



MAHESHTALA COLLEGE

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Affiliated to University of Calcutta, Kolkata

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Key Indicator – 6.5.2

Quality Assurance Initiatives of the institution

Criterion 6: Governance, Leadership and Management



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Proceedings

Meeting of the Internal Quality Assurance Cell (IQAC)

Date: 14.09.2022



Programme
Awards & Prize Distribution
Lecture
Students

Maheshtala College

DBhallyu.

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Action Taken Report of the IQAC Meeting for the Academic Session: 2022-2023

Action Taken Report on IQAC Meeting Dated 14.09.2022

1. Infrastructure Improvements:

- Increased academic infrastructure by adding 15 desktops, printers for students, and installing projectors for ICT rooms.
- Renovated IQAC/Conference Room through a CSR initiative.
- GB President, Smt. Ratna Chatterjee, gifted an open-air stage for students' cultural activities.
- Solar-powered garden lamps were installed for the beautification of the college.

2. New Courses and Facilities:

- In alignment with our goal to enhance the holistic development of our students and equip them with practical skills, we have introduced several **new add-on courses focused on skill-based subjects**. These courses are designed to complement the traditional academic curriculum and provide students with additional knowledge.
- The successful conduct of **Orientation sessions** has significantly contributed to the understanding and implementation of the NEP within the institution. Each session included interactive presentations that covered the fundamental aspects of the NEP, its goals, and its implications for higher education. Programme & Course Outcomes were also discussed. Feedback forms were distributed at the end of each session to gather participants' views and suggestions for further improvement.
- **Examination Control Room** has officially commenced its operations. This facility has been established to streamline the examination process, ensuring a smooth, secure, and efficient conduct of all examinations.
- Student Support Center: Established a **Student Support Center** to provide academic guidance, counselling, and mentoring, contributing to students' personal and academic development.

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3. Sustainability Initiatives:

As part of our commitment to environmental sustainability and community engagement, a successful plantation drive was conducted by the National Service Scheme (NSS) volunteers. This initiative aimed to contribute to the greening of our locality and raise awareness about the importance of tree plantation and environmental conservation. Rainwater harvesting plant is operative and solar garden lamps, gifted by Alumni Association are also operative. Anti-plastic campaign, water conservation and Youth programme conducted by PCRA done. Botanical Survey of India and PCRA conduct Green Audit and Energy Audit respectively.

4. Student and Faculty Development:

- The Alumni Association successfully organized a series of career counselling sessions aimed at providing valuable guidance and support to our current students. These sessions were designed to help students make informed decisions about their career paths and to connect them with experienced professionals from various fields. In addition to the career counselling sessions, the Alumni Association demonstrated commendable support and solidarity by contributing to the treatment of a critically injured student, belonging to Computer Science department. This initiative highlighted the strong bond between the alumni and the current students and underscored the association's commitment to the well-being of the college community.
- Continued the Mentor-Mentee programme and organized special classes for advanced, average, and slow learners. Advanced learners were provided with challenging materials and opportunities for deeper exploration of subjects. Average learners received additional support to strengthen their understanding of core concepts. Slow learners were given remedial classes and individualized attention to help them catch up with the curriculum. Continuous Internal Evaluation carried out and students and parents apprised of outcome.
- The cultural competitions organised by Asmavi – the Cultural Cell and quizzes saw enthusiastic participation, leading to increased student engagement and interaction. These activities provided a platform for students to improve problem-solving abilities, display their talents and build confidence. Field trips and excursions enriched the students' learning experience by exposing them to real-world applications of their academic knowledge. The intensified student exchange programs fostered cross-cultural understanding and collaboration among students from different institutions.

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5. Academic and Administrative Audits:

- Completed the AQAR for 2021-22 and started preparations for the AQAR for 2022-23.
- Resolved to move forward with Academic and Administrative Audits. Institution has taken initiative to perform energy and environment audits by obtaining ISO Certification Number in Quality Management.
- Installed rainwater harvesting systems and solar panels to reduce the campus's ecological footprint.

6. Research and Publications:

- 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. Strengthened mentoring activities, held remedial and special classes, and published progress reports.
- Encouraged teachers to publish articles and book chapters, and several teachers registered for PhD programs.

