



Internal Quality Assurance Cell
MAHESHTALA COLLEGE
BUDGE BUDGE TRUNK ROAD, MAHESHTALA, KOLKATA - 700 141
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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.

Dr. Suchandra Bhattacharyya
IQAC Coordinator
Maheshtala College

Co-ordinator, IQAC
Maheshtala College



Dr. Rumpa Das
Principal
Maheshtala College

Principal
Maheshtala College



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.

Sm. Bh.

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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.

Sm. Bh.

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Principal
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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.



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	Taddhitapraivesah	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.

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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 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.

Sm. Bh.

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IQAC Coordinator
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Dr. Rumpa Das
Principal
Maheshtala College

Principal
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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 teaching-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 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.



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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.



R Das

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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.

Sn. Bh.

Dr. Suchandra Bhattacharyya
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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.



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.



R Das

Dr Rumpa Das

Principal

Maheshtala College

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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 6 th 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 Swatantra* 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.




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