (IQAC) Date- 03.07.18

Resolutions:

1. Minutes and resolutions of previous meeting read and confirmed.

1. **Introduction of Mentorship Programme:**
   The proposal from NAAC for the introduction of a Mentorship Programme was discussed and approved. It was decided to implement the programme from the upcoming academic session, with detailed guidelines to be prepared and circulated among the faculty members.

2. **Plan of action for 2018-19:**
   The following plan of action for the academic year 2018-19 was approved:

   o Enhancement of teaching and learning resources.

   o Introduction of new Certificate/ Value Added courses and workshops.

   o Strengthening of research activities.

   o Encouragement of community outreach programs.

3. **Academic Administrative Audit:**
   It was resolved to conduct an Academic Administrative Audit (AAA) during the current academic year. The audit will cover various academic and administrative aspects to ensure the quality and efficiency of the college's operations.

4. **Organizing workshops and seminars:**
   The committee decided to organize various workshops and seminars throughout the year on topics relevant to faculty Induction, student skill enhancement, and emerging trends in education and research.

5. The 'Vidya Amritam' Scholarship program was launched by Maheshtala College with the aim of providing financial assistance to meritorious and economically disadvantaged students. This initiative seeks to promote higher education and ensure that deserving students have the opportunity to pursue their academic goals without financial constraints.

Suchandra Bhattacharyya
IQAC Coordinator
Maheshtala College

Co-ordinator, IQAC
Maheshtala College

RDas
Principal
Maheshtala College

IQAC coordinator

Principal

Maheshtala College

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20.06.2018

NOTICE

Meeting of the Internal Quality Assurance Cell (IQAC)

A Meeting of Internal Quality Assurance Cell (IQAC), Maheshtala College has been called on 04th December, 2018 at 3 PM in the college with following agenda.

AGENDA:

1) Confirmation of minutes of last meeting

2) Review of Mentorship Programme

3) Review of Scholarship 'Vidya Amritam'

4) NSS Programmes & Green Campus initiatives

5) Organizing workshops on CAS

6) Miscellaneous.

IQAC Coordinator
Maheshtala College

Co-ordinator, IQAC
Maheshtala College

IQAC coordinator

Maheshtala College

Principal
Maheshtala College

Principal

Maheshtala College

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Resolutions:

1. **Confirmation of minutes of last meeting:**
   The minutes of the last meeting held on 03rd July 2018 were read and confirmed unanimously.

2. **Review of Mentorship Programme:**
   The progress and impact of the Mentorship Programme were reviewed. Positive feedback was noted from both mentors and mentees. It was decided to continue the program with minor improvements, including more frequent mentor-mentee interactions and additional training sessions for mentors.

3. **Review of Scholarship 'Vidya Amritam':**
   The performance and impact of the 'Vidya Amritam' Scholarship were reviewed. It was observed that the scholarship has significantly benefited the students, reducing dropout rates and enhancing academic performance. The committee resolved to increase the number of scholarships awarded next year and to seek additional funding sources.

4. **NSS Programmes & Green Campus initiatives:**
   The committee reviewed the various NSS programmes and green campus initiatives undertaken. It was decided to increase student participation in community service and environmental conservation projects. A proposal to install more recycling bins and promote waste segregation on campus was approved.

5. **Organizing workshops on CAS (Career Advancement Scheme):**

   The need for workshops on the Career Advancement Scheme (CAS) was discussed. The committee resolved to organize a series of workshops aimed at faculty development, focusing on the CAS process, research methodologies, and professional growth. Dates and resource persons for these workshops will be finalized soon.

6. **Miscellaneous:**

   o **Library Resources:** A proposal to update and expand the library resources, including the addition of more e-books and journals, was approved.

   o **Infrastructure Improvement:** The need for infrastructure improvements, such as better classroom facilities and upgraded lab equipment, was discussed. It was decided to conduct a detailed assessment and prioritize the necessary upgrades.

   o **Student Feedback System:** The introduction of an anonymous student feedback system to gather constructive feedback on teaching methods and campus facilities was proposed and approved.

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IQAC coordinator

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