7. Extracurricular Activities:

- Successfully conducted various sports activities, including the 3-day long West Bengal Government sponsored South 24 Parganas District Sports & Games Meet from 7th to 9th February, 2023.
- Arranged for services of sports trainers and coaches, and initiated communication for football and kho kho facilities. The event strengthened the college's reputation for promoting sports.

8. Community Engagement:

- Held extension and outreach activities in local areas with NSS volunteers and students from different departments. Awarded the Rammohan Roy Memorial Award 2023 for Outstanding Contribution to Community and Solidarity in the district.

9. Library Enhancements:


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- Emphasized increasing footfall in the library and conducted Library Orientation activities for students. 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.

10. Campus Cleanliness Drives & Green initiatives:

Organized regular cleanliness drives involving students and staff to maintain a clean and litter-free campus. Placed additional dustbins at strategic locations across the campus to encourage proper waste disposal. Undertook landscaping projects to enhance the aesthetic appeal of the campus, including planting new trees, shrubs, and flowering plants. Created green spaces and garden areas for relaxation and study, contributing to the overall beauty and tranquillity of the campus. The implementation of green initiatives has promoted sustainability on campus, contributing to a healthier and more eco-friendly environment.

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Proceedings Meeting of the Internal Quality Assurance Cell (IQAC) Date: **28.01.2023**



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Action Taken Report on IQAC Meeting Dated 28.01.2023

1. Review of Academic Performance Indicators and Discussion on Strategies for Improvement

A comprehensive review of academic performance indicators was conducted. The following strategies for improvement were discussed:

- **Targeted Interventions:** Development of specific academic support programs for advanced, average, and slow learners based on Bloom's Taxonomy.
- **Enhanced Support Systems:** Implementation of additional tutoring and mentoring sessions to address individual student needs.
- **Performance Monitoring:** Regular tracking of academic performance to identify trends and areas requiring intervention.
- The field trip for the Geography department was conducted on 15th August, 2022. Students visited Lataguri Forest area, Jalpaiguri which provided practical insights and hands-on learning experiences. The trip was well-received and deemed highly beneficial for the students' understanding of geographical concepts. The trip was well-received by the students, who found it highly beneficial for deepening their understanding of geographical concepts and fieldwork techniques.

These strategies are currently being implemented, with regular monitoring to assess their effectiveness.

2. Progress Report on the Implementation of MoUs

Existing MoUs:

The implementation progress of existing MoUs was reviewed. Key activities include Faculty Exchange Programme, student exchange programs, and collaborative workshops with institutions. These exchanges facilitated collaborative research, shared teaching methodologies, and enriched the academic experience for both faculty and students. Faculty members gained exposure to different educational environments and pedagogical approaches, contributing to their professional development.

Future Collaborations:

Negotiations with potential new partners, including Sadhan Chandra Mahavidyalaya, Swami Vivekananda University, and Vidyanagar College, are ongoing. Preliminary discussions have been positive, and formal MoUs are expected to be signed soon.

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3. Updates on Accreditation and Quality Assessment Activities

NAAC Benchmarks:

The institution has adapted to the new NAAC benchmarks. Key quality enhancement initiatives include:

- **Institution Innovation Council (IIC):** Established to promote innovation and skill development.
- **Skill Development Activities:** Several workshops and training sessions conducted.
- **Capacity Building Workshops:** Successfully held to enhance faculty and staff capabilities.
- **CIE Framework Modifications:** Ongoing discussions to refine the CIE framework for better alignment with educational goals.
- **Vidya Amritam Scholarships:** Distributed to deserving students to support their educational needs. The scholarships provided critical financial support to students, helping cover tuition fees, purchase educational materials, and manage other academic expenses. Recipients of the Vidya Amritam Scholarships reported improved focus on their studies, as financial burdens were alleviated. This support contributed to enhanced academic performance and reduced stress levels among the students. Consider increasing the scholarship fund to support a larger number of students and meet the growing financial needs within the student body.
- **Scholarship Fair:** Held for students of neighboring schools and current students, providing information on available scholarships and financial aid.
- **Excursions:** Planned excursions to the birthplace of Rabindranath Tagore and the Legislative Assembly to enrich students' educational experiences.

4. Semester-Wise Teaching Plan and Research Activities:

Teaching Plan:

Departments have reviewed and updated their semester-wise teaching plans in alignment with the National Education Policy (NEP) 2020. This includes incorporating new pedagogical approaches and ensuring that teaching methodologies meet current educational standards.

