



MAHESHTALA COLLEGE

BUDGE BUDGE TRUNK ROAD

KOLKATA-700141

WEST BENGAL

Website: www.maheshtalacollege.org

Email: maheshtalacollege@yahoo.com

The Annual Quality Assurance Report (AQAR) : 2015-2016

**SUBMITTED TO
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
(NAAC)
BANGALORE-560072**

2015-2016

Maheshtala College
Annual Quality Assurance Report 2015-2016

| CONTENTS | |
|--|-----------------|
| TOPIC | PAGE NO. |
| PART - A | |
| 1. Details of the Institution | 3 |
| 2. IQAC Composition and Activities | 6 |
| PART – B | |
| 3. Criterion – I: Curricular Aspects | 10 |
| 4. Criterion – II: Teaching , Learning and Evaluation | 12 |
| 5. Criterion – III: Research, Consultancy and Extension | 15 |
| 6. Criterion – IV: Infrastructure and Learning Resources | 20 |
| 7. Criterion – V: Student Support and Progressions | 23 |
| 8. Criterion – VI: Governance, Leadership and Management | 27 |
| 9. Criterion – VII: Innovations and Best Practices | 33 |
| 10. Annexure | 36 |

Maheshtala College
Annual Quality Assurance Report 2015-2016

PART – A

1. Details of the Institution

1.1 Name of the Institution

Maheshtala College

1.2 Address Line 1

Budge Budge Trunk Road, Maheshtala

Address Line 2

Kolkata-7000141

City/Town

Kolkata

State

West Bengal

Pin Code

700141

Institution e-mail address

maheshtalacollege@yahoo.com

Contact Nos.

(033) 2490-1502 / 8350

Name of the Head of the Institution:

Prof. Soumendu Sen Gupta (Principal)

Tel. No. with STD Code:

03324169168

Mobile:

9051747976

Name of the IQAC Co-ordinator:

Dr. Suchandra Bhattacharyya

Mobile:

9073158312

IQAC e-mail address:

iqacmaheshtala71@gmail.com

1.3 NAAC Track ID

WBCOGN 11356

1.4 NAAC Executive Committee No. & Date:

EC/32/351 DATED 3.5.2004

Maheshtala College
Annual Quality Assurance Report 2015-2016

1.5 Website address:

www.maheshtalacollege.org

Web-link of the AQAR:

http://www.maheshtalacollege.org/index.php?option=com_content&view=article&id=89

1.6 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|-------|-----------------------|-----------------|
| 1 | 1 st Cycle | C++ | 65.25 | 2004 | 5 years |
| 2 | 2 nd Cycle | | | | |
| 3 | 3 rd Cycle | | | | |
| 4 | 4 th Cycle | | | | |

1.7 Date of Establishment of IQAC : DD/MM/YYYY

25.08.2004

1.8 AQAR for the year

2015-2016

1.9 Details of the previous year's AQAR submitted to NAAC after the last Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR 2011-12 submitted to NAAC on 16/10/2015 (DD/MM/YYYY)
- ii. AQAR 2012-13 submitted to NAAC on 16/10/2015 (DD/MM/YYYY)
- iii. AQAR 2013-14 submitted to NAAC on 16/10/2015 (DD/MM/YYYY)
- iv. AQAR 2014-15 submitted to NAAC on 16/10/2015 (DD/MM/YYYY)
- v. AQAR 2015-16 submitted to NAAC on 29/08/2016 (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Maheshtala College
Annual Quality Assurance Report 2015-2016

Type of Institution Co-education Men Women
Urban Rural Tribal
Financial Status Grant-in-aid UGC 2(f) UGC 12B
Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify) Journalism, Photography and Video-production.

1.12 Name of the Affiliating University University of Calcutta

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (Specify)

UGC-COP Programmes

Maheshtala College
Annual Quality Assurance Report 2015-2016

2. IQAC Composition and Activities

| | |
|---|---------------------------------|
| 2.1 No. of Teachers | <input type="text" value="4"/> |
| 2.2 No. of Administrative/Technical staff | <input type="text" value="1"/> |
| 2.3 No. of students | <input type="text" value="1"/> |
| 2.4 No. of Management representatives | <input type="text" value="2"/> |
| 2.5 No. of Alumni | <input type="text" value="1"/> |
| 2.6 No. of any other stakeholder and Community representatives | <input type="text" value="1"/> |
| 2.7 No. of Employers/ Industrialists | <input type="text" value="0"/> |
| 2.8 No. of other External Experts | <input type="text" value="1"/> |
| 2.9 Total No. of members | <input type="text" value="11"/> |

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

Annexure No 1 – Programmes organized by IQAC

(ii) Themes

Maheshtala College

Annual Quality Assurance Report 2015-2016

2.14 Significant Activities and contributions made by IQAC

- The IQAC and the GB (Governing Body) are always sensitive to the various academic enrichment programs running in the College and is always ready with suggestions of improvement.
- The members of IQAC regularly hold meetings with other stake holders through which monitoring of all important activities are done.
- The IQAC sensitizes all academic departments as well as office and library to become computer literate so that all departmental records are gradually transferred into a database format by the teachers.
- It motivates opening of advance learning courses – career oriented courses: it oversees the need to enhance facilities of all kinds that helps upgrade class room teaching and motivate all stake-holders of the college.
- Additionally, after evaluation by NAAC in 2004, the IQAC assists the Principal in chalking out
 - a) Academic programs, including identification of research areas.
 - b) Infrastructural blue prints related to academic progression and campus management.
 - c) Value education programs.
- The GB and IQAC meet at regular intervals to monitor the implementation of the programs. The IQAC also assists the Principal in following up with government authorities issues of funding and infrastructural development.
- There is a constant and vigilant system of monitoring progress in which the Principal is always actively engaged and there is a live consultation between the Principal, the TCS (Secretary, Teachers' Council), Coordinator, IQAC, as also those seniors in charge of key areas.
- IQAC monitors counselling of students during admission for taking up subjects commensurate with their interests and subject preferences.
- IQAC monitors publication of updated prospectus to familiarize students and other stake-holders about academic environment
- Students are advised and guided both within and outside the classrooms for enhancing academic performance through stress management advice by teachers as well as inviting renowned scholars.
- IQAC coordinates with different departments for arranging institution-level seminars, guest lecture sessions, film shows to enlighten students and appraise the latest advances in their respective fields of study.
- IQAC coordinates with different organizations to arrange for career counseling sessions for helping shape students' future.
- IQAC is committed to making the students aware of their responsibility towards environment, ecology and community through participation in tree plantation drives, clean campus programmes and blood donation and communal harmony programmes.

Maheshtala College
Annual Quality Assurance Report 2015-2016

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year *

| Plan of Action | Achievements |
|--|--|
| <ul style="list-style-type: none"> • To initiate process for appointing Guest Lecturers for the Departments where academic activities have suffered due to lack of permanent teachers. • Chalk out plans for forthcoming seminars and workshops. • To motivate teachers and students for using ICT tools in classroom. • Plans for different programs of NSS Unit • To increase research activities including more students • Arrange for counselling of students towards mental wellness. • To start Yoga and Meditation Centre • To complete digitization of Library books. • To continue the 'Green Audit' process. • Up-gradation of college website. • To prepare ourselves for NAAC re-accreditation. | <ul style="list-style-type: none"> • Guest Lecturers have been appointed in the different Departments. • Departmental and inter-disciplinary seminars arranged throughout the year. • Classes going on using ICT & blended learning techniques • NSS arranged different programs throughout the year. • Two research based surveys done • Special lecture and interactive workshop on Stress Management. • Yoga and meditation centre started. • Job executed. Barcode process going on. • Job executed • Job going on • Pre-NAAC orientation program held. |

Annexure No 2 – Academic Calendar

Maheshtala College
Annual Quality Assurance Report 2015-2016

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body Governing Body

Provide the details of the action taken

Salient features of AQAR are apprised to GB (Governing Body) through TC and Academic Sub Committee, and action is taken according to discussions & decisions of GB. The IQAC Cell engages in motivating the Faculty and students to realize the targets while fulfilling regular academic obligations. The IQAC also assists the Principal in following up with government, different issues of funding and infrastructural development. The IQAC and the GB are always sensitive to the various programmes running in the college and are watchful of gaps and ready with suggestions of improvement.

