AQAR REPORT REVIEW

MAULANA AZAD COLLEGE

Aishe id : **C-11930**

Submitted for : **2023-2024**

Submitted Date : **27/01/2025 07:54 PM**

Reference AQAR Link : Click here

Over all Comments :

YEARLY STATUS REPORT - 2023-2024

Part A	
Data of the Institution	
1.Name of the Institution	MAULANA AZAD COLLEGE
• Name of the Head of the institution	DR. SUBHASIS DUTTA
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03322260203
• Mobile no	9433563658
• Registered e-mail	maulanaazadcollegekolkata@gmail.com
• Alternate e-mail	iqac.mac@maulanaazadcollegekolkata.ac.in
• Address	8, Rafi Ahmed Kidwai Road
• City/Town	Kolkata
• State/UT	West Bengal
• Pin Code	700013
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

	Financial Status	UGC 2f and 12(B)
	Name of the Affiliating University	University of Calcutta
	Name of the IQAC Coordinator	Dr. Shampa Datta Gupta
	Phone No.	03322493737
	Alternate phone No.	03329730203
	Mobile	9674914308
	IQAC e-mail address	iqac.mac@maulanaazadcollegekolkata.ac.in
	Alternate Email address	mackolkataiqac@gmail.com
3.Website address (Web link of the AQAR (Previous Academic Year)		https://maulanaazadcollegekolkata.ac.in/AQAR%202022-2023.pdf
4.Whether Academic Calendar prepared during the year?		Yes
if yes, whether it is uploaded in the Institutional website Web link:		https://maulanaazadcollegekolkata.in/naac_dvv/assets/naac_document/Academic_Calendar_2023-24.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	A	3.13	2016	05/11/2016	04/11/2021
Cycle 1	B++	80-85	2007	31/03/2007	30/03/2012

6.Date of Establishment of IQAC | 01/08/2008

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Samudra Prosad Banik, Dept. of Microbiology	UGC-DAE Collaborative Research Scheme	UGC-DAE Consortium for Scientific Research	2023-24	258360 INR

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	12	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)

New MoUs with institutions have been signed

Rainwater harvesting: Reuse of rainwater for cleaning and gardening

Gender sensitization programmes carried out

Approval obtained for installation of New solar panel

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Initiation of new collaboration for academic/societal activities	New MoUs have been signed
Rainwater harvesting: Reuse of rainwater for cleaning and gardening	Implemented
Sought approval for construction of New Girls' Hostel	Approval obtained

13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	21/03/2024

15.Multidisciplinary / interdisciplinary

A multicultural socio-academic milieu fosters in the college as is reflected by the offering of B.A. programme in as many as five languages including Bengali, English, Urdu, Arabic and Persian. Short term certificate courses in Urdu, Arabic and Persian are also underway. In addition, a certificate course in Spanish language has also started in the college and one more in French is in pipeline. The institution also strives to cater for interdisciplinary education The college has opened certificate courses in foreign languages including Spanish, Persian and Arabic and several others including French is in the pipeline. In science stream also, the spirit of interdisciplinary education has been nurtured.

16.Academic bank of credits (ABC):

Academic Bank of Credit has been implemented by the University of Calcutta

17.Skill development:

In tune with the current framework and guidelines of NEP, many job oriented skill enhancement courses have been continuing since initiation in the last year. These include certificate courses in GST and tally by WEBEL, certificate courses in Communicative English and foreign languages (Spanish and French languages) etc. In order to motivate students in entrepreneurship, workshop on mushroom production for new batch of admitted students was organized by the Dept. of Botany where the skills of mushroom cultivation in low cost were taught to the students. IQAC along with Page 5/109 29-04-2024 04:11:54Annual Quality Assurance Report of MAULANA AZAD COLLEGE the Research Advisory Council has established a dedicated IPR cell to

look after the new findings in research or design of new instrument prototypes.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Dedicated acttivities on Indian Knowldege System including workshops on Vedic mathematics have been carried out. A new Sanskrit course is in the pipeline. A consultancy service on identification of Indian lentils has been initiated by the Department of Botany.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Implementation of Outcome Based Education has been mandated by UGC MHRD in every Higher Educational Institute. Maulana Azad College has incorporated Outcome Based Education across all subjects offered to students in both UG and PG levels. The Course Outcomes and Programme Outcomes for each couse offered by the institution have been uploaded in the college website.

20.Distance education/online education:

The college is a recognised study centre under Indira Gandhi National Open University which was established way back in 1990 and since then has estalished itself as one of the biggest study centres in Kolkata running 2 certificate courses, 2 UG programmes, 8 PG programmes and 2 post graduate diploma programmes. Details regarding the programme are there in the college website https://maulanaazadcollegekolkata.ac.in/ignou.php

Extended Profile

1.Programme

1.1   **548**

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

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **2153**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2   **740**

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

File Description	Documents
Data Template	View File

2.3   **767**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **97**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **118**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**548**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**2153**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**740**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**767**

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	**97**

File Description	Documents
Data Template	[View File](#)

3.2 Number of sanctioned posts during the year	118

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	54
4.2 Total expenditure excluding salary during the year (INR in lakhs)	94.05
4.3 Total number of computers on campus for academic purposes	181

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution places great importance on effective curricular planning and implementation to ensure a high-quality education for students. To achieve this, the institution follows a well-planned and documented process. The institution strictly adheres to a centrally created routine for both undergraduate and postgraduate classes, ensuring that the curriculum is effectively delivered and the syllabus is completed within the allocated semester time frame. At the beginning of each semester, the syllabus is distributed to the students, providing them with a clear understanding of the topics to be covered. To enhance the teaching-learning process, invited lectures, seminars, webinars, student seminars, and academic tours are organized, providing students with opportunities to broaden their knowledge and perspectives. At the postgraduate level, guest teachers are invited by the department. To promote effective curriculum delivery, ICT tools such as LCD projectors, Multimedia Audio-visual aids, and PowerPoint presentations are incorporated into the teaching

process, creatingan engaging and interactive learning environment. Furthermore, students are encouraged to actively participate in seminars and webinars related to their field of study, as well as interdisciplinary topics. To ensure the maintenance of high standards in curriculum delivery, the institution regularly conducts academic audits through its Internal Quality Assurance Cell (IQAC).

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://maulanaazadcollegekolkata.in/naac_dvv/assets/naac_document/1_1_1_Curricular_Planning_2023-24.pdf

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

The institution places great emphasis on adhering to the academic calendar, which includes the conduct of Continuous Internal Evaluation (CIE). The Academic Calendar, prepared by the academic or routine committee, serves as a comprehensive guide for curricular and extracurricular activities throughout the year. As the college is affiliated with the University of Calcutta, it strictly follows the examination dates set by the university for different semesters. The Academic Calendar includes tentative dates for the commencement of sessions, internal and university examinations, as well as holidays according to the Government of West Bengal Holiday List. It also incorporates institution-level events such as Intra-College Fest, Annual Sports Day, Annual Fest, and Annual Prize Distribution Day. The Academic Calendar also highlights vacations and session breaks, particularly for the convenience of outstation candidates. The college strives to adhere to the Academic Calendar with utmost sincerity, ensuring that students, teaching staff, and non-teaching staff remain well-informed about upcoming events and activities. The CIE comprises various assessment components, including class tests, internal assessments, and tutorial projects. In addition to the assessments prescribed by the Choice Based Credit System (CBCS) curriculum, individual teachers conduct revision tests and assign projects to evaluate students' understanding of the taught topics.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://maulanaazadcollegekolkata.in/naac_dvv/assets/naac_document/1_1_2_Continuous_Internal_Evaluation_(CIE).pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University   **A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

45

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

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

25

File Description	Documents
Any additional information	[View File](#)
Brochure or any other document relating to Add on /Certificate programs	[View File](#)
List of Add on /Certificate programs (Data Template)	[View File](#)

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

734

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

1.3 - Curriculum Enrichment

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

The institution recognizes the importance of curriculum enrichment by integrating issues that are relevant to professional ethics, gender, human values, environment, and sustainability. This integration is seamlessly incorporated into the teaching-learning process. Students from various disciplines, including English, Philosophy, Political Science, Sociology, Economics, Sanskrit, Botany, and Zoology are required to take courses on Professional Ethics, Gender, Human Values, Environment and sustainability. The English department offers courses on Women's Writing and Women's Empowerment, as well as Human Values. The Philosophy department includes courses on Human Values, Environmental Philosophy, and Feminist Philosophy. The Political Science department offers courseson Gender and Politics. The Economics department includes courses on Environmental Economics, Sustainability, and Gender

Issues. The Zoology and Botany department includes environmental issues in courses on ecologyand perspectives of Environmental Science. The Sociology and Sanskrit department covers Human Values and Ethics, Gender, and Environment Sustainability and Professional Ethics. The institution remains committed to continuously enriching the curriculum and providing students with a holistic educational experience that addresses these crucial issues.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

17

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

389

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://maulanaazadcollegekolkata.in/webapps/feedback.php
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://maulanaazadcollegekolkata.in/webapps/feedback.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

943

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

307

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Institution assesses learning levels of the students through internal assessment, class test etc. Based on the assessment some students are identified as slow learners and some are identified as advanced learners.

Special programmes for advanced learners:

- Students seminars are arranged
- They are encouraged to participate in seminar/ wokshop/ summer school/ winter school organised by other institutions and organised by the college
- They are guided to appear for the competitive examinations like, JAM/JEST/CUET PG/GATE/NET etc.