Research Activities:

Group research projects have been introduced to promote collaborative research efforts among students. These projects encourage teamwork, critical thinking, and the application of theoretical knowledge to practical problems. Faculty members have facilitated the formation



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of research

groups, guided project selection, and provided mentorship throughout the research process.

5. Special Classes for Motivating Advanced, Average, and Slow Learners

Special classes have been organized based on Bloom's Taxonomy to cater to the diverse needs of students:

- **Advanced Learners:** Enrichment programs and advanced-level discussions to challenge and engage them further.
- **Average Learners:** Additional support and resources to bridge learning gaps and reinforce core concepts.
- **Slow Learners:** Tailored interventions and remedial classes to help them achieve their academic potential.

6. Review of Student Attendance and Performance

a) Attendance Issues:

Post-pandemic attendance rates have been a concern. Measures have been introduced to improve attendance, including mandatory CIE participation and stricter monitoring of attendance records.

b) Performance Monitoring:

Regular performance reviews are being conducted to ensure that students meet academic standards. Additional support systems are in place to address any identified performance issues.

7. Strengthening of Mentor-Mentee Program

Program Efficiency:


The Mentor-Mentee program, in operation since 2018-2019, is undergoing improvements to enhance efficiency. Issues related to incorrect mentor contact have been addressed, and steps are being taken to streamline the mentoring process and improve communication.

8. Discussion on Special Classes and Quality Assurance

Further discussions on special classes and quality assurance measures have been held. Plans are in place to introduce additional special classes and quality assurance protocols to address specific areas of concern and ensure continuous improvement in academic standards.

9. Miscellaneous Resolutions Equipment Maintenance:


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It was reported that some desktop computers and projectors in Room 17 were malfunctioning. The AMC vendor has been contacted, and repairs are underway to resolve the technical issues.

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Date: 20.03.2023



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Action Taken Report on IQAC Meeting Dated 20.03.2023

1. Parents' Teachers Meeting:

Conducted to engage parents in their children's academic progress, receiving constructive feedback and fostering better home-school communication.

2. CIE Progress Report:

The progress report was shared and discussed, leading to actionable insights for improving continuous internal evaluations.

3. AQAR Completion:

AQAR 21-22 was finalized following an internal audit. The process for AQAR 22-23 has commenced, aiming for timely completion.

4. Academic and Administrative Audit:

Resolved to proceed with both academic and administrative audits to ensure compliance with quality standards and identify areas for improvement.

5. CIE Recommendations:

The Academic Sub Committee's report on Sem 3 and 5 results was reviewed. It was resolved to increase the number of CIE assessments to two per semester to enhance student evaluation and improvement opportunities. This recommendation has been forwarded to the Governing Body for approval.

6. Improvement Strategies:

Strategies to enhance library facilities were formulated, focusing on expanding the collection of books, journals, and digital resources. Efforts are underway to modernize library services and increase accessibility.

7. Current Status:

Work is in progress to identify and map existing alumni networks and associations. This effort aims to strengthen alumni engagement and leverage their expertise for institutional development.

8. Workshop and Seminar Strategies:

Strategies were developed to integrate workshops and seminars into the curriculum, focusing on relevant topics to enhance student learning. Plans include scheduling these activities throughout the academic year to align with academic goals.

9. Engagement Plans:

Plans to increase student participation in academic and extracurricular activities were discussed. This includes organizing more events, providing diverse opportunities, and fostering a vibrant campus life.

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10. NAAC

Compliance:

Discussions were held regarding infrastructure enhancements to meet NAAC requirements. Plans are in place to improve facilities and resources in alignment with accreditation standards.

11. Convocation Ceremony:

Resolved to organize a convocation ceremony for Add-on, Certificate, and Value-Added courses, celebrating student achievements and providing formal recognition.

12. Improvement:

The Mentoring Register made more detailed to ensure comprehensive tracking of mentoring activities and interactions.

13. Organization:

An ICT Capacity Building Workshop has been organized twice a year to enhance staff and student skills in information and communication technologies.

14. Expansion:

Efforts has been made to establish more MoUs and academic linkages, with a focus on holistic health and other relevant areas.

15. Community Engagement:

Department-wise extension activities and community engagement programs has been organized to promote social responsibility and practical learning.

16. Reading and Writing Skills:

Continuous Internal Evaluation (CIE) emphasized improving students' reading and writing skills to enhance their overall academic performance.