Maheshtala College
Annual Quality Assurance Report 2015-2016

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|----------------------------------|--|-------------------------------------|--|
| PhD | | | | |
| PG | | | | |
| UG | 6(B.A.,B.Sc,B.Com Hons and Genl) | 0 | 0 | 0 |
| PG Diploma | | | | |
| Advanced Diploma | | | | |
| Diploma | | | | |
| Certificate | 1 | | | |
| Others | | | | |
| Total | 7 | | | |

| | | | | |
|-------------------|--|--|--|--|
| Interdisciplinary | | | | |
| Innovative | | | | |

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

Range of Core / Elective options offered by the University and those opted by the College:-

- The College has core options at the UG level in English, Bengali, Sanskrit, History, Philosophy, Political Science, Education in Arts. It has Core options in Mathematics, Computer Science & Geography in Science. The College offers core options in Accounting & Finance in Commerce. All of these subjects as well as Journalism, Economics in Arts & Physics & Chemistry in Science are available in elective mode. It reference to the University range, the range in this College is comprehensive.
- The College is affiliated to the University of Calcutta which does not allow choice – based credit system.
- Enrichment courses – Certificate & Diploma & Advance Diploma courses in Journalism, Photography and Video-production run on semester system.

Maheshtala College
Annual Quality Assurance Report 2015-2016

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | 01 |
| Trimester | None |
| Annual | 6 |

1.3 Feedback from stakeholders

Alumni Parents Employers Students

(On all aspects)

Mode of feedback : Online Manual

Annexure No. 3 – Feedback analysis

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Maheshtala College
Annual Quality Assurance Report 2015-2016

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors (Principal) | Others (CWTT& PTT) |
|-------------|------------------|----------------------|------------------------|--------------------|
| 9+5+1+15=30 | 9 | 5 | 1 | 15 |

2.2 No. of permanent faculty with Ph.D.

7

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

| Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
|------------------|----|----------------------|---|------------|---|--------|---|-------|----|
| R | V | R | V | R | V | R | V | R | V |
| | 13 | | | | | | | | 13 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

22

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | | 5 | 4 |
| Presented papers | 1 | 8 | |
| Resource Persons | | 1 | 2 |

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Students' Seminar, Micro-teaching by students on curricular issues, Teaching through ICT resources, Quiz programmes, Invitational Lectures by reputed guest teachers, In-house interdisciplinary special lectures, Regular publication of wall magazines, Syllabus-oriented workshops for students, Educational tours for students, Extempore competition by students.

2.7 Total No. of actual teaching days during this academic year

193

Maheshtala College
Annual Quality Assurance Report 2015-2016

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

NA

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

1

2.10 Average percentage of attendance of students

70% - 75%

2.11 Course/Programme-wise distribution of pass percentage (Final Year): 2015 - 16
(Result of General course is not published yet)

| Title of the Programme | Total no. of students appeared | Division | | | | |
|------------------------|--------------------------------|---------------|-----------------|-------------------|-------|-----------------|
| | | Distinction % | I % | II % | III % | Pass % |
| B.A (H) | 84 | | | 55(49.11%) | | 8(7.14%) |
| B.SC (H) | 28 | | 6(21.43%) | 13(46.43%) | | 1(3.57%) |
| B.COM (H) | 2 | | | 1(50.00%) | | |
| TOTAL | 112 | | 6(5.37%) | 68(60.71%) | | 9(8.03%) |

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- The IQAC ideates and conceptualizes different quality assurance initiatives so as to optimise benefits for the institution.
- IQAC co-ordinates between different stake-holders and through meaningful interaction tries to ensure the success of the initiatives undertaken for every year.
- The IQAC remains alert to the needs of the advance as well as deficient learners and through periodic interaction between teacher, students and parents, tries to access the progress of its plan for the year.
- Through class-tests, quiz programs, invited lectures by faculty from other institutions and distinguished alumni, inter-disciplinary seminars by in-house faculty, film shows, students are oriented towards broader perspectives and encouraged to learn by going beyond rote-learning.
- IQAC promotes computer literacy among students who are eager to learn computer.
- IQAC motivates students towards their extra academic responsibilities towards society and environment by organising different programs throughout the year.

Maheshtala College
Annual Quality Assurance Report 2015-2016

2.13 Initiatives undertaken towards faculty development 2015-16

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | 1 |
| UGC – Faculty Improvement Programme | 0 |
| HRD programmes | 0 |
| Orientation programmes | 1 |
| Faculty exchange programme | 0 |
| Staff training conducted by the university | 0 |
| Staff training conducted by other institutions | 0 |
| Summer / Winter schools, Workshops, etc. | 0 |
| Others (Ph.D. Coursework) | 1 |

2.14 Details of Administrative and Technical staff

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 13+1(Librarian) | 8 | 0 | 7 |
| Technical Staff | 1 | 0 | 0 | 0 |

Maheshtala College
Annual Quality Assurance Report 2015-2016

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

In collaboration with the Research Committee of the college, IQAC encourages teachers to pursue M Phil, PhD programmes through FIP/FDP, Ph.D. course work programmes, engage in research activities and publications, providing support by offering in-house as well as outside library facilities (British Council & American Library) and also necessary infra-structural support. Students are also inspired to undertake research activities – two such research projects have been carried out – one, on bio-diversity, and another on local government (Political Science department).

Following measures are taken to smooth progress of research projects by the faculty –

1. Prompt disbursement of sanctioned grant by Governing Body.
2. Computers & laptops with internet facility are provided for research work.
3. Provided spaces for research work.

3.2 Details regarding major projects : No Major research project this year

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | | | | |
| Outlay in Rs. Lakhs | | | | |

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | | 2 | | |
| Outlay in Rs. Lakhs | | 4.32 | | |

3.4 Details on research publications 2015 - 16

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | | 4 | |
| Non-Peer Review Journals | | | |
| e-Journals | | | |
| Conference proceedings | | | |

3.5 Details on Impact factor of publications: NA

Range Average h-index Nos. in SCOPUS

Maheshtala College
Annual Quality Assurance Report 2015-2016

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations: **Nil for 2015-2016**

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant Sanctioned | Received |
|--|---------------|----------------------------|------------------------|----------|
| Major projects | | | | |
| Minor Projects | | | | |
| Interdisciplinary Projects | | | | |
| Industry sponsored | | | | |
| Projects sponsored by the University/ College | | | | |
| Students research projects <i>(other than compulsory by the University)</i> | | | | |
| Any other(Specify) ** | 1 month | College | | |
| Total | | | | |

** 1. Project done by the students under the supervision of Mrs. Sanyukta Roy of Geography department and Dr. Rumpa Das of English department. Project name : Biodiversity in our daily diet: A Case-Study of Local Markets in Maheshtala area

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from: NA

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy NIL

Maheshtala College
Annual Quality Assurance Report 2015-2016

3.11 No. of conferences organized by the Institution

| Level | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|---------|
| Number | | | | | 34 |
| Sponsoring agencies | | | | | College |

Annexure No. 4 – Seminar details

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

| Type of Patent | | Number |
|----------------|---------|--------|
| National | Applied | NIL |
| | Granted | NIL |
| International | Applied | NIL |
| | Granted | NIL |
| Commercialised | Applied | NIL |
| | Granted | NIL |

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

| Total | International | National | State | University | Dist | College |
|-------|---------------|----------|-------|------------|------|---------|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 |

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

Maheshtala College
Annual Quality Assurance Report 2015-2016

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events: 100 (NSS Unit was opened in college in January, 2015.)