Special programmes for slow learners:

- Extra doubt classes/ remidial classes are arranged.
- Study materials are provided
- In laboratory they are given special attention.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/2/college%20pad%202.2.1.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
2153	97

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Institution implies various mechanism to enhance learning experience of the students. Field visit/Educational tour are the part of curriculum for Biological Sciences and Social Sciences. Students are taken to various locations to study and collect biological samples where they learn how to collect and preserve. While the Social Science students visit the places of historical importance to observe and lear from it the history and course of development. They learn to writte report on this in proper manner.It grows in a student inquisitiveness, observation skill, scientific outlook, and analytic mind and this hands on training increase the learning ability of a student. Science students are often taken to the research laboratories or institutes of higher learning to have the experience of reasearch that helps them fix up the goal for higher studies. Apart form this college organises various programmes like seminars/ quize competition/ poster presentation etc. where students participate and enrich their learning. For science students special problem solving classes are arranged. Projects are assigned to them in some advanced topics to prepare them for the next level.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/2/2.3.1%20participative%20learning%20additional%20document.pdf

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

ICT tools are now become the integral part of teaching learning process. Almost all departments of the college has internet connectivity and Wi-Fi facility. Large number of class rooms of the college have been converted to ICT enabled class rooms with computer and LCD projector. Some of the class rooms are upgraded to smart class rooms with interactive boards with internet connectivity. Majority of the teachers regularly use ICT tools to make teaching learning more attractive and effective. Some of the classes are arranged in on-line platform and assignments and course materials are provided to the students. Students are given information and access to on-line resources. In some science programmes, particularly in the curriculum of the newly implemented CCF under NEP, a number of programming, problem solving, data analysis, scientific writing courses have been introduced and the students use computer laboratory for the purpose.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

97

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	*View File*
Circulars pertaining to assigning mentors to mentees	*View File*
Mentor/mentee ratio	*View File*

2.4 - Teacher Profile and Quality

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

97

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	*View File*
Any additional information	*View File*
List of the faculty members authenticated by the Head of HEI	*View File*

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

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

72

File Description	Documents
Any additional information	*View File*
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	*View File*

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

2.4.3.1 - Total experience of full-time teachers

984

File Description	Documents
Any additional information	*View File*
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	*View File*

2.5 - Evaluation Process and Reforms

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

Internal assessment is the integral part of CBCS curriculum. As per the guideline of the affiliating university, The Universiy of Calcutta, in every semester internal assessment committee of the college prepare notice for internal assessment and circulated through Principal's office. For honours programmes each faculty conducts internal assessment on their own by preparing examination schedule within the time frame set by the internal assessment committee and circulating the corresponding notice. It is conducted in proper manner with strict invigilation and the question is set by the course teacher. While for the general programmes internal assessment are conducted centrally as per the schedule notified by the internal assessment committee of the college.

Although in CCF under NEP internal assesment is not there in the course framework, to assess the progress of the students course teachers often arrange class tests with proper notification, examination and evaluation.

File Description	Documents
Any additional information	*View File*
Link for additional information	*https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/2/2.5.1.pdf*

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

The whole process of the conduct of internal examination is done in a fair and transparent manner strictly following the university calendar. . However, examination related grievances regarding

evaluation of the answer scripts that may arise is resolved immediately by the course teacher and is discussed in the departmental level. The other cases related to internal examination are addressed in the departmental meeting and is communicated to the concerned student in the first opportunity after he/she approached the department and is always in favour of the student with necessary measures and guidance.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/2/2.5.2.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Programme outcomes (POs) and Course outcomes (COs) of all the programmes B.A., B.Sc., B.Com., M.A., and M.Sc. offered by the college are displayed in the college website for maximum visibility and to make it more informative. It is a reflection of the good academic and administrative environment of the college. This is also communicated to all the teachers and students for their own assessment and overall assessment of the college to pave the path of improvement. Course outcomes are prepared according to the syllabus of the affiliating University, The University of Calcutta. At the time of admission students are advised to go through the college website carefully such that they can convince themselves about the programmes and courses before taking admission to a programme and choose some specific course.

Following New Education Policy (NEP-2020) the syllabus of all the programmes has been revised and is implemented in the institution in the year 2023-24 as per the guidelines of The University of Calcutta. However, for some of the programmes full syllabus has not been framed by the university. Therefore, the course outcomes of the available courses of different programmes has been formulated and displayed in the college website.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/2/2.6.1_CO-PO.pdf
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

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

The college follows the syllabi as laid down by the affiliating university, The University of Calcutta for all the programmes. Teaching plans of the courses in a programme have been prepared by individual course teachers at the beginning of a semester and communicated to the students in advance. The head of the institution, Principal in coordination with the heads of the departments of each faculty monitor the execution and the timely completion of the courses taught in a semester.

The outcome of the courses are evaluated at the end of each semester from the success rate of the students at the end-semester university examination. The programmme outcomes is mapped to the courses at the departmental meeting and it is evaluated from the examination results of the students in one part and in other part from their progression to higher studies or to some job of specific nature. The placement cell of the college and the each faculty keep a record of the academic profile of the passed out students and report of their progression as well. Based on these attainment of course outcomes and programme outcomes are evaluated and measures are taken accordingly towards the improvement of teaching-learning processes by modulation of teaching methodology and more tutorial classes if needed.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/2/2.6.2_Attainment%20of%20CO-PO.pdf

2.6.3 - Pass percentage of Students during the year

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

472

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/2/2.6.3.2%20annual%20report.pdf

2.7 - Student Satisfaction Survey

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

https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/2/SSS_2023-24.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

2.58

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

5

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.csr.res.in/

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The innovation ecosystem at Maulana Azad College has been created under the Research Advisory Council (RAC) framed as per guidelinesof UGC, MHRD The college has inculcated the culture ofdeveloping student research aptitude through the support of DBT Star Status. A dedicated incubation hub has been developed in the present year. The Department of Botany has also started a consultancy service on karyotyping and identification of indigenous lentil varities. The first of such service has been offered to Mali Agrotech Pvt Ltd. The Dept. of Botany has also started an entrepreneurship workshop for students on mushroom cultivation in collaboration with EarthStar

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/3/3.2.1_compressed.pdf

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

12

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

14

File Description	Documents
URL to the research page on HEI website	https://maulanaazadcollegekolkata.ac.in/research-development-cell.php
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	[View File](#)
Any additional information	[View File](#)

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

39

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

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

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

36

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

3.4 - Extension Activities

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

The college has maintained its social face to serve the society, especially its neighbouring community and has strived to ensure the holistic development of its students through sensitization in various social issues. Most of these activities have been conducted under the guidance and auspices of the significant NSS and NCC wing of the college. Some of these activities which have been successfully conducted in 2023-24 period are as follows

1. Dengue Awareness Rally Program and Plant for Mother (Vasudha Vandan) on 14 th August 2023 Participation in Transport Division of State Government Teachers Day Programme on 5 th September 2023 2. Awareness Programme on "Swachhta Hi Seva" Campaign on 30 th September 2023 3. Ek Tareekh Ek Ghanta" Cleaning Drive under "Swachhta Hi Seva on 1 st October 2023 4. Srijanee Fair: Exhibition Cum Sale & Cultural Programme on 10 th October 2023 5. Awareness program on Cyber Hygiene on 12 th October 2023 6. Khadi

Mahatsav Rally: "Khadi for Nation, Khadi for Fashion" on 16 th October 2023 7.Awareness Rally for Drug Free West Bengal on 23 rd November 2023 8. AIDS Awareness Programme on 1 st December 2023

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/3/3.4.3%20pdf.pdf
Upload any additional information	View File

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

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

9

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

18

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

629

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

20

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

26

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The Institution aims at providing adequate infrastructural, instrumental and logistic support to the students by planning for sustainable expansion to academic growth. It has adequate facilities for teaching-learning which are listed below:

i) Classrooms: 54 in number:34 ICT enabled. All classrooms are optimally used by the different Departments. ii) Laboratories: 30 in number for UG /PG courses equipped with latest instruments and 12 well-equipped Research Laboratories. iii) Computing equipment: 208 computers are there for academic and administrative use. iv) Computer Laboratories: 6 Computer Laboratories exclusively dedicated for use of Students. v) Networking & Wi-Fi Connectivity: College campus has high speed (200/300 Mbps) internet through both LAN and Wi-fi.

vi) Library: Well-stocked, fully automated Central Library. Additionally, Libraries of Muslim Institute, Urdu Academy and Departmental Seminar Libraries are used by students and Faculty Members. vii) Central Instruments Facility: The modern, spacious facility is well equipped with sophisticated instruments used by students, faculty members and research scholars. There is also an

Incubation cell & R & D Cell. viii) Language Laboratory: It has 25 sitting capacity, fitted with audio-video facility, run by English Department. ix) Medicinal Plant Garden, Mushroom culture facility and Herbarium, maintanied by Botany Department.

x) Cell / tissue culture laboratory, Animal House and a Museum with three Display units, maintained by Zoology Department.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/4/4.1.1%20Additional%20Information_compressed.pdf

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

The Institution has adequate facilities for Sports are Cultural facilities which are listed below:

1) Cultural Activities : The College has a Heritage Auditorium named Raza Ali Wahshat Memorial Hall with a sitting capacity of nearly 200. Cultural activities are also held in the plush, air-conditioned, fully ICT-enabled Seminar Hall with a sitting capacity of 70.

2)Sports : The playground at the Calcutta University Ground, and the playground at Raja Subodh Mallick Square are made available to the students. In addition, College has a playground located at Gorachand Dutta Lane with provisions for indoor and outdoor games like Soccer, Cricket, Athletics.

3)Common Rooms : The College has one Boys' Common Room and one air-conditioned Girls' Common Room, both fitted with indoor games' (badminton, table-tennis, Carom, Chess etc.) facilities.

4)Gymnasium : One gymnasium in boys' common room. Also, gymnasium facilities at the Muslim Institute (estd. 1902), are used by the students of the college. College has MoU with the institution.