17. Dhimahi Inter-Disciplinary Research Forum:

The forum now includes international members and participants, reflecting its multidisciplinary approach and broadening its research scope.

18. Anweshan and Intellect.Us:

The college magazine Anweshan has been published, and editing work for Intellect.Us is in progress.

19. Implementation:

The SWAYAM NPTEL platform has been activated to provide additional online learning resources for students and faculty.

20. Collection and Publication:

Feedback from stakeholders, collected in both English and Bengali, was analyzed and published on the college website. This process ensures transparency and helps address concerns and suggestions from all involved parties.

21. Faculty Research:

The planning of the Online National Level Faculty Development Programme involved meticulous coordination with Uluberia College to schedule the event, select resource persons, and develop a comprehensive agenda that addresses key areas of faculty development, ensuring broad participation and impactful learning outcomes.



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Meeting of the Internal Quality Assurance Cell (IQAC)

Date: 24.06.2023



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Action Taken Report on IQAC Meeting Dated 24.06.2023

1. **Appraisal Implementation: Teaching & Support Staff:** Implemented the performance-based appraisal system for both teaching and non-teaching staff, following Government of West Bengal guidelines.

2. **Online National Level Faculty Development Programme:**

The 5-day Online National Level Faculty Development Programme held from June 19 to June 23, 2023, in collaboration with Uluberia College, featured five resource persons and 109 participants. Feedback from the program was very positive, highlighting its effectiveness and relevance.

3. **NAAC Accreditation Preparation:** Prepare all stakeholders for the 3rd cycle NAAC accreditation and assessment at the earliest.
4. **Career Advancement Scheme (CAS):** The Career Advancement Scheme (CAS) promotions were discussed and reviewed during the IQAC meeting held on 24th June 2023. The promotions are based on the performance, qualifications, and contributions of the faculty members in their respective roles. The following individuals were considered for advancement: Ajjur Rahaman Mallick, Sanjibita Mondal, Sanjok Lohar, Subhasis De, Ranajit Das.
5. **Grievance Redressal Cell:** Resolved to include grievances related to Add-on courses and facilities in the Grievance Redressal format. A review mechanism will be established to ensure timely resolution and effective management of grievances.
6. **Mentorship Program:** The mentorship register was made more detailed to track interactions and progress. Additional measures were introduced to enhance communication between mentors and mentees, addressing any discrepancies reported.
7. **ICT Capacity Building Workshop:** The ICT capacity building initiative was deemed crucial for enhancing digital skills among staff and students.
8. **Continuous Internal Evaluation :** All departments have undertaken CIE
9. **MOU and Academic Linkages:** Existing MOUs had facilitated various collaborative activities. Efforts were made to establish additional MOUs and academic linkages, particularly with institutions focusing on holistic health and other relevant fields. These linkages aimed to enhance academic collaborations and resource sharing.
10. **Extension Activities and Community Engagement:** The college had been involved in various community service activities and extension programs. It was resolved to organize more departmental extension activities and community engagement programs.



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These activities aimed to foster social responsibility and practical learning experiences for students.

11. **IIC (Institutional Innovation Council) Activities:** The IIC was responsible for promoting innovation and entrepreneurial activities within the institution. Increased focus was placed on incorporating programs related to soft skills development and digital content creation. These programs were integrated into the curriculum to enhance student learning outcomes.
12. **Continuous Internal Evaluation (CIE):** It was resolved to enhance the CIE framework by emphasizing reading and writing skills. This adjustment aimed to improve student performance and academic outcomes.
13. **Dhimahi Research Forum and Research Publications:** The Dhimahi Interdisciplinary Research Forum supported research activities and publications. Continued support was provided to the Dhimahi Research Forum. Efforts were made to facilitate research publications in journals and the college magazines, *Intellect.Us* and *Anweshan*. These platforms showcased research and academic contributions.
14. **Preparation for 3rd Cycle NAAC Accreditation:** A detailed preparation plan was developed, including workshops and training sessions for faculty and staff on NAAC criteria. Stakeholders were informed of the accreditation process, and a timeline was set to ensure timely submission of required documents and evidence. The institution is actively working towards fulfilling NAAC standards and enhancing quality.
15. **Gender Awareness:** Special lectures on Gender Awareness and Gender Sensitization Programmes have been conducted. Gender Audit has been proposed and conducted for this academic session.

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