University level State level
National level International level

3.22 No. of students participated in NCC events: NCC unit is not present in the college.

University level State level
National level International level

3.23 No. of Awards won in NSS: None so far.

University level State level
National level International level

3.24 No. of Awards won in NCC: None so far.

University level State level
National level International level

3.25. No. of Extension activities organized

University forum College forum
NCC NSS
Any other

Maheshtala College
Annual Quality Assurance Report 2015-2016

3.26. Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

1. Communication skills & Basic Computer Skills imparted to students for preparing them for the future.
2. Placement camps by TCS & ICA and Career Awareness programmes
3. Student health awareness program and Cancer Awareness Programme done by AIMA.
4. Promoting Communal Harmony by Hindu & Muslim students of our college by jointly celebrating Milad & Saraswati Puja.
5. Members of NSS unit participated in Chennai flood relief by collecting re-usable clothes from faculty and students of our college and distributed those things through Ramakrishna Mission Ashram. NSS Unit also organised a seminar on Importance of World Environment Day.
6. Community service – Faculty & student members of NSS Unit distributed copy, pens, pencils etc to the needy students of a local school; Campus cleaning and different awareness programs done with the help of poster drawing, slogan writing etc.
7. Oil and Gas Conservation Fortnight celebrated in association with Indian Oil Corporation by poster drawing, slogan writing, quiz competition etc.
8. Decorating staircase of our college by the students in a bid to showcase bio-diversity.
9. NSS members participated in a workshop to prepare waste-bin and flower/ water pots so that used plastic bottles, boxes etc. can be reused.
10. Nature awareness program on natural resources by eminent botanist.
11. Stress Management Program done by Clinical Psychologist.
12. Yoga centre introduced in the World Yoga Day.

Maheshtala College
Annual Quality Assurance Report 2015-2016

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

| Facilities | Existing | Newly created | Source of Fund | Total |
|---|--------------------------------|---------------|----------------|-------|
| Campus area | 0.787 Acres / 3188 sq. mts. | | | |
| Class rooms | 23 (16+6+1) | | | |
| Laboratories | 6 | | | |
| Seminar Halls | 1 | | | |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. | | | | |
| Value of the equipment purchased during the year (Rs. in Lakhs) | | | | |
| Others | 2 (IQAC & NSS) | | | |

4.2 Computerization of administration and library

- | |
|---|
| <ul style="list-style-type: none"> • Student Registration software running successfully. • Software for Library installed and working successfully. • E-billing has been implemented. • Online admission procedure running successfully. • Notification through SMS alerts to new students. • N-LIST in library |
|---|

4.3 Library services: (Upto June 2016)

| | Existing | | Newly added | | Total | |
|-----------------|----------|-------|-------------|-------|-------|-------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 13155 | | 929 | | 14084 | |
| Reference Books | 1457 | | 104 | | 1561 | |
| e-Books | | | N-List | | | |
| Journals | 8 | | 3 | | 11 | |
| e-Journals | | | N-List | | | |

Maheshtala College
Annual Quality Assurance Report 2015-2016

| | | | | | | |
|-------------------------------|--|--|---|--|--|--|
| Digital Database | | | | | | |
| CD & Video | | | | | | |
| Others (College Publications) | | | 6 | | | |

Annexure No. 5 – College Publications

Note:

- Physical quantity of books as per Accession Register maintained at Library.
- Value of Books are as per bills cleared and payments made. Closing balance is net of depreciation. **(Annexure No. 6)**

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|-----------------|---------------------|------------------|--------|-------------|--------|
| Existing | 66 | 14 | 5 (connections) | 2 (Browsing points) | 0 | 12 | 38 | |
| Added | 0 | 2 | 0 | 0 | 0 | 2 | 0 | |
| Total | 66 | 16 | 5 | 2 | 0 | 14 | 38 | |

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up-gradation (Networking, e-Governance etc.)

Office is networked; all departments are provided with laptops; all correspondence and write-ups are encouraged to be computerised. Teachers and students are encouraged to maximise use of computers, internet facilities. Many class teachers and Invited lecturers use ICT facilities and the services of the digital classroom to familiarise students with state-of-the-art-technology. Classes using blended learning techniques are one of the best practices of the institution.

Maheshtala College
Annual Quality Assurance Report 2015-2016

4.6 Amount spent on maintenance in lakhs:

| | |
|--|------|
| i) ICT | 0.79 |
| ii) Campus Infrastructure and facilities | 2.76 |
| iii) Equipments | 0.40 |
| iv) Others | 0.09 |
| Total: | 4.04 |

Maheshtala College

Annual Quality Assurance Report 2015-2016

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- 1) The institution publishes its updated prospectus every year which provides not only an overview of the college but also upholds the unique features of Maheshtala College. E-prospectus also published in the college website. Among the unique features, students are made aware of the following:
 - Norms of admission/courses offered at UG level in the prospectus
 - Codes of Conduct
 - Rules & Guidelines of the college for the students.
 - Stipends, scholarships and prizes for the students.
 - Assessment system through class tests/midterm test/selection test.
 - Seminars, Workshops at national and state-level are organized by the departments.
 - Updated and well stocked library.
 - Departmental wall magazine to nourish young talents
 - Games and sports opportunities, both indoor & outdoor with Annual Sports
 - Students' Canteen.
 - 24 hour generator back up for examinations as well as for classes.
 - Fire extinguisher
 - Career-Oriented Add-on Courses
 - Academic Calendar is also provided to the students to communicate the year long schedule of the institution.
- 2) Counseling of students during admission for taking up subjects commensurate with their interests and subject preferences.
- 3) Students are advised and guided both within and outside the classrooms for enhancing academic performance through stress management advice by teachers as well as inviting renowned scholars.
- 4) Arranging institution-level seminars, guest lecture sessions, film shows to enlighten students and appraise the latest advances in their respective fields of study.
- 5) Arrange for career counseling sessions for helping shape students' future.
- 6) Making the students aware of their responsibility towards environment, ecology and community through participation in tree plantation drives, clean campus programmes and blood donation and communal harmony programmes.

5.2 Efforts made by the institution for tracking the progression

The academic performance of the students is best revealed by the examination results.

- 1) Class Tests and College Level Periodic Tests form the structure of an integrated Continuous Assessment System and records are kept in each department.
- 2) These data enable the teachers of the institution to advise and guide the students and also counsel those who are academically weak and those who fail to cope with the academic standard of the college.
- 3) Results are prepared centrally but with close dialogues conducted with departments so that the weaknesses of individual students are tackled in a need based manner.
- 4) A regular process of monitoring students is done through oral tests, impromptu quiz and group work/projects for students' seminars, wall magazines, different chart preparations.

Maheshtala College
Annual Quality Assurance Report 2015-2016

| | | | | |
|----------------------------------|------|----|--------|--------|
| 5.3 (a) Total Number of students | UG | PG | Ph. D. | Others |
| | 1315 | | | |

(b) No. of students outside the state

(c) No. of international students

| | | | | | |
|-----|-----|-------|-------|-----|-------|
| Men | No | % | Women | No | % |
| | 509 | 38.71 | | 806 | 61.29 |

| Last Year | | | | | | This Year | | | | | |
|-----------|-----|----|-----|-----------------------|-------|-----------|-----|----|------|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OB C | Physically Challenged | Total |
| 1028 | 310 | 6 | 196 | 3 | 1543 | 862 | 240 | 6 | 206 | 1 | 1315 |

Demand ratio 1 : 1.03 Dropout 17 %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Special coaching and guidance classes for 3rd year students by in-house faculty.