5)Yoga room:The College has a room for conducting yoga sessions.

6)Hostel facility : Accommodation of 600 beds in Boy's Hostel (Baker Boy's Hostel, estd. 1910) and 72 beds in Women's Hostel (inaugurated in 2022).

7)For green campus: Solar panels, rain water harvesting, Air-Quality and Noise Monitoring system with display board, LED & motion-sensing lights, BLDC fans etc.

8)For inclusive campus: Divyangjan cubicle, washroom, wheelchair, ramps, tactile pathways; gender neutral washrooms, purified drinking water facilities etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/4/4.1.2_Cultural-Sports-Additional-Information.pdf

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

34

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/4/4.1.3_ICT-enabled-classrooms-Master-Time-table.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

25.64

File Description	Documents
Upload any additional information	*View File*
Upload audited utilization statements	*View File*
Upload Details of budget allocation, excluding salary during the year (Data Template	*View File*

4.2 - Library as a Learning Resource

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

1) Library automation :The Library functions are automated with Integrated Library Management Software (ILMS) KOHA (version : 22.05.04.000).

2)Library Collections :Books (Textbooks and Reference books)-1,00,000 (approx);E-resources -Available through 'N-LIST' programme of 'UGC-INFLIBNET'.Digital Library (Open Educational Repository) of Maulana Azad College using DSPACE software.Open Educational Resource Repositories (links available in college website) - DOAB, DOAJ, SWAYAM, E-Gyankosh, etc.Archival Section: Separate areas for Rare Books and Rare Manuscripts. There are more than 2000 books in English, Arabic, Persian, Urdu and Bengali languages and more than 100 manuscripts in Persian, Arabic and Urdu language are present like Ain-i-Akbari.Multilingual Hub: The School of Languages has been set up inside the library.

3) LibraryFacilities :Circulation area with automated 'RFID' based circulation system to users, with 'Self-touch kiosk';'Book-drop box' and 'Anti-theft gate';'Automated Attendance System' to keep the records of foot-falls in the library;Reading Room cum browsing centre / Creativity and Innovation hub; Divyangjan Cubicle cum Teacher's Corner inside the Hub;'Web-OPAC KIOSK';ICT enabled reading room;'Institutional membership' with 'American Centre Library' and 'British Council Library', offering access to their educational resources for lending, online searching, downloading, and printing; Personalized career counseling and guidance, as when required; PCs with Arabic, Persian, Urdu software installed, etc.

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for Additional Information	<u>https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/4/4.2.1_Library-Additional%20Information.pdf</u>

4.2.2 - The institution has subscription for the `A. Any 4 or more of the above` **following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

File Description	Documents
Upload any additional information	<u>View File</u>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<u>View File</u>

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

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

`0.12`

File Description	Documents
Any additional information	<u>View File</u>
Audited statements of accounts	<u>View File</u>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<u>View File</u>

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

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

`155`

File Description	Documents
Any additional information	[View File]
Details of library usage by teachers and students	[View File]

4.3 - IT Infrastructure

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

The College prioritizes IT facilities in enhancing teaching-learning process, providing each department and library with an adequate of computers, LCD projectors, scanners, and printers with highspeed internet, fulfilling the target towards paperless communication. The following upgradation took place till the 2023-24 academic session:

1)Computers: The college has 208 desktop PCs and laptops, with 181 computers dedicated for student usage.

2)Softwares are extensively used by different Departments and Office administration. NVDA software is installed at the Divyangjan cubicle of the Library.

3)ICT enabled and SMART classrooms: The college feature 34 classrooms equipped with overhead LCD projectors including 5 with smartboards.

4)Network connectivity and hardware: The college LAN has been upgraded from CAT-6 tooptical fibre network connectivity with gradual addition of 4 high speed braodband connections with 200/ 300 MBPS speed. The campus is fully equipped with Wi-Fi accessibility, that also extends to the Boys' and Womens' hostels.

5)Upgradation in LMS : A new cloud based Learning Management System platform was developed and GSuite accounts and Zoom platform were provided to conduct online classes, webinars and examinations.

6)CCTV monitoring system: HD-DVR surveillance systems, along with CCTV, were gradually installed at college campus, including the central library, office, boys' and girls' hostels.

7)E-office: The Principal's Office strives for a paperless system, disseminating notices and circulars to all departments through email and WhatsApp group messaging.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/4/4.3.1_Updation-of-IT-infrastructure.pdf

4.3.2 - Number of Computers

208

File Description	Documents
Upload any additional information	[View File]()
List of Computers	[View File]()

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	[View File]()
Details of available bandwidth of internet connection in the Institution	[View File]()

4.4 - Maintenance of Campus Infrastructure

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

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

19.61

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The College has established systems and procedures for maintaining and utilizing physical and academic support facilities through the various Departments and sub-committees. Some are listed below:

1) Purchase Advisory sub-committee: The Purchase Advisory sub-committee frames the Policy of purchase and procurementof equipments and other items which are used for teaching-learning and inlaboratories, in consultation with the all the Head of the Departments of the College.

2) IT sub-committee: The IT sub-committee frames the Policy, Management and Strategy of IT and ICT infrastructure of the institution.

3)Library sub-committee: The Library sub-committee frames the Policy of purchase of books and other items in the Library.

4) Sports sub-committee: The Sports sub-committee organizes the sporting events of the College and maintains the sports infrastructure.

5) Research and Advisory Council : The RAC frames the policy of Research and Development of the Institution.

6) The College has also established policies on Code of Ethics, Divyangjan Infrastructure, Environment and Energy Usage, Green Campus, Energy Management, Water Management, etc.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/4/4.4.2_Established-Systems-Procedures-for-Maintenance.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1357

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

5

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to Institutional website	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/5/5.1.3_Skill%20Development%20initiatives_AQAR_23-24.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

188

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

57

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

207

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

43

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

13

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

The college boasts a dynamic group of students that organizes a wide range of academic and cultural events on campus. Students eagerly engage in celebrations of cultural occasions such as Rabindra Jayanti, Milad-un-Nabi, Maulana Abul Kalam Azad's birthday, Daawat-e-Iftar, Saraswati Puja, Teacher's Day, and Freshers' Day. Faculty and staff are fully involved in supporting and assisting students in the planning of these events. Most events during the 2023-2024academic year were held offline. Teachers encourage students to participate in various co-curricular and extracurricular activities, including essay writing, debates, poster-making contests, quiz competitions, and speech contests. Many students have excelled in these competitions over the years. The college, therefore, fosters students' participation in academic, cultural, co-curricular, and administrative activities to promote their holistic development.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/5/5.3.2_Students%20involvement%20in%20various%20activities.pdf
Upload any additional information	View File

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

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

13

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The Maulana Azad College Alumni Association Kolkata (MACAAK) is a proud network of distinguished alumni across various professions, including scientists, civil servants, educators, journalists, politicians, and more. On June 19, 2010, MACAAK's registration under the West Bengal Societies Registration Act 1961 was approved, thanks to the efforts of Prof. Gholam Sarwar and other key members. The association was officially registered on January 19, 2011, with Regn. No.S/1L/77219 and is also registered under PAN AASAM1633L.

MACAAK's Executive Committee:

- President: Dr. Subhasis Dutta (Ex-officio)
- Working President: Mr. Md. Nizam
- Vice Presidents: Dr. Md. Mansoor Alam & Dr. Gholam Sarwar
- General Secretary: Mr. Tanweer Ahmed Khan
- Assistant General Secretaries: Mr. Md. Mozammil Hossain, Mr. Santosh Jaiswal, Debkalpa Basu Das
- Treasurer: Dr. Jamil Ahmed
- Members: Dr. Dabir Ahmed, Mr. Nishat Alam, Mr. Nisar Ahmed, Dr. Amajit Basu, Mr. Jainul Abedin, Mr. Debkishore Mukherjee, Mr. Imtiaz Belal, Mr. Shakil Ahmed Khan, Mr. Hasnain Imam, Mr. Manzar Hussain, Mr. Atique Shah

MACAAK organizes the Maulana Abul Kalam Azad Memorial Lecture, honors academic achievers on College Foundation Day, maintains the

College Garden, and engages in counselling to promote discipline and a positive academic environment.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/5/5.4.1_Alumni%20Documents.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)   E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Achieving excellence in imparting Quality Education, fostering Diversity & Inclusion and adopting Sustainable Practicesconducive to students and environment is the vision of the college. Mission of the institution isQuality Education,Diversity & Inclusion andSustainable Practices.Various academic and administrative sub-committees perform their respective functions in this academic session under thepurview of Teacher's Council with active participation of teaching faculty members, students and non teaching support staff. Governing body and IQAC of the college work in synchrony of teacher's council. Respective sub committees perform a number of activities as assigned for successful implementation of academic and administrative policies of the college. During this period, classes and other academic and administrative activities were perfomed in accordance with the guidelines of the govt. of W.B. and the affiliating university. The committees have performed assigned jobs to their level best to maintain regular academic and administrative work flow. The college is continuing to maintain excellence in every sphere comprising university and competitive examinations, cultural activities, sports, social responsibilities etc.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/6/6.1.1.pdf
Upload any additional information	View File

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

The institutional functioning is primarily accomplished through decentralized manner. The academic and administrative subcommittees are free to operate independently, provided they communicate with the college principal and IQAC beforehand. The senior most teachers lead the academic departments. Individual departments also set the development plan, including equipment, chemical, book and other related purchases, laboratory and classroom upgrades, university and other internal examinations, along with various other academic and administrative tasks. The heads of the departments also establish the schedule for regular teaching work. This year offline mode was used for all these activities alongside the online method when required.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/6/6.1.2.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