No. of students beneficiaries

5.5 No. of students qualified in these examinations: College does not have any mechanism to record academic progress of students after their passing out, though they sometimes get in touch occasionally.

| | | | |
|---|---|--|--|
| NET <input style="width: 40px;" type="text"/> | SET/SLET <input style="width: 40px;" type="text"/> | GATE <input style="width: 40px;" type="text"/> | CAT <input style="width: 40px;" type="text"/> |
| IAS/IPS etc <input style="width: 40px;" type="text"/> | State PSC <input style="width: 40px;" type="text"/> | UPSC <input style="width: 40px;" type="text"/> | Others <input style="width: 40px;" type="text"/> |

5.6 Details of student counselling and career guidance

1. ICA, Behala Centre conducted a session with the students on 10th February, 2016
2. RICE conducted a session with the students on 4th December 2015 for creating awareness on career in Government sectors through RICE Talent Search Exam.
3. Jetking conducted a career oriented session with the students on 16th October 2015.

Maheshtala College

Annual Quality Assurance Report 2015-2016

No. of students benefitted 52 + 26 + 54

5.7 Details of campus placement:

| <i>On campus</i> | | | <i>Off Campus</i> |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 1. ICA (10 th Feb) | 1. 12 | 1. 3 | |
| 2. TCS (23 rd Feb) | 2. 19 | 2. 9 | |

5.8 Details of gender sensitization programmes

The UGC Cell for Gender Sensitization and Equality (Sexual Harassment Cell) organised a film show on Gender Foeticide on 19.8.2015.

On 28.3.2016, a seminar on Women's Rights was held in collaboration with Dept. of Political Science where Prof. Paramita Mukherjee spoke on the aforementioned topic.

Beside these programs, teachers regularly sensitized students about different issues and incidence related to gender atrocities and disparities, prevalent in society.

Gender Audit for last five years having completed that has revealed a positive swing in favour of girl students.

The college has scored 1.33 in the Gender Parity Index(GPI) which is above the State (0.83) and National (0.93) standard.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level 2 National level 0 International level 0

No. of students participated in cultural events

State/ University level 0 National level 0 International level 0

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level 2 National level 0 International level 0

Cultural: State/ University level 0 National level 0 International level 0

Maheshtala College
Annual Quality Assurance Report 2015-2016

5.10 Scholarships and Financial Support

| | Number of Students | Amount (in Rs.) |
|---|---|--|
| Financial support from institution | | |
| Financial support from government | 1. Minority : 355 2. Others : 258 3. Kanyasree : 43 | 1. 4800/- each student 3. 25000/- each girl student |
| Financial support from other sources | Nil | Nil |
| Number of students who received International/National recognitions | Nil | Nil |

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Insufficiency of full time teachers.

Maheshtala College
Annual Quality Assurance Report 2015-2016

Criterion-VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

Since its inception the mission of the college has been to spread collegiate education among the economically challenged and minority community students of the area. This was to be made possible through introduction of modern subjects, job oriented courses commensurate with needs of the day along with conventional subjects of study. The college is also committed to making students aware of modern subjects and arranging vocational training to make the students self-sufficient in life. This can only be achieved by arranging proper and adequate academic and physical infrastructure for learning. The college tries to disseminate knowledge and promote all-round personality development of the students, by increasing their knowledge base as well as by creating awareness about their social and cultural milieu. The college continues to sustain and develop an order of individuals who will be global in outlook, national in ethos and be equally respectful to local duties and commitments, thereby achieving the true education that visionaries such as Rabindranath and Swami Vivekananda had once dreamt of.

Mission Statement:

- Spreading of collegiate education among the economically challenged and minority community students of the area.
- Introduction of modern subjects, job oriented subjects/ courses commensurate with needs of the day along with conventional subjects of study.
- Making students aware of modern subjects, arranging vocational training to make the students self – sufficient in life.
- Arranging proper and adequate academic and physical infrastructure for learning.
- Arranging financial assistance to economically challenged students.
- All-round personality development of the students , developing their knowledge base and to creating social awareness among the students.
- Promotion of cultural activities among the students and organising regular programmes to make the students aware about the diverse cultural heritage of our country.
- Promotion of sports and games activities among students.
- Arranging welfare measures for the students and staff.
- Setting up of an Art Gallery with two sections, one to be earmarked for establishes artists and the second for the students, staff and teachers of the college.

Maheshtala College

Annual Quality Assurance Report 2015-2016

6.2 Does the Institution has a management Information System

The college has a Management Information System running successfully that coordinates the activities of different components of the college such as Office Administration, Accounts, Internal management, Students Records and the like. The objective of this system is to design and implement software solutions that provide suitably detailed reports in an accurate, consistent and timely manner for the smooth functioning and management of college administration.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The institution implements the curriculum set by its parent university, the University of Calcutta in all its UG courses.

Preparation of modular syllabus/lesson plan, Periodic class tests, Remedial classes for the weaker students, publication of wall magazine & quiz, debate, extempore etc. to make studying interesting.

Syllabus oriented charts are made by students and displayed in the departmental room.

Practical and demonstrative teaching is undertaken in laboratories and through excursions and educational visits.

Almost all departments regularly hold classes using ICT techniques, and encourage students to use online resources.

English and Bengali departments organise film shows based on plays and texts included in the syllabi for better assimilation and understanding of topics.

Maheshtala College

Annual Quality Assurance Report 2015-2016

6.3.2 Teaching and Learning

| | |
|-----------------------------|--|
| Teaching Aid | <ul style="list-style-type: none">• Blackboard, Chalk & Duster• Computer with internet facility• GPS and GIS - used by Geography Department• Audio Visual Aids (i.e. DVD & CDs) |
| Assessment | <ul style="list-style-type: none">• Mid Term examination• Selection Test |
| Remedial / Tutorial classes | <ul style="list-style-type: none">• Tutorial classes |
| Seminar & Workshop | <ul style="list-style-type: none">• Most of the departments organized seminar including inter-disciplinary seminar funded by the institution |

6.3.3 Examination and Evaluation

The students are evaluated both by written examination and orally. Our college arranges midterm test, selection test regularly, answer script evaluation and publication of results according to C.U. norms. In addition to that students are also evaluated by intradepartmental Extempore and Quiz.

6.3.4 Research and Development

Besides the Maheshtala College Research Committee that actively promotes research & consultancy among students and teachers alike, teachers are encouraged to participate in seminars, workshops, conferences and undertake UGC Minor & Major Research Projects. Students are encouraged to develop research aptitude by working in group projects for wall magazines, info-chart making, student seminars and for seminars and events outside college.

Our facilities:

- Internet facility
- The library houses modern and updated books and journals and collaborative facilities on institutional level with British Council library & American Library.
- Prompt disbursements of sanctioned grant.

Maheshtala College

Annual Quality Assurance Report 2015-2016

6.3.5 Library, ICT and physical infrastructure / instrumentation

A well equipped central library with open access system. The students can avail both reading and lending facilities. Besides this, every department has Departmental Library facilities where students approach teachers for specialized and relevant study materials relevant to their curriculum.

Laboratory and library are upgraded. Library is also under CCTV surveillance service.

College has taken membership of INFLIBNET, so that, faculty members as well as students can be benefitted by studying different e-books and e-journals under INFLIBNET-NLIST program.

6.3.6 Human Resource Management

Students are actively encouraged and guided to excel in cultural and social activities through different programmes organized by the institution such as writing skill, public speaking, sports & leadership activities along with their academics.

Faculty members are involved in academic work as well as in various committees which help the smooth functioning of the college. The various responsibilities are coordinated with academic activities and are focused towards holistic progress.

6.3.7 Faculty and Staff recruitment

The college cannot recruit teachers and staff. College has to depend on West Bengal College Service Commission & Government of West Bengal for recruitment of faculty and staff. The dearth of teachers is overcome by inviting retired teachers, engaging guest lecturers for respective departments.

6.3.8 Industry Interaction / Collaboration

1. Department of Political Science conducted survey work at Maheshtala Municipality on 6th January, 2016
2. Department of Commerce and Economics jointly visited two companies namely, Indian Chain Pvt. Ltd. and Tarun Enterprise on 8th January, 2016
3. Department of Geography visited “Raghurajpur”, a village near Puri, well-known for handicrafts on 2nd April, 2016
4. Indian Oil Corporation (Marketing Div) associated with the NSS unit of the college for Oil & Gas Conservation Fortnight with a number of events. An official from Indian Oil apprised students about the essential features of the fortnight & the nitty-gritties of the sector.

Maheshtala College

Annual Quality Assurance Report 2015-2016

6.3.9 Admission of Students

Admission procedure conducted online to ensure transparency.

The college publicises its admission process through local cable channel, hoardings at different locations around the college as well as in front of college gates & campus.

SMS alert facility to the students introduced.

6.4 Welfare schemes for

| | |
|--------------|----------|
| Teaching | 22,000/- |
| Non teaching | |
| Students | 42,993/- |

6.5 Total corpus fund generated

27,73,437/-

6.6 Whether annual financial audit has been done

 Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

| Audit Type | External | | Internal | |
|----------------|----------|--------|----------|----------------|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | NO | | YES | Governing Body |
| Administrative | NO | | NO | |

6.8 Does the University/ Autonomous College declares results within 30 days? N.A.

 For UG Programmes Yes No

 For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

Maheshtala College

Annual Quality Assurance Report 2015-2016

6.11 Activities and support from the Alumni Association

Registration of Alumni Association is almost complete, and a Reunion has already been organised. Alumni Association members organised a Blood sugar & VPT test camp. Notable alumni delivered lectures in Geography & Bengali departments. There is a Facebook page of Maheshtala College, and ex-students also keep contacts personally, over phone and the internet. Ex-students felicitate teachers every Teachers' Day, and help present students by sometimes offering different kinds of help.

6.12 Activities and support from the Parent – Teacher Association

Parents-Teachers Association does not exist so far: however, in Annual Parents-Teachers meetings, there is an interface of both teachers as well as parents, where they apprise each other of the progress and lapses in the student/s' academic as well as overall growth.

6.13 Development programmes for support staff

Computer training and web access training given.

6.14 Initiatives taken by the institution to make the campus eco-friendly

1. Tree plantation by students and teachers.
2. Use of plastic is prohibited in college campus.
3. No smoking zone in college.
4. Use of Pan Masala, gutkha etc. are strictly prohibited.
5. Motivate students to make their college campus "clean and green".
6. Green audit conducted.
7. Students celebrated International Environment Day on 8th June, 2016.

Maheshtala College
Annual Quality Assurance Report 2015-2016

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Basic Computer Training & Communication skills training given to the students who want to learn computer..
2. Student Registration software installed.
3. SMS alert facilities to the students.
4. Inlibnet introduced.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

The plan of action conceived during the beginning of the academic year has been successfully initiated and completed accordingly.

7.3 Give two Best Practices of the institution

1. Interdisciplinary Seminar by in-house faculty members
2. Ecological awareness & students' responsibilities towards environment

Best Practices - Annexure No. 7 is enclosed

7.4 Contribution to environmental awareness / protection

1. Initiatives taken to make our campus plastic free.
2. Initiatives taken for optimisation of electricity and water consumption.
3. 'Go Green' – Maximum utilization of papers. Awareness created not to waste papers to protect the trees.
4. Project on Environmental Studies are assigned to the students as Environmental Studies is a compulsory subject for final year students.
5. Green audit conducted & students sensitized about maintenance and upkeep of natural resources in college. Efforts to plant more medicinal plants.

7.5 Whether environmental audit was conducted?

Yes

No

Maheshtala College
Annual Quality Assurance Report 2015-2016

7.6 Any other relevant information the institution wishes to add. (for example **SWOC** Analysis)

Strength:

1. College is managed by a democratically set up, able Governing Body having representation from all sections of the college – Teachers, Staff, Students – also University Government. Governing body is sensitive in addressing problems of the stake holders.
2. Amicable Teachers – Students relationship.
3. Good connectivity by Rail and Road Transport.
4. Wide range of subject combinations offered to the students.
5. Transparent and hassle free admission process.

Weakness:

1. Unfilled whole time teaching posts.
2. Inadequate approved whole time teaching posts.
3. Inadequate non-teaching staff.
4. Inadequate fund for infrastructure development.
5. Lack of space and fund for construction of additional building, classroom and student facilities.

Opportunity:

1. Efficient and sensitive Management.
2. Dedicated Teachers and Staff.
3. Modern Teaching Aids and ICT facility.
4. Internet facility.

Challenges:

1. Insufficiency of whole time teaching staff – results in inadequate class allotment – hampering completion of syllabus.
2. Students are mostly first generation learners – from poor economic background – results in high drop out rate.
3. Lengthy university examination schedule results in insufficient number of actual teaching days.

8. **Plans of institution for next year**

- Library Extension & Upgradation.
- More seminars and workshops to be conducted.
- Industry-interactions to be increased.
- Placement Cell to be made more pro-active.

Maheshtala College
Annual Quality Assurance Report 2015-2016

Name DR. SUCHANDRA BHATTACHARYA Name SOU MENDU SENGUPTA

Suchandra Bhattacharya.

Signature of the Coordinator, IQAC

[Signature]

Signature of the Chairperson, IQAC

Principal
Maheshtala College



Maheshtala College
Annual Quality Assurance Report 2015-2016

Annexure No 1
Programs organized by IQAC

| Sl. No. | Theme | Speaker | Date |
|----------------|--|--|----------------------------------|
| 1 | Librarians' Day Celebration | Dr. B.B. Das, Chief Librarian (Ex), J.U. | 12 th August, 2015 |
| 2 | Cancer Awareness Program | Dr. M. Arif, Oncologist (Saroj Gupta Cancer Research Centre), & Secretary, IMA – Budge Budge-Nangi-Maheshtala branch | 15 th September, 2015 |
| 3 | Awareness program about our natural resources | Dr. Subrata Maity, eminent environmentalist & Executive council member, Botanical Society of Bengal | 8 th October, 2015 |
| 4 | Special Lecture on Stress Management | Ms. Tamalika Das Gupta, Clinical Psychologist, Dept. Applied Psychology, C.U. | 6 th February, 2016 |
| 5 | Pre-NAAC Orientation Program | Dr. Phalguni Mukhopadhyay, Secretary (Ex), Higher Education Council, Govt of West Bengal & Dr. Sharmila Mitra, TIC, Behala College | 29 th March, 2016 |
| 6 | Photography Exhibition and Workshop | Dr. Abhoy Ganguly, Fellow of Royal Photographic Society, London | 30 th March, 2016 |
| 7 | World Yoga Day Celebration (Yoga Centre inaugurated) | Mrs. Asha Roy, Yoga & Meditation Expert | 21 st June, 2016 |