As is customary, the allocation of government funds serves as the primary funding source for this government college's different developmental initiatives. Due to inadequate government financing, we were only able to perform limited maintenance in the campus during this year. The Institute, a fully government financed college, has a strategic plan to develop into a center of excellence within the parameters of its vision and mission. The plan to increase the number post graduate programs, subject to government and university approval has been taken under consideration. The institute has methodically carried out the long-

term perspective plan for the organization's development, growth, as well as campus expansion. The collegesuccessfully implemented a few crucial certificate programs focused on career, such as various foreign language programs, basic computing and office automation etc. The college finished building the women's hostel to house female students (UG and PG) traveling from faroff places.Managing rain water harvesting, green auditing and garbage management as well as its recycling is also under full-fleged functioning.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/Strategic%20and%20Perspective%20plan.pdf
Upload any additional information	View File

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

As a government college, the state government's service rules and regulations (WBSR) are observed in the selection and superannuation of teaching faculties and non teaching staff members including their terms of employment. Government clearance is required for college development and administrative policies, such as the introduction of new courses and the construction and repair of existing as well as new buildings. However, when it comes to managing the college, the Principal makes policy after consulting with the Governing Body, IQAC, Alumni Association, Teachers' Council (TC), and a number of its subcommittees, which also include both senior and junior college professors. Various committees met multiple times this session in-person in the college campus to discuss and formulate ways on college development.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/organogram.php
Link to Organogram of the institution webpage	https://maulanaazadcollegekolkata.ac.in/organogram.php
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Teaching and non teaching staff members are permitted to take part in training and development programs in stages. They can take leave-with-pay after obtaining the necessary authorization from the relevant authorities. Periodically, various internal administrative training programs are organized. Some professors have taken part in faculty development programs, short-term courses, orientations, refreshers courses and administrative training programs this year both in online and offline modes. The employees enjoy various financial benefits such as celebration bonus, annual increment and group insurance as well as retirement benefits and medical facilities as per provision of the Govt. of West Bengal through WBiFMS, HRMS and WBHS portals.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/6/6.3.1%20Additional%20Document.pdf
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	[View File](#)
Reports of Academic Staff College or similar centers	[View File](#)
Upload any additional information	[View File](#)
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	[View File](#)

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

18

File Description	Documents
IQAC report summary	[View File](#)
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	[View File](#)
Upload any additional information	[View File](#)
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

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

Institution itself has no specific performance appraisal system but a department wise attendance and performance record is maintained. However, the appraisal system is followed as contained in govt. CAS promotion proforma which is certified bythe Principal

after he satisfied by the performance of the faculty members. Beside this, every year teachers have to submit performance appraisal or Self Appraisal Report (SAR) to the Higher Education Department through the WBIFMS portal of the state government which is reported upon by the Principal of the college before being sent up to higher authority for reviewing and approval.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/6/6.3.5%20Performance%20Appraisal%20System%20for%20teaching%20staff.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Being a government college financial audit are done by the government audit and accounts department at regular intervals. Financial auditing by the competent government and other authoritieshas been completed. However, there is an internal audit of the resources of every department conducted by the teachers of that department and they reported to the Principal. They also assess the requirements of the department and place the demand to Principal. The govt. audit was performed in Sep-Oct, 2023.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/6/6.4.1%20FIn%20audit%202023-24.pdf
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The Institution's resource mobilization policy helps to determine the amount of money available for the efficient running of different programs. The Institute receives most of its funding from State Government because it is a government college. Additionally, money is collected from sources like certificate course fees and student activity fees, which are run very efficiently in a no gain no loss mode. The following protocols are described in the policy for the effective administration of money generated: The Institute is assisted in the preparation, division, allocation, and use of money by its Governing Body, Purchase Subcommittee, and related entities. When fund is received, the principal meets with the heads of departments, the IQAC, the purchase subcommittee, and other relevant stakeholders to establish a plan for allocating the fund to the various departments based on their requirements. The expenses are paid for in accordance with the state government's approved budget proposal. Through financial auditing, the use of these funds is guaranteed. The government pays employees' salaries, provides PF, and offers other benefits. Sufficient funding is allotted for efficient methods of utilization. There are planned field tours, industry visits, guest lectures, seminars, workshops, and national conferences. A variety of scholarships are given to deserving students, improvements to the IT infrastructure, laboratories, and library spaces. Additionally, funds are given for social service initiatives.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/6/6.4.3%20Resource%20mobilization.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The IQAC of this college provides guidance to the Principal regarding the various academic departments by reviewing their progress on a regular basis. Additionally, IQAC supports educators in framing professional development and in-service training programs. This year, the Career Advancement Scheme (CAS) has finished processing of about 15 CAS promotion files of faculty members from various departments in our college, as well as their screening. In addition, the two institutionalized best practice examples are as follows. 1. To improve and preserve the quality of education, IQAC, acting through higher authorities, conducted a performance and academic audit. The Academic Committee was established with the aim of evaluating the teaching-learning process in accordance with the college organogram. 2. timely delivery of lesson plans using standardized lesson plan formats. 3. Various seminars were organized in collaboration with other organization and invited reputed personalities to deliver lectures and their views. 4. Discipline among students and employees is monitored by Antiaging and ICC committees to avoid any untoward incident involving harassment in the campus.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/6/6,5.1.pdf
Upload any additional information	View File

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

This year, mostly all academic activities have been completed in

offline mode. Nonetheless, the students did fairly well on the semester exams, and a few of the graduates received employment offers from certain companies. It is a reflection of the college's positive academic environment. The institute specializes in learner-centric education, which changes the function of teachers from dispensing knowledge to helping students learn through appropriate practices such as: Improving Teaching and Learning using ICT Resources & well equipped library resources.The Institute took the initiative to guarantee online academic activities beside offline studies while operating under the direction of IQAC. Free internet access in available to staffs and students in the college campus for academic exploration. The institute has acquired broadband internet Wi-Fi and powerful ICT tools (G suite). The faculties also capitalize online platforms like, Google Meet, Google Classroom, Zoom to share of study material, conducting extracurricular activities. Use of Online Students Feedback for review and improvement of the teaching-learning process has been undertaken.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/6/6.5.2%20The%20institution%20reviews%20its%20teaching%20learning%20process.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/6/6.5.3%20Quality%20assurance%20initiatives%20of%20the%20institution_.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Facilities for girls and boys in the college and hostel:

- **Female Hygiene Vending Machine installed in the Girls' Common Room and College Girls' Hostel.**

- **Gender-neutral washrooms in the college.**
- **Air-conditioned Girls' Common Room and Boys' Common Room in the college with gymnasium and sports equipment.**

Security and safety measures for women:

- **Robust CCTV network of the institution with number of cameras which are installed in different strategic positions covering the whole compound of the college and hostels.**
- **There are government guards and security personnel (from private Security Agency) posted in the college and hostel campuses.**
- **There is barb-wire fencing on the boundary wall of the college for additional protection of the campus.**

Counselling:

- **The college has a fully functional Internal Complaints**

- Committee which actively addresses all gender sensitive issues and keeps a regular check on students' complaints.
- The aim is to impart holistic education, ensuring not only bookish knowledge but to inculcate values that may help students to unlearn all gender bias.

Gender sensitization:

- The college promotes gender equity to enable equal opportunities to both binary and non-binary sections among the students.

- Spreading awareness on gender equity through posters and poetry (by the students themselves) inside the campus.

File Description	Documents
Annual gender sensitization action plan	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/7/7.1.1%20Annual%20Gender%20Sensitization%20Plan.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/7/7.1.1.%20Gender%20equity%20facilities.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

E-waste, plastic waste, solid waste, organic waste, chemical trash, waste water, etc. are among the several types of wastes generated in the campus and the two hostels (girls' and boys') of Maulana Azad College.

• Solid waste (construction debris, metal, paper, damaged furniture, broken glass and used glass bottles from laboratories) collected and sent for recycling through designated agencies like Kolkata Municipal Corporation.

• E-waste (outdated computers, electrical and electronic components and devices) disposed of through external agencies(Hulladek and Vital Waste).

• Kitchen wastes and food wastes collected in buckets and sent for composting; vermicompost pit used for composting organic waste; dry leaves in the college garden composted in a pit.

• Used laboratory chemical and hazardous chemical/ bio-waste are safely disposed. Waste-water from washing, urinals and bathrooms is channelled through pipes and covered drains to soak pits.

• Sanitary napkin vending machines installed both in the girls' common room and girls' hostel along with incinerator; used sanitary napkins burnt in this incinerator for their disposal.

• Smart-bin installedwhich, leveraging AI technology, streamlines plastic bottle recycling;plastic recycle bank in the campus.

• IEC (Information, Education, and Communication) posters to spread awareness on waste segregation at source.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution
A. Any 4 or all of the above

system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
Any other relevant information	<u>View File</u>

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

    A. Any 4 or All of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	<u>View File</u>
Various policy documents / decisions circulated for implementation	<u>View File</u>
Any other relevant documents	<u>View File</u>

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

    A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Maulana Azad College attracts students from different regions of West Bengal and beyond the state and even country. These students belong to various communities including minorities like Muslims and Christians. The college, founded a century ago as Islamia College for Muslim boys, has embraced diversity since then and

taken measures to usher in an inclusive environment. Rechristened after India's first education minister Maulana Abul Kalam Azad, the college now embodies a microcosmic representation of India.

The linguistic diversity of the college is reflected by the six language departments, catering to students from different linguistic backgrounds. Certificate courses are offered in Communicative English, Urdu, Persian and Arabic and two foreign languages - French and Spanish.

Being a government institution, the college charges nominal tuition and hostel fees. This enables students hailing from a wide economic cross-section of the society to fulfil their dreams of pursuing higher studies in a reputed college.