Maheshtala College
Annual Quality Assurance Report 2015-2016

Annexure No. 2
Academic Calendar from July 2015 to June 2016

| | |
|-----------------------------------|--|
| 1.7.2015 | – College reopen after Summer Recess |
| 18.7.2015 | – Rathjatra / Id-ul-Fitre |
| 21.7.2015 | – B.A./B.Sc. Part-I University Exam begin |
| 20.7.2015 | – Commencement of First year classes |
| 28.7.2015 | - Commencement of 3 rd year classes |
| Middle of August | - Full Session classes start |
| 8.8.2015 | - Departmental Seminar Bengali |
| 15.8.2015 | – Celebration of Independence Day |
| 31.8.2015 | – C.U. last date of change of subject |
| 1 st week of September | - Freshers' Welcome |
| 5.9.2015 | – Teachers' Day and Janmastami |
| 10.9.2015 | – Distribution of Registration Form |
| 15.9.2015 | – Last date of submission of Registration Form |
| 18.9.2015 | – Holiday for Biswakarma Puja |
| 25.9.2015 | – Holiday for Id-uz-Zuha |
| 2.10.2015 | – Holiday for Gandhi's Birthday |
| 1 st week of October | – Departmental Seminar (Phil) |
| 1 st week of October | – College Re-union |
| 12.10.2015 | – Holiday for Mahalaya |
| 19.10.2015 – 15.11.2015 | – Puja Vacation |
| Mid of November | – Mid-Term Test |
| 20.11.2015 | – Holiday for Jagadhatri Puja |
| 25.11.2015 | – Holiday for Guru Nanak's Birthday |
| December 2 nd Week | - College Social |
| January | - College Sports |
| 24.12.2015 | – Fateha-Dohaz-Daham |
| 25.12.2015 | – Christmas day |
| 26.12.2015 – 31.12.2015 | - Winter Recess |
| 1.1.2016 | – Holiday for New Year's Day |

Maheshtala College
Annual Quality Assurance Report 2015-2016

| | |
|----------------------------------|--|
| 1 st week of January | - College Test (Third Year) |
| 12.1.2016 | - Holiday for Vivekananda's Birthday |
| 23.1.2016 | - Holiday for Netaji's Birthday |
| 24.1.2016 | - Celebration of C.U. Foundation Day |
| 25.1.2016 | - Maghotsab |
| 26.1.2016 | - Celebration of Republic Day |
| January/February - 2016 | - C.U. Supplementary Exam |
| 1 st week of February | - Departmental Seminar (English) |
| 13.2.2016 & 14.2.2016 | - Holiday for Saraswati Puja |
| 2 nd week of February | - College Test (Second year) |
| 22.2.2016 | - International Mother Language Day Celebration |
| 1 st week of March | - Part-I Compulsory Languages Exam (C.U.) |
| 1 st week of March | - College Test (First Year) |
| 7.3.2016 | - Holiday for Shivratri |
| 23.3.2016, 24.3.2016 | - Holiday for Doljatra / Holi |
| 25.3.2016 | - Holiday for Good Friday |
| 26.3.2016 | - Holiday for Easter Saturday |
| 28.3.2016 | - Holiday for Ramnavami |
| 1 st week of April | - Parent teachers meeting |
| April | - B.A./B.Sc./B.Com. Part-III C.U. Exam |
| 13.4.2016 | - Holiday for Chaitra Sankranti |
| 14.4.2016 | - Holiday for Dr. Ambedkar's Birthday & Bengali New Year's Day |
| 1.5.2016 | - May Day |
| 4.5.2016 | - Holiday for Buddhapurnima |
| 8.5.2016 | - Holiday for Rabindra Jayanti |
| 10.5.2016 | - Departmental Seminar (Bengali) |
| May | - B.A./B.Sc./B.Com. Part-II C.U. Exam |
| 16.5.2016 | - Summer recess |

Maheshtala College
Annual Quality Assurance Report 2015-2016

Annexure No. 3

Feedback Analyses: 2015-2016 & Feedback Form

Feedback Analysis : 2015-2016

Feedback for teachers for academic session 2015-2016 was re-devised, keeping 12 parameters, given below in parentheses ; the variable range of score being 5 – 1, where 5 means strongly agree, 4 means agree, 3 means not sure, 2 means disagree, 1 means strongly disagree.

- (1) Timely syllabus completion
- (2) Active discussion & interaction in the class
- (3) Clear communication & motivation
- (4) Punctuality in class
- (5) Preparedness in classroom
- (6) Impetus for classroom interaction among students
- (7) Familiarity in using ICT & modern technology
- (8) Friendly attitude
- (9) Available & accessible in college
- (10) Fair & unbiased evaluation
- (11) Timely publication of results
- (12) Exams held on schedule

This analysis is a cumulative one, encompassing all teachers. However, individual teacher's assessment & feedback are also enclosed herewith.

Teachers are evaluated on all 12 counts, with average marks of their performance plotted in totality. The number of respondents in each subject, however, is different, since student-strength is not equal in each department.

According to the 12 parameters, the following analyses have been made:

- 1) Regarding timely completion of syllabus, 92.6 % of teachers of all departments have been cautious to complete syllabus on time, as reported by students.
- 2) According to students, 92 % of teachers encouraged active interaction in class after discussion & deliberation.
- 3) Clarity in communication is one of the prime markers of quality teaching-learning. 92.4 % of teachers clearly communicated and students felt that they received motivation from their teachers to do well.

Maheshtala College
Annual Quality Assurance Report 2015-2016

- 4) Punctuality of the teacher in class was assessed by students, and 90.8 % of teachers abided by the attendance punctuality in class.
- 5) It is very important for a teacher to come well-prepared in class. Students felt that 91.4 % of teachers are well-prepared when they come to class.
- 6) Teachers should provide impetus for more pro-active participation among students. Students felt that 90.4 % of teachers inspired their students for such interaction.
- 7) Today's students should be trained for the future and this is only possible if the teacher makes use of ICT and modern technological gadgets . 83.6% of teachers are ICT-friendly, as was reported.
- 8) The friendly and affable qualities of a teacher often endear students substantially, and also help in better academic transaction. Students felt that 92% of teachers is friendly and students feel comfortable with them.
- 9) Regarding availability and accessibility of teachers outside classrooms, students felt that
84.2 % of teachers were available to them to respond to their queries and for more individual interaction.
- 10) Students reported that 82.3 % of teachers were fair and unbiased in their evaluation of examination and other forms of evaluation.
- 11) Students believed that 91.2 % of teachers were alert to the timely publication of results.
- 12) % of teachers actively work to ensure that results of examination and evaluation were published on time.

Based on these parameters, the feedback analysis report was placed in IQAC meeting and later on in Governing Body meeting for necessary action.

Maheshtala College
Annual Quality Assurance Report 2015-2016

Maheshtala College

STUDENT FEEDBACK FORM 2015-2016
For BA/BSc/BCom Third Year students

This questionnaire is intended to collect information relating to your satisfaction towards the faculty, teaching, learning and evaluation, as well as library & college infrastructure. The information provided by you will be kept confidential and will be used as important feedback for quality improvement of the programme of studies/institution.

Name of the Teacher :

Department :

Directions for filling up form: For each item please indicate your level of satisfaction with the following statement by choosing a score between 5 and 1.

(5 – strongly agree , 4 – agree, 3 – not sure, 2 – disagree, 1 – strongly disagree)

Teaching, Learning and Evaluation

| Sl. No. | Parameters | 5 | 4 | 3 | 2 | 1 |
|---------|--|---|---|---|---|---|
| 1 | The teacher completes the entire syllabus in time. | | | | | |
| 2 | The teacher discusses topics and interacts in the class | | | | | |
| 3 | The teacher communicates clearly and inspires me by her/his teaching. | | | | | |
| 4 | The teacher is punctual in the class. | | | | | |
| 5 | The teacher comes well prepared for the class. | | | | | |
| 6 | The teacher encourages participation and discussion in class. | | | | | |
| 7 | The teacher uses modern teaching aids like computers, handouts, suitable references, power point presentation, web-resources, etc. | | | | | |
| 8 | The teacher's attitude towards the students is friendly & helpful. | | | | | |
| 9 | The teacher is available and accessible in the College/Department. | | | | | |
| 10 | The evaluation process (examination) is fair and unbiased. | | | | | |
| 11 | Results of college examinations are published on time. | | | | | |
| 12 | Periodical assessments/tests are conducted as per schedule. | | | | | |

Any other comments:

Maheshtala College
Annual Quality Assurance Report 2015-2016

Maheshtala College

STUDENT FEEDBACK FORM 2015-2016
For BA/BSc/BCom Third Year students

This questionnaire is intended to collect information relating to your satisfaction towards the faculty, teaching, learning and evaluation, as well as library & college infrastructure. The information provided by you will be kept confidential and will be used as important feedback for quality improvement of the programme of studies/institution.

Library & college infrastructure

(5 – strongly agree , 4 – agree, 3 – not sure, 2 – disagree, 1 – strongly disagree)

| Sl. No. | Parameters | 5 | 4 | 3 | 2 | 1 |
|---------|--|---|---|---|---|---|
| 1 | The prescribed books/reading materials are available in the Central library/ departmental library. | | | | | |
| 2 | Available reading space in library is satisfactory. | | | | | |
| 3 | The library staff is cooperative and helpful. | | | | | |
| 4 | Online educational resources in library are available and accessible. | | | | | |
| 5 | Internet facilities are available in the college. | | | | | |
| 6 | Girls' and Boys' common rooms are available in the college building. | | | | | |
| 7 | The office staff in the college is helpful. | | | | | |
| 8 | Results and attendance records are displayed on time | | | | | |
| 9 | Toilets/washrooms are hygienic and properly maintained. | | | | | |
| 10 | Clean drinking water is available in the campus. | | | | | |
| 11 | Grievances/problems are redressed/ solved well in time. | | | | | |
| 12 | Equipments in the laboratories are in working condition. | | | | | |
| 13 | First aid facilities are available | | | | | |
| 14 | Health awareness campaigns are helpful | | | | | |
| 15 | Career awareness campaigns and placement programmes are held regularly | | | | | |
| 16 | The campus is green and eco friendly. | | | | | |
| 17 | The buildings/classrooms are accessible to differently-able persons. | | | | | |
| 18 | The classrooms are clean and well maintained. | | | | | |
| 19 | The campus has adequate power supply/ generator facilities. | | | | | |

Any other comments:

Maheshtala College
Annual Quality Assurance Report 2015-2016

Annexure No. 4
Seminar details from 1st July, 2015 to 30th June, 2016

| Sl. No. | Department | Seminar type | Theme | Date |
|---------|------------------------|----------------------------|--|----------------------------------|
| 1 | Bengali | Departmental Seminar | Discussion on Rabindranath Tagore | 8 th August, 2015 |
| 2 | Bengali | Students' Seminar | Bengali Literature | 7 th September, 2015 |
| 3 | Bengali | Departmental Seminar | History of Bengali Literature | 20 th January, 2016 |
| 4 | Bengali | Departmental Seminar | Discussion on International Mother's Language Day | 22 nd February, 2016 |
| 5 | Bengali | Departmental Seminar | Paintings of Rabindranath | 10 th May, 2016 |
| 6 | Bengali | Departmental Seminar | Reflection of Society in different Dramas of Rabindranath | 11 th May, 2016 |
| 7 | Computer Science | Students' Seminar | Invention of Light | 16 th October, 2015 |
| | | | Use of Number System and Karnaugh Map | |
| 8 | Computer Science | Departmental Seminar | Future trends of Computer Science | 14 th May, 2016 |
| 9 | Education and English | Inter disciplinary Seminar | Stress and its management | 3 rd August, 2015 |
| 10 | English | Departmental Seminar | Shakespeare at the Margins | 1 st February, 2016 |
| 11 | English | Departmental Seminar | Life and Times of William Shakespeare | 2 nd February, 2016 |
| 12 | English | Departmental Seminar | Macbeth and Fear | 2 nd February, 2016 |
| 13 | English | Departmental Seminar | The Modern Day Hamlet | 3 rd February, 2016 |
| 14 | English | Departmental Seminar | Cinematic Re-workings of Shakespeare's heroes: Reality rolled into reels | 3 rd February, 2016 |
| 15 | English | Departmental Seminar | The Bard in Bollywood | 5 th February, 2016 |
| 16 | Geography | Departmental Seminar | GIS and its application | 16 th October, 2015 |
| 17 | Geography | Students' Seminar | Urbanization in India | 3 rd December, 2015 |
| 18 | Geography | Students' Seminar | Ozone Depletion | 10 th December, 2015 |
| 19 | Geography | Students' Seminar | Glacial Erosion and Deposition | 17 th December, 2015 |
| 20 | Philosophy | Departmental Seminar | Feminism | 30 th January, 2016 |
| 21 | Philosophy | Departmental Workshop | Memory Enhancement | 6 th February, 2016 |
| 22 | Philosophy | Students' Seminar | | 28 th September, 2015 |
| 23 | Political Science | Departmental Seminar | Learning beyond boundaries | 4 th February, 2016 |
| 24 | Political Science | Departmental Seminar | Women's Rights in India | 28 th March, 2016 |
| 25 | Political Science | Departmental Seminar | Human Rights & its importance | 4 th April, 2016 |
| 26 | Political Science | Students' Seminar | Indian Constitution and its amendment procedure | 27 th November, 2015 |
| 27 | Bengali and Philosophy | Inter disciplinary Seminar | Thoughts on Vedanta of Swami Vivekananda | 21 st December, 2015 |

Maheshtala College
Annual Quality Assurance Report 2015-2016

| | Department | | | |
|----|----------------------------------|----------------------------|--|---------------------------------|
| 28 | Computer Science and Geography | Inter disciplinary seminar | GIS and Network Analysis | 29 th January, 2016 |
| 29 | English and Bengali | Inter disciplinary Seminar | Influence of Shakespeare on Bengali Literature | 1 st February, 2016 |
| 30 | Philosophy and Bengali | Inter disciplinary Seminar | Upanisad | 8 th February, 2016 |
| 31 | Computer Science and Mathematics | Inter disciplinary seminar | Numerical Analysis | 19 th February, 2016 |
| 32 | Sanskrit and Bengali | Inter disciplinary Seminar | The great poet Kalidas | 21 st March, 2016 |
| 33 | Education and English | Departmental Seminar | ICT & Educational Technology – Approaches & Challenges | 7 th December, 2015 |
| 34 | Education and Political Science | Departmental Seminar | Capitalism and its impact on education | 8 th December, 2015 |

Other activities of various departments from 1st July, 2015 to 30th June, 2016

| Sl. No. | Department | Program type | Theme | Date |
|---------|------------|-----------------------------------|---|----------------------------------|
| 1 | Bengali | Film Show | “Strir Potro” (Letter from a wife) | 7 th September, 2015 |
| 2 | Bengali | Film Show | Postmaster | 16 th February, 2016 |
| 3 | Bengali | Educational Excursion | Jorasanko Thakurbari – R.N. Tagore’s Home | 6 th February, 2016 |
| 4 | English | Film Show | Haider | 3 rd February, 2016 |
| 5 | Geography | Interactive Session with students | Contemporary Issues in Geography | 21 st January, 2016 |
| 6 | Geography | Educational Excursion | Parbangla | 18 th March, 2016 |
| 7 | Geography | Educational Excursion | Puri | 31 st March, 2016 |
| 8 | Philosophy | Inter-departmental quiz | | 6 th October, 2016 |
| 9 | Philosophy | Extempore | | 28 th September, 2015 |