Different festivals like Sarawati Puja, Iftar, Holi and Milad-un-Nabi are celebrated in the college where students and staff of all communities joyfully participate. Efforts are also made so that students with non-binary sexual orientations and those belonging to the LGBTQIA community feel comfortable in the college.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

Maulana Azad College attempts to instil the sense of responsible citizens among students, from their very first day in the College through the Orientation Program. Students are introduced to their chosen course along with their rights and duties. Mentor-teachers counsel their mentees so that they do not deviate from the moral path. It is significant to mention that the college has formulated a policy on Code of Ethics for students and employees. The Political Science Department plays a crucial role in dispersing knowledge on fundamental rights and modus operandi of the Indian Parliament among students by organising mock parliaments and various programs. An Electoral Literacy Club has been formed to spread awareness about election-related matters (SVEEP).The many activities of students directed towards national welfare, particularly those by volunteers of the college unit of National

Service Scheme (NSS), are uploaded to the My Bharat portal launched by the Government of India for greater dissemination on a pan-India level. Teachers of this college are government employees, being associated with West Bengal Education Service and West Bengal Senior Education Service. They abide by the duties and responsibilities as stipulated by the West Bengal Service Rules which is framed keeping constitutional obligations in mind.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/7/7.1.9%20Constitutional%20obligations.pdf
Any other relevant information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/7/7.1.9%20Any%20Other%20Information%20-%20WBSR.pdf

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

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

The present scenario, our new generation of students have taken a dive into social media and have ready access to all kinds of distractions, so much so that they are at the verge of detachment from their own cultural heritage. It is the responsibility of every educational institution to inculcate moral and social values among the students. This would ensure all round development and mentoring the right mindset. To prohibit the fast degeneration that is evident all around, Maulana Azad College celebrates various commemorative days, both national and international, so that students are in touch with our rich cultural heritage. Celebrating these days acts as a constant reminder about the most important duty to carry forward the rich legacy. In the session 2023-2024, many such days were celebrated at Maulana Azad College with a great deal of enthusiasm shown by the students and staff. Therese included India's Independence Day, Republic Day, National Science Day, International Mother Tongue Day, International Day for the Elimination of Violence against Women', College Foundation Day, Aranya Saptaha [a week-long event dedicated to promoting environmental sustainability through tree planting], Jashn-e-Nowruz [Iranian New Year 1403] and World-Arabic Language Day.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice I:

ICT-based Pedagogy and Green Digital Initiatives

- Objective: To augment lectures using assistive tools, ensure

minimal disruption of classes through remote attendance, improve digital awareness, and adopt automation towards a paperless/green campus.

- Regular teaching supplemented with ICT-based pedagogy: LMS; Google Workspace; Smart classrooms; LCD Projectors.
- Central Library digitized: VAS; bar-code scanner; GRS; OPAC Kiosk; Smartcards; RFID, sensor-based drop box/kiosk.
- CO-PO calculation easier with Excel / Google Sheet.
- OERs Repositories enabling greater dissemination of academic output.
- Adopting automation (E-Office software like HRMS under WBIFMS); MATLAB, PYTHON, R and Tally in college administration.
- Quicker work pace; less usage of paper leading to green campus.
- Problems encountered/Resources required: Not everyone adept with Edu-tech tools; training needed to make them tech-savvy.

Best Practice II:

Nurturing an environment-friendly, barrier-free campus through sustainable practices

- Objective: To undertake activities towards environmental sustainability.

- Institution situated on main road with heavy vehicular traffic; neighbourhood has dense habitation; buzzing business centre; challenging to maintain green campus.
- Practice involves formulating policies; Tree Plantation; Cleanliness Drives in college and beyond campus.
- Solar panels; Power-efficient electrical appliances;Water-conservation; Waste-segregation.

- Appreciation from external agencies; ISO 50001:2018, ISO 9001:2015 and ISO 9001:2015 certifications.
- Problems Encountered/Resources Required: Sometimes, equipment malfunctions; maintenance is important.

File Description	Documents
Best practices in the Institutional website	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/7/7.2.1%20Supporting%20Documents%20of%20Best%20Practice%20I%20of%20AQAR%202023-24.pdf
Any other relevant information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/7/7.2.1%20Supporting%20documents%20of%20Best%20Practice%20II%20of%20AQAR%202023-24.pdf

7.3 - Institutional Distinctiveness

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

Diversity and Inclusiveness in a Multicultural Milieu

Maulana Azad College, Kolkata, a premier seat of learning, offers a unique instance of multiculturalism. If one analyses its student population, one is amazed at the enormous diversity - be it in terms of language, religion or socio-economic categorisation. It is the only co-educational government college affiliated to the University of Calcutta which offers six languages at the under-graduate level (Arabic, Bengali, English, Persian, Sanskrit and Urdu). It is a veritable 'language hub', as proven by the establishment of the college's very own School of Languages. Students and teachers of these Departments participate in literary festivals, workshops, book launches, mushairah and similar events. The Central Library prides on preserving ancient and rare literary texts and manuscripts in Arabic, English, Persian, Sanskrit and Urdu, including the Persian gem Ain-i-Akbari ["Administration of Akbar"]. The college building and boys' hostel(Baker Government Hostel) have been declared as Grade I Heritage Buildings by the Kolkata Municipal Corporation. Thus, the college provides a linguistically, historically and culturally rich environment for students and teaching staff, encouraging them to constantly pursue excellence in their chosen fields.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution places great importance on effective curricular planning and implementation to ensure a high-quality education for students. To achieve this, the institution follows a well-planned and documented process. The institution strictly adheres to a centrally created routine for both undergraduate and postgraduate classes, ensuring that the curriculum is effectively delivered and the syllabus is completed within the allocated semester time frame. At the beginning of each semester, the syllabus is distributed to the students, providing them with a clear understanding of the topics to be covered. To enhance the teaching-learning process, invited lectures, seminars, webinars, student seminars, and academic tours are organized, providing students with opportunities to broaden their knowledge and perspectives. At the postgraduate level, guest teachers are invited by the department. To promote effective curriculum delivery, ICT tools such as LCD projectors, Multimedia Audio-visual aids, and PowerPoint presentations are incorporated into the teaching process, creatingan engaging and interactive learning environment. Furthermore, students are encouraged to actively participate in seminars and webinars related to their field of study, as well as interdisciplinary topics. To ensure the maintenance of high standards in curriculum delivery, the institution regularly conducts academic audits through its Internal Quality Assurance Cell (IQAC).

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://maulanaazadcollegekolkata.in/naac_dvv/assets/naac_document/1_1_1_Curricular_Planning_2023-24.pdf

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

The institution places great emphasis on adhering to the academic calendar, which includes the conduct of Continuous Internal Evaluation (CIE). The Academic Calendar, prepared by the academic or routine committee, serves as a comprehensive guide for curricular and extracurricular activities throughout the year. As the college is affiliated with the University of Calcutta, it strictly follows the examination dates set by the university for different semesters. The Academic Calendar includes tentative dates for the commencement of sessions, internal and university examinations, as well as holidays according to the Government of West Bengal Holiday List. It also incorporates institution-level events such as Intra-College Fest, Annual Sports Day, Annual Fest, and Annual Prize Distribution Day. The Academic Calendar also highlights vacations and session breaks, particularly for the convenience of outstation candidates. The college strives to adhere to the Academic Calendar with utmost sincerity, ensuring that students, teaching staff, and non-teaching staff remain well-informed about upcoming events and activities. The CIE comprises various assessment components, including class tests, internal assessments, and tutorial projects. In addition to the assessments prescribed by the Choice Based Credit System (CBCS) curriculum, individual teachers conduct revision tests and assign projects to evaluate students' understanding of the taught topics.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://maulanaazadcollegekolkata.in/naac_dvv/assets/naac_document/1_1_2_Continuous_Internal_Evaluation_(CIE).pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation

A. All of the above

process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

45

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

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

25

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

734

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

1.3 - Curriculum Enrichment

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

The institution recognizes the importance of curriculum enrichment by integrating issues that are relevant to professional ethics, gender, human values, environment, and sustainability. This integration is seamlessly incorporated into the teaching-learning process. Students from various disciplines, including English, Philosophy, Political Science, Sociology, Economics, Sanskrit, Botany, and Zoology are required to take courses on Professional Ethics, Gender, Human Values, Environment and sustainability. The English department offers courses on Women's Writing and Women's Empowerment, as well as Human Values. The Philosophy department includes courses on Human Values, Environmental Philosophy, and Feminist Philosophy. The Political Science department offers courseson Gender and Politics. The Economics department includes courses on Environmental Economics, Sustainability, and Gender Issues. The Zoology and Botany department includes environmental issues in courses on ecologyand perspectives of Environmental Science. The Sociology and Sanskrit department covers Human Values and Ethics, Gender, and Environment Sustainability and Professional Ethics. The institution remains committed to continuously enriching the curriculum and providing students with a holistic educational experience that addresses these crucial issues.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

17

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

389

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	https://maulanaazadcollegekolkata.in/webapps/feedback.php
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://maulanaazadcollegekolkata.in/webapps/feedback.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

943

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

307

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

Institution assesses learning levels of the students through internal assessment, class test etc. Based on the assessment some students are identified as slow learners and some are identified as advanced learners.

Special programmes for advanced learners:

- Students seminars are arranged
- They are encouraged to participate in seminar/ wokshop/ summer school/ winter school organised by other institutions and organised by the college
- They are guided to appear for the competitive examinations like, JAM/JEST/CUET PG/GATE/NET etc.

Special programmes for slow learners:

- Extra doubt classes/ remidial classes are arranged.
- Study materials are provided
- In laboratory they are given special attention.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/2/college%20pad%202.2.1.pdf
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
2153	97

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Institution implies various mechanism to enhance learning experience of the students. Field visit/Educational tour are the part of curriculum for Biological Sciences and Social Sciences. Students are taken to various locations to study and collect biological samples where they learn how to collect and preserve. While the Social Science students visit the places of historical importance to observe and lear from it the history and course of development. They learn to writte report on this in proper manner.It grows in a student inquisitiveness, observation skill, scientific outlook, and analytic mind and this hands on training increase the learning ability of a student. Science students are often taken to the research laboratories or institutes of higher learning to have the experience of reasearch that helps them fix up the goal for higher studies. Apart form this college organises various programmes like seminars/ quize competition/ poster presentation etc. where students participate and enrich their learning. For science students special problem solving classes are arranged. Projects are assigned to them in some advanced topics to prepare them for the next level.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/2/2.3.1%20participative%20learning%20additional%20document.pdf

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

ICT tools are now become the integral part of teaching learning process. Almost all departments of the college has internet connectivity and Wi-Fi facility. Large number of class rooms of the college have been converted to ICT enabled class rooms with computer and LCD projector. Some of the class rooms are

upgraded to smart class rooms with interactive boards with internet connectivity. Majority of the teachers regularly use ICT tools to make teaching learning more attractive and effective. Some of the classes are arranged in on-line platform and assignments and course materials are provided to the students. Students are given information and access to on-line resources. In some science programmes, particularly in the curriculum of the newly implemented CCF under NEP, a number of programming, problem solving, data analysis, scientific writing courses have been introduced and the students use computer laboratory for the purpose.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

97

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

97

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

72

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

984

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Internal assessment is the integral part of CBCS curriculum. As per the guideline of the affiliating university, The Universiy of Calcutta, in every semester internal assessment committee of the college prepare notice for internal assessment and circulated through Principal's office. For honours programmes each faculty conducts internal assessment on their own by preparing examination schedule within the time frame set by the internal assessment committee and circulating the corresponding notice. It is conducted in proper manner with strict invigilation and the question is set by the course teacher. While for the general programmes internal assessment are conducted centrally as per the schedule notified by the internal assessment committee of the college.

Although in CCF under NEP internal assesment is not there in the course framework, to assess the progress of the students course teachers often arrange class tests with proper notification, examination and evaluation.

File Description	Documents
Any additional information	View File
Link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/2/2.5.1.pdf

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

The whole process of the conduct of internal examination is done in a fair and transparent manner strictly following the university calendar. . However, examination related grievances regarding evaluation of the answer scripts that may arise is resolved immediately by the course teacher and is discussed in the departmental level. The other cases related to internal examination are addressed in the departmental meeting and is communicated to the concerned student in the first opportunity after he/she approached the department and is always in favour of the student with necessary measures and guidance.

File Description	Documents
Any additional information	View File
Link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/2/2.5.2.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Programme outcomes (POs) and Course outcomes (COs) of all the programmes B.A., B.Sc., B.Com., M.A., and M.Sc. offered by the college are displayed in the college website for maximum visibility and to make it more informative. It is a reflection of the good academic and administrative environment of the college. This is also communicated to all the teachers and students for their own assessment and overall assessment of the college to pave the path of improvement. Course outcomes are prepared according to the syllabus of the affiliating University, The University of Calcutta. At the time of admission students are advised to go through the college website carefully such that they can convince themselves about the programmes and courses before taking admission to a programme and choose some specific course.

Following New Education Policy (NEP-2020) the syllabus of all the programmes has been revised and is implemented in the institution in the year 2023-24 as per the guidelines of The University of Calcutta. However, for some of the programmes full syllabus has not been framed by the university. Therefore, the course outcomes of the available courses of different programmes has been formulated and displayed in the college website.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/2/2.6.1_CO-PO.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The college follows the syllabi as laid down by the affiliating university, The University of Calcutta for all the programmes. Teaching plans of the courses in a programme have been prepared

by individual course teachers at the beginning of a semester and communicated to the students in advance. The head of the institution, Principal in coordination with the heads of the departments of each faculty monitor the execution and the timely completion of the courses taught in a semester.

The outcome of the courses are evaluated at the end of each semester from the success rate of the students at the end-semester university examination. The programmme outcomes is mapped to the courses at the departmental meeting and it is evaluated from the examination results of the students in one part and in other part from their progression to higher studies or to some job of specific nature. The placement cell of the college and the each faculty keep a record of the academic profile of the passed out students and report of their progression as well. Based on these attainment of course outcomes and programme outcomes are evaluated and measures are taken accordingly towards the improvement of teaching-learning processes by modulation of teaching methodology and more tutorial classes if needed.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/2/2.6.2_Attainment%20of%20CO-PO.pdf

2.6.3 - Pass percentage of Students during the year

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

472

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/2/2.6.3.2%20annual%20report.pdf

2.7 - Student Satisfaction Survey

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

https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/2/SSS_2023-24.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

2.58

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

5

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.csr.res.in/

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The innovation ecosystem at Maulana Azad College has been created under the Research Advisory Council (RAC) framed as per guidelinesof UGC, MHRD The college has inculcated the culture ofdeveloping student research aptitude through the support of DBT Star Status. A dedicated incubation hub has been developed in the present year. The Department of Botany has also started a consultancy service on karyotyping and identification of indigenous lentil varities. The first of such service has been offered to Mali Agrotech Pvt Ltd. The Dept. of Botany has also started an entrepreneurship workshop for students on mushroom cultivation in collaboration with EarthStar

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/3/3.2.1_compressed.pdf

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

12

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

14

File Description	Documents
URL to the research page on HEI website	https://maulanaazadcollegekolkata.ac.in/research-development-cell.php
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

year

39

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

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

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

36

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

3.4 - Extension Activities

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

The college has maintained its social face to serve the society, especially its neighbouring community and has strived to ensure the holistic development of its students through sensitization in various social issues. Most of these activities have been conducted under the guidance and auspices of the significant NSS and NCC wing of the college. Some of these activities which have been successfully conducted in 2023-24 period are as follows

1. Dengue Awareness Rally Program and Plant for Mother (Vasudha Vandan) on 14 th August 2023 Participation in Transport Division of State Government Teachers Day Programme on 5 th September 2023 2. Awareness Programme on "Swachhta Hi Seva" Campaign on 30 th September 2023 3. Ek Tareekh Ek Ghanta" Cleaning Drive under "Swachhta Hi Seva on 1 st October 2023 4.

Srijanee Fair: Exhibition Cum Sale & Cultural Programme on 10 th October 2023 5. Awareness program on Cyber Hygiene on 12 th October 2023 6. Khadi Mahatsav Rally: "Khadi for Nation, Khadi for Fashion" on 16 th October 2023 7.Awareness Rally for Drug Free West Bengal on 23 rd November 2023 8. AIDS Awareness Programme on 1 st December 2023

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/3/3.4.3%20pdf.pdf
Upload any additional information	View File

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

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

9

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

18

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

629

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

20

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

26

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The Institution aims at providing adequate infrastructural, instrumental and logistic support to the students by planning for sustainable expansion to academic growth. It has adequate facilities for teaching-learning which are listed below:

i) Classrooms: 54 in number:34 ICT enabled. All classrooms are optimally used by the different Departments. ii) Laboratories: 30 in number for UG /PG courses equipped with latest instruments and 12 well-equipped Research Laboratories. iii) Computing equipment: 208 computers are there for academic and administrative use. iv) Computer Laboratories: 6 Computer Laboratories exclusively dedicated for use of Students. v) Networking & Wi-Fi Connectivity: College campus has high speed (200/300 Mbps) internet through both LAN and Wi-fi.

vi) Library: Well-stocked, fully automated Central Library. Additionally, Libraries of Muslim Institute, Urdu Academy and Departmental Seminar Libraries are used by students and Faculty Members. vii) Central Instruments Facility: The modern, spacious facility is well equipped with sophisticated instruments used by students, faculty members and research

scholars. There is also an Incubation cell & R & D Cell. viii) Language Laboratory: It has 25 sitting capacity, fitted with audio-video facility, run by English Department. ix) Medicinal Plant Garden, Mushroom culture facility and Herbarium, maintanied by Botany Department.

x) Cell / tissue culture laboratory, Animal House and a Museum with three Display units, maintained by Zoology Department.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/4/4.1.1%20Additional%20Information_compressed.pdf

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

The Institution has adequate facilities for Sports are Cultural facilities which are listed below:

1) Cultural Activities : The College has a Heritage Auditorium named Raza Ali Wahshat Memorial Hall with a sitting capacity of nearly 200. Cultural activities are also held in the plush, air-conditioned, fully ICT-enabled Seminar Hall with a sitting capacity of 70.

2)Sports : The playground at the Calcutta University Ground, and the playground at Raja Subodh Mallick Square are made available to the students. In addition, College has a playground located at Gorachand Dutta Lane with provisions for indoor and outdoor games like Soccer, Cricket, Athletics.

3)Common Rooms : The College has one Boys' Common Room and one air-conditioned Girls' Common Room, both fitted with indoor games' (badminton, table-tennis, Carom, Chess etc.) facilities.

4)Gymnasium : One gymnasium in boys' common room. Also, gymnasium facilities at the Muslim Institute (estd. 1902), are used by the students of the college. College has MoU with the institution.

5)Yoga room:The College has a room for conducting yoga sessions.

6)Hostel facility : Accommodation of 600 beds in Boy's Hostel (Baker Boy's Hostel, estd. 1910) and 72 beds in Women's Hostel (inaugurated in 2022).

7)For green campus: Solar panels, rain water harvesting, Air-Quality and Noise Monitoring system with display board, LED & motion-sensing lights, BLDC fans etc.

8)For inclusive campus: Divyangjan cubicle, washroom, wheelchair, ramps, tactile pathways; gender neutral washrooms, purified drinking water facilities etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/4/4.1.2_Cultural-Sports-Additional-Information.pdf

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

34

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/4/4.1.3_ICT-enabled-classrooms-Master-Time-table.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

25.64

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

1) Library automation :The Library functions are automated with Integrated Library Management Software (ILMS) KOHA (version : 22.05.04.000).

2)Library Collections :Books (Textbooks and Reference books)- 1,00,000 (approx);E-resources -Available through 'N-LIST' programme of 'UGC-INFLIBNET'.Digital Library (Open Educational Repository) of Maulana Azad College using DSPACE software.Open Educational Resource Repositories (links available in college website) - DOAB, DOAJ, SWAYAM, E-Gyankosh, etc.Archival Section: Separate areas for Rare Books and Rare Manuscripts. There are more than 2000 books in English, Arabic, Persian, Urdu and Bengali languages and more than 100 manuscripts in Persian, Arabic and Urdu language are present like Ain-i-Akbari.Multilingual Hub: The School of Languages has been set up inside the library.

3) LibraryFacilities :Circulation area with automated 'RFID' based circulation system to users, with 'Self-touch kiosk';'Book-drop box' and 'Anti-theft gate';'Automated Attendance System' to keep the records of foot-falls in the library;Reading Room cum browsing centre / Creativity and Innovation hub; Divyangjan Cubicle cum Teacher's Corner inside the Hub;'Web-OPAC KIOSK';ICT enabled reading room;'Institutional membership' with 'American Centre Library' and 'British Council Library', offering access to their educational resources for lending, online searching, downloading, and printing; Personalized career counseling and guidance, as when required; PCs with Arabic, Persian, Urdu software installed, etc.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/4/4.2.1_Library-Additional%20Information.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

0.12

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

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155
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File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

The College prioritizes IT facilities in enhancing teaching-learning process, providing each department and library with an adequate of computers, LCD projectors, scanners, and printers with highspeed internet, fulfilling the target towards paperless communication. The following upgradation took place till the 2023-24 academic session:

1)Computers: The college has 208 desktop PCs and laptops, with 181 computers dedicated for student usage.

2)Softwares are extensively used by different Departments and Office administration. NVDA software is installed at the Divyangjan cubicle of the Library.

3)ICT enabled and SMART classrooms: The college feature 34 classrooms equipped with overhead LCD projectors including 5 with smartboards.

4)Network connectivity and hardware: The college LAN has been upgraded from CAT-6 tooptical fibre network connectivity with gradual addition of 4 high speed braodband connections with 200/ 300 MBPS speed. The campus is fully equipped with Wi-Fi accessibility, that also extends to the Boys' and Womens' hostels.

5)Upgradation in LMS : A new cloud based Learning Management System platform was developed and GSuite accounts and Zoom platform were provided to conduct online classes, webinars and examinations.

6)CCTV monitoring system: HD-DVR surveillance systems, along with CCTV, were gradually installed at college campus, including the central library, office, boys' and girls' hostels.

7)E-office: The Principal's Office strives for a paperless system, disseminating notices and circulars to all departments through email and WhatsApp group messaging.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/4/4.3.1_Updation-of-IT-infrastructure.pdf

4.3.2 - Number of Computers

208

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

19.61

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The College has established systems and procedures for maintaining and utilizing physical and academic support facilities through the various Departments and sub-committees. Some are listed below:

1) Purchase Advisory sub-committee: The Purchase Advisory sub-committee frames the Policy of purchase and procurementof equipments and other items which are used for teaching-learning and inlaboratories, in consultation with the all the Head of the Departments of the College.

2) IT sub-committee: The IT sub-committee frames the Policy, Management and Strategy of IT and ICT infrastructure of the institution.

3)Library sub-committee: The Library sub-committee frames the Policy of purchase of books and other items in the Library.

4) Sports sub-committee: The Sports sub-committee organizes the sporting events of the College and maintains the sports infrastructure.

5) Research and Advisory Council : The RAC frames the policy of Research and Development of the Institution.

6) The College has also established policies on Code of Ethics, Divyangjan Infrastructure, Environment and Energy Usage, Green Campus, Energy Management, Water Management, etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/4/4.4.2_Established-Systems-Procedures-for-Maintenance.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1357

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

5

File Description	Documents
Upload any additional information	[View File]
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	[View File]

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to Institutional website	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/5/5.1.3_Skill%20Development%20initiatives_AQAR_23-24.pdf
Any additional information	[View File]
Details of capability building and skills enhancement initiatives (Data Template)	[View File]

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

0

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

188

File Description	Documents
Any additional information	[View File]
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File]

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

57

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

207

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

43

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

13

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at uni versity/state/national/internatio nal level (During the year) (Data Template)	View File

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

The college boasts a dynamic group of students that organizes a wide range of academic and cultural events on campus. Students eagerly engage in celebrations of cultural occasions such as Rabindra Jayanti, Milad-un-Nabi, Maulana Abul Kalam Azad's birthday, Daawat-e-Iftar, Saraswati Puja, Teacher's Day, and Freshers' Day. Faculty and staff are fully involved in supporting and assisting students in the planning of these events. Most events during the 2023-2024academic year were held offline. Teachers encourage students to participate in various co-curricular and extracurricular activities, including essay writing, debates, poster-making contests, quiz competitions, and speech contests. Many students have excelled in these competitions over the years. The college, therefore, fosters students' participation in academic, cultural, co-curricular, and administrative activities to promote their holistic development.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/5/5.3.2_Students%20involvement%20in%20various%20activities.pdf
Upload any additional information	View File

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

5.3.3.1 - Number of sports and cultural events/competitions in which students of the

Institution participated during the year

`13`

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The Maulana Azad College Alumni Association Kolkata (MACAAK) is a proud network of distinguished alumni across various professions, including scientists, civil servants, educators, journalists, politicians, and more. On June 19, 2010, MACAAK's registration under the West Bengal Societies Registration Act 1961 was approved, thanks to the efforts of Prof. Gholam Sarwar and other key members. The association was officially registered on January 19, 2011, with Regn. No.S/1L/77219 and is also registered under PAN AASAM1633L.

MACAAK's Executive Committee:

- President: Dr. Subhasis Dutta (Ex-officio)
- Working President: Mr. Md. Nizam
- Vice Presidents: Dr. Md. Mansoor Alam & Dr. Gholam Sarwar
- General Secretary: Mr. Tanweer Ahmed Khan
- Assistant General Secretaries: Mr. Md. Mozammil Hossain, Mr. Santosh Jaiswal, Debkalpa Basu Das
- Treasurer: Dr. Jamil Ahmed
- Members: Dr. Dabir Ahmed, Mr. Nishat Alam, Mr. Nisar Ahmed, Dr. Amajit Basu, Mr. Jainul Abedin, Mr. Debkishore Mukherjee, Mr. Imtiaz Belal, Mr. Shakil Ahmed Khan, Mr. Hasnain Imam, Mr. Manzar Hussain, Mr. Atique Shah

MACAAK organizes the Maulana Abul Kalam Azad Memorial Lecture,

honors academic achievers on College Foundation Day, maintains the College Garden, and engages in counselling to promote discipline and a positive academic environment.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/5/5.4.1_Alumni%20Documents.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) | **E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Achieving excellence in imparting Quality Education, fostering Diversity & Inclusion and adopting Sustainable Practicesconducive to students and environment is the vision of the college. Mission of the institution isQuality Education,Diversity & Inclusion andSustainable Practices.Various academic and administrative sub-committees perform their respective functions in this academic session under thepurview of Teacher's Council with active participation of teaching faculty members, students and non teaching support staff. Governing body and IQAC of the college work in synchrony of teacher's council. Respective sub committees perform a number of activities as assigned for successful implementation of academic and administrative policies of the college. During this period, classes and other academic and administrative activities were perfomed in accordance with the guidelines of the govt. of W.B. and the affiliating university. The committees have performed assigned jobs to their level best to maintain regular academic and administrative work flow. The college is continuing to maintain excellence in every sphere comprising university and competitive examinations, cultural

activities, sports, social responsibilities etc.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/6/6.1.1.pdf
Upload any additional information	View File

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

The institutional functioning is primarily accomplished through decentralized manner. The academic and administrative subcommittees are free to operate independently, provided they communicate with the college principal and IQAC beforehand. The senior most teachers lead the academic departments. Individual departments also set the development plan, including equipment, chemical, book and other related purchases, laboratory and classroom upgrades, university and other internal examinations, along with various other academic and administrative tasks. The heads of the departments also establish the schedule for regular teaching work. This year offline mode was used for all these activities alongside the online method when required.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/6/6.1.2.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

As is customary, the allocation of government funds serves as the primary funding source for this government college's different developmental initiatives. Due to inadequate government financing, we were only able to perform limited maintenance in the campus during this year. The Institute, a fully government financed college, has a strategic plan to develop into a center of excellence within the parameters of

its vision and mission. The plan to increase the number post graduate programs, subject to government and university approval has been taken under consideration. The institute has methodically carried out the long-term perspective plan for the organization's development, growth, as well as campus expansion. The collegesuccessfully implemented a few crucial certificate programs focused on career, such as various foreign language programs, basic computing and office automation etc. The college finished building the women's hostel to house female students (UG and PG) traveling from faroff places.Managing rain water harvesting, green auditing and garbage management as well as its recycling is also under full-fleged functioning.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/Strategic%20and%20Perspective%20plan.pdf
Upload any additional information	View File

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

As a government college, the state government's service rules and regulations (WBSR) are observed in the selection and superannuation of teaching faculties and non teaching staff members including their terms of employment. Government clearance is required for college development and administrative policies, such as the introduction of new courses and the construction and repair of existing as well as new buildings. However, when it comes to managing the college, the Principal makes policy after consulting with the Governing Body, IQAC, Alumni Association, Teachers' Council (TC), and a number of its subcommittees, which also include both senior and junior college professors. Various committees met multiple times this session in-person in the college campus to discuss and formulate ways on college development.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/organogram.php
Link to Organogram of the institution webpage	https://maulanaazadcollegekolkata.ac.in/organogram.php
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Teaching and non teaching staff members are permitted to take part in training and development programs in stages. They can take leave-with-pay after obtaining the necessary authorization from the relevant authorities. Periodically, various internal administrative training programs are organized. Some professors have taken part in faculty development programs, short-term courses, orientations, refreshers courses and administrative training programs this year both in online and offline modes. The employees enjoy various financial benefits such as celebration bonus, annual increment and group insurance as well as retirement benefits and medical facilities as per provision of the Govt. of West Bengal through WBiFMS, HRMS and WBHS portals.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/6/6.3.1%20Additional%20Document.pdf
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

18

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Institution itself has no specific performance appraisal system but a department wise attendance and performance record is maintained. However, the appraisal system is followed as

contained in govt. CAS promotion proforma which is certified bythe Principal after he satisfied by the performance of the faculty members. Beside this, every year teachers have to submit performance appraisal or Self Appraisal Report (SAR) to the Higher Education Department through the WBIFMS portal of the state government which is reported upon by the Principal of the college before being sent up to higher authority for reviewing and approval.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/6/6.3.5%20Performance%20Appraisal%20System%20for%20teaching%20staff.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Being a government college financial audit are done by the government audit and accounts department at regular intervals. Financial auditing by the competent government and other authoritieshas been completed. However, there is an internal audit of the resources of every department conducted by the teachers of that department and they reported to the Principal. They also assess the requirements of the department and place the demand to Principal. The govt. audit was performed in Sep-Oct, 2023.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/6/6.4.1%20FIn%20audit%202023-24.pdf
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	[View File]
Any additional information	[View File]
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File]

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

The Institution's resource mobilization policy helps to determine the amount of money available for the efficient running of different programs. The Institute receives most of its funding from State Government because it is a government college. Additionally, money is collected from sources like certificate course fees and student activity fees, which are run very efficiently in a no gain no loss mode. The following protocols are described in the policy for the effective administration of money generated: The Institute is assisted in the preparation, division, allocation, and use of money by its Governing Body, Purchase Subcommittee, and related entities. When fund is received, the principal meets with the heads of departments, the IQAC, the purchase subcommittee, and other relevant stakeholders to establish a plan for allocating the fund to the various departments based on their requirements. The expenses are paid for in accordance with the state government's approved budget proposal. Through financial auditing, the use of these funds is guaranteed. The government pays employees' salaries, provides PF, and offers other benefits. Sufficient funding is allotted for efficient methods of utilization. There are planned field tours, industry visits, guest lectures, seminars, workshops, and national conferences. A variety of scholarships are given to deserving students, improvements to the IT infrastructure, laboratories, and library spaces. Additionally, funds are given for social service initiatives.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/6/6.4.3%20Resource%20mobilization.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The IQAC of this college provides guidance to the Principal regarding the various academic departments by reviewing their progress on a regular basis. Additionally, IQAC supports educators in framing professional development and in-service training programs. This year, the Career Advancement Scheme (CAS) has finished processing of about 15 CAS promotion files of faculty members from various departments in our college, as well as their screening. In addition, the two institutionalized best practice examples are as follows. 1. To improve and preserve the quality of education, IQAC, acting through higher authorities, conducted a performance and academic audit. The Academic Committee was established with the aim of evaluating the teaching-learning process in accordance with the college organogram. 2. timely delivery of lesson plans using standardized lesson plan formats. 3. Various seminars were organized in collaboration with other organization and invited reputed personalities to deliver lectures and their views. 4. Discipline among students and employees is monitored by Antiaging and ICC committees to avoid any untoward incident involving harassment in the campus.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/6/6,5.1.pdf
Upload any additional information	View File

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

This year, mostly all academic activities have been completed in offline mode. Nonetheless, the students did fairly well on the semester exams, and a few of the graduates received employment offers from certain companies. It is a reflection of the college's positive academic environment. The institute specializes in learner-centric education, which changes the function of teachers from dispensing knowledge to helping students learn through appropriate practices such as: Improving Teaching and Learning using ICT Resources & well equipped library resources.The Institute took the initiative to guarantee online academic activities beside offline studies while operating under the direction of IQAC. Free internet access in available to staffs and students in the college campus for academic exploration. The institute has acquired broadband internet Wi-Fi and powerful ICT tools (G suite). The faculties also capitalize online platforms like, Google Meet, Google Classroom, Zoom to share of study material, conducting extracurricular activities. Use of Online Students Feedback for review and improvement of the teaching-learning process has been undertaken.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/6/6.5.2%20The%20institution%20reviews%20its%20teaching%20learning%20process.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/6/6.5.3%20Quality%20assurance%20initiatives%20of%20the%20institution_.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Facilities for girls and boys in the college and hostel:

- **Female Hygiene Vending Machine installed in the Girls' Common Room and College Girls' Hostel.**

- **Gender-neutral washrooms in the college.**
- **Air-conditioned Girls' Common Room and Boys' Common Room in the college with gymnasium and sports equipment.**

Security and safety measures for women:

- **Robust CCTV network of the institution with number of cameras which are installed in different strategic positions covering the whole compound of the college and hostels.**
- **There are government guards and security personnel (from private Security Agency) posted in the college and hostel campuses.**
- **There is barb-wire fencing on the boundary wall of the college for additional protection of the campus.**

Counselling:

- **The college has a fully functional Internal Complaints Committee which actively addresses all gender sensitive issues and keeps a regular check on students' complaints.**
- **The aim is to impart holistic education, ensuring not only bookish knowledge but to inculcate values that may help students to unlearn all gender bias.**

Gender sensitization:

- **The college promotes gender equity to enable equal opportunities to both binary and non-binary sections among the students.**

- **Spreading awareness on gender equity through posters and poetry (by the students themselves) inside the campus.**

File Description	Documents
Annual gender sensitization action plan	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/7/7.1.1%20Annual%20Gender%20Sensitization%20Plan.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/7/7.1.1.%20Gender%20equity%20facilities.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid

waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

E-waste, plastic waste, solid waste, organic waste, chemical trash, waste water, etc. are among the several types of wastes generated in the campus and the two hostels (girls' and boys') of Maulana Azad College.

• Solid waste (construction debris, metal, paper, damaged furniture, broken glass and used glass bottles from laboratories) collected and sent for recycling through designated agencies like Kolkata Municipal Corporation.

• E-waste (outdated computers, electrical and electronic components and devices) disposed of through external agencies(Hulladek and Vital Waste).

• Kitchen wastes and food wastes collected in buckets and sent for composting; vermicompost pit used for composting organic waste; dry leaves in the college garden composted in a pit.

• Used laboratory chemical and hazardous chemical/ bio-waste are safely disposed. Waste-water from washing, urinals and bathrooms is channelled through pipes and covered drains to soak pits.

• Sanitary napkin vending machines installed both in the girls' common room and girls' hostel along with incinerator; used sanitary napkins burnt in this incinerator for their disposal.

• Smart-bin installedwhich, leveraging AI technology, streamlines plastic bottle recycling;plastic recycle bank in the campus.

• IEC (Information, Education, and Communication) posters to spread awareness on waste segregation at source.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Maulana Azad College attracts students from different regions of West Bengal and beyond the state and even country. These students belong to various communities including minorities

like Muslims and Christians. The college, founded a century ago
as Islamia College for Muslim boys, has embraced diversity
since then and taken measures to usher in an inclusive
environment. Rechristened after India's first education
minister Maulana Abul Kalam Azad, the college now embodies a
microcosmic representation of India.

The linguistic diversity of the college is reflected by the six
language departments, catering to students from different
linguistic backgrounds. Certificate courses are offered in
Communicative English, Urdu, Persian and Arabic and two foreign
languages - French and Spanish.

Being a government institution, the college charges nominal
tuition and hostel fees. This enables students hailing from a
wide economic cross-section of the society to fulfil their
dreams of pursuing higher studies in a reputed college.

Different festivals like Sarawati Puja, Iftar, Holi and Milad-
un-Nabi are celebrated in the college where students and staff
of all communities joyfully participate. Efforts are also made
so that students with non-binary sexual orientations and those
belonging to the LGBTQIA community feel comfortable in the
college.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

Maulana Azad College attempts to instil the sense of
responsible citizens among students, from their very first day
in the College through the Orientation Program. Students are
introduced to their chosen course along with their rights and
duties. Mentor-teachers counsel their mentees so that they do
not deviate from the moral path. It is significant to mention
that the college has formulated a policy on Code of Ethics for
students and employees. The Political Science Department plays
a crucial role in dispersing knowledge on fundamental rights
and modus operandi of the Indian Parliament among students by

organising mock parliaments and various programs. An Electoral Literacy Club has been formed to spread awareness about election-related matters (SVEEP).The many activities of students directed towards national welfare, particularly those by volunteers of the college unit of National Service Scheme (NSS), are uploaded to the My Bharat portal launched by the Government of India for greater dissemination on a pan-India level. Teachers of this college are government employees, being associated with West Bengal Education Service and West Bengal Senior Education Service. They abide by the duties and responsibilities as stipulated by the West Bengal Service Rules which is framed keeping constitutional obligations in mind.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/7/7.1.9%20Constitutional%20obligations.pdf
Any other relevant information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/7/7.1.9%20Any%20Other%20Information%20-%20WBSR.pdf

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

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

The present scenario, our new generation of students have taken a dive into social media and have ready access to all kinds of distractions, so much so that they are at the verge of detachment from their own cultural heritage. It is the responsibility of every educational institution to inculcate moral