Maheshtala College
Annual Quality Assurance Report 2015-2016

Annexure No. 5
College Publications

| Sl. No. | Name | Editor | Year of Publication | ISBN No. |
|---------|--|---|---------------------|-------------------|
| 1 | “Udvas” | Dept. of Bengali, Maheshtala College | 2014 | 978-93-81679-07-4 |
| 2 | “Bangla Banan Samashya o Samadhan” | Dr. Suchandra Bhattacharya, Dr. Indrani Ghoshal | 2014 | 978-93-81679-77-7 |
| 3 | Women in Indian writing in English | Dr. Rumpa Das | 2014 | 978-93-80761-82-4 |
| 4 | Re-Thinking the Partition of India: Historical and Literary perspectives | Dr. Rumpa Das, Sreyasi Sen Gupta | 2014 | 978-93-80761-87-9 |
| 5 | Indian Writing in English: A Reassessment | Dr. Rumpa Das, Madhumita Biswas | 2015 | 978-93-80761-96-1 |
| 6 | Stress & Coping : Human Well-Being | Dr. Monami Basu | 2016 | 978-81-908360-4-3 |

Annexure No. 6
Library details – 2015-2016

| ITEM | Opening Balance | Payments during the year | Depreciation | Closing Balance |
|---------------------------------------|-----------------|--------------------------|-----------------|------------------|
| Library Books - UGC XI Plan | 2,84,095 | 0 | 28,409 | 2,55,686 |
| M.S. REMEDIAL - XI PLAN | 1,49,246 | 0 | 14,924 | 1,34,322 |
| M.S. - BACK AREA - XI PLAN | 1,53,661 | 0 | 15,366 | 1,38,295 |
| M.S. - CAPACITY BLDG. | 21,005 | 0 | 2,100 | 18,905 |
| M.S. ENTRY IN SERVICE | 52,870 | 0 | 5,287 | 47,583 |
| | | 0 | | 0 |
| Library Books - XII Plan | 2,430 | 97,800 | 10,023 | 90,207 |
| | | | | 0 |
| Library Books - UGC X Plan | 93,803 | 0 | 9,380 | 84,423 |
| Library Books - COS - X Plan | 4,715 | 0 | 471 | 4,244 |
| Library Books - College Fund | 94,334 | 0 | 9,433 | 84,901 |
| Library Books - WB Govt. Grant | 46,410 | 0 | 4,641 | 41,769 |
| | | | | 0 |
| TOTAL | 9,02,569 | 97,800 | 1,00,034 | 10,00,369 |

Annexure No. 7
Best Practices : 2015 - 2016

Title : Interdisciplinary Seminar by in-house faculty members

Goal: This practice has manifold aims. Firstly, inter-disciplinarity in academia is a post-modern engagement that helps a student negotiate with different branches of knowledge and helps him/her imbibe better, relate to his or her fore-knowledge and connect to the world outside in a much more comprehensive way. Secondly, making use of in-house talent motivates not only teachers but also students and they learn about newer vistas of knowledge. Thirdly, having in-house faculty members does not necessitate any resource-drain, and the institution – already suffering from a cash-crunch – is not taxed in any way, whatsoever.

Context: In the post-modern world, inter-disciplinary studies have become extremely relevant since one faces plurality in all spheres of activity. There is hardly any possibility of having a unilateral view of any particular issue, and therefore, interdisciplinary seminars become extremely useful for today's students who are interpellated by a vortex of terms without having any clear idea about it.

Practice: The institution has a tradition of offering inter-disciplinary seminars and talks by faculty-members belonging to a variety of departments. Certain topics have a significance that go beyond the range of one particular subject. Hence, it is imperative and prudent to have subject-experts from a cross-section of disciplines to discourse upon these topics. For instance, the Department of Education invited Prof Sanjibita Mondal of Political Science department to speak on Capitalism and Dr Rumpa Das on ICT in Education today. The Philosophy department invited Dr Suchandra Bhattacharya to speak on the influence of the Upanishads on Rabindranath's literary corpus, and Dr Rumpa Das on Feminism today. Dr. Suchandra Bhattacharya spoke on Kalidasa in the Sanskrit department, and on Shakespeare's influence in Bengali literature in the English department. The Computer Science & Mathematics department jointly organized a seminar on Numerical Analysis where Prof. Ajijur Rahaman Mullick and Prof. Satyajit De appraised the students of the different nuances of the topic.

Evidence of success: The students' enthusiasm for these inter-disciplinary seminars was evident in the packed classrooms and vibrant interactive sessions following the seminars. Moreover, the academic evaluation made after these sessions showed that students have been able to inculcate a lot of material they gathered from the seminars, and enriched their answers by including some of the points. It is obvious that they have been able to relate to the inter-disciplinarity of the topics.

Problems encountered and resource required: The only problem encountered in these inter-disciplinary seminars was a mental block some teachers and students faced regarding inter-disciplinary discourses; even today, many people believe that the purity of a particular subject should not be compromised and students should learn only their chosen subjects well.

Maheshtala College

Annual Quality Assurance Report 2015-2016

Since all the speakers were from the college, no travel allowance was required. Moreover, since these academic exercises benefitted both the speakers as well as the audience, and the sessions took place during college working hours, no honorarium was admissible, and was not even expected.

Title : Ecological awareness and students' responsibilities towards environment

Goal: The aim of this practice was to ensure that students – tomorrow's citizens, be made aware of the present environmental scenario, and to inspire them to take positive action for holistic and sustainable development of the country – in micro & macro levels, without depletion of natural resources.

Context: To meet the needs of the present without compromising the needs of the future, the present generation needs to be aware of the natural resources which they possess, the threats that loom large and seek to destabilize the ecological balance, the ways and means through which the environmental interests may be safe-guarded and human concerns may be suitably addressed. It is imperative that the young generation be informed about the natural legacy they are supposed to inherit. Since the college is situated in a semi-urban industrial region, there are a number of serious ecological threats that everyone is aware of. However, there is a reasonably good green cover in the college which has become almost a green oasis amidst factories and godowns.

Practice: Green Audit is conducted every year in the college, in addition to tree-plantation drive, celebration of World Environment Day and a number of environment-related programmes that sensitize students towards the different ecological issues. The college is always alert to the need for aggressive environmental campaign so that the harm done by rapid and unplanned urbanisation and industrialisation can be effectively reduced by planting of more trees, taking care of existing greenery, tackling different kinds of waste materials appropriately and strategising different eco-friendly and sustainable measures to ensure ecological protection. Students are also familiarised about the bio-diversity of the area where the college is situated and its immediate catchment areas; they undertake visits to the local markets after reading about bio-diversity, and conduct surveys on the available varieties of vegetables, fruits, fishes, flowers which are found – they segregate varieties which are locally grown and also try to find out where other kinds are procured from. The students have meticulously tabulated their findings. The bio-diversity surveys have also probed the waste-management strategies that are adopted (if at all) at the local market-places. The participating students have also spearheaded campaign to reduce use of plastic bags.

In collaboration with Indian Oil Corporation Limited, the students participated in Oil & Gas Conservation Fortnight and engaged in quiz, poster-painting and slogan-writing competitions. Students have also engaged in spreading awareness about environment by distributing leaflets in the neighbourhood and sharing their ecological concerns. Students have used plastic-bottles to prepare small hanging tree-tubs and water-receptacles for feeding birds during summer.

Maheshtala College

Annual Quality Assurance Report 2015-2016

Awareness programmes, surveys and film shows on E-waste management and the hazards of unplanned or indiscriminate dumping have also been one of the practices which the institution has addressed consistently.

Evidence of success: This practice has been adopted by students, teaching and non-teaching members of the college with much enthusiasm and interest. The green initiatives undertaken by the students in college have also had a positive impact at their homes. The aesthetic beauty of the college has improved significantly. The number of small plants and shrubs in the college has increased in the college garden. Students switch off electric fans and lights when not in use, and plastic has been banned in campus.

Problems encountered & resource required: Initially, there was a bit of apprehension about the efficacy of such a practice but gradually the students, teachers and non-teaching staff have understood the importance of environmental issues and sustainable development, even within the microcosm of the college. The most important stake-holders, that is the students, have understood that even making a small difference in the college will usher in a big change in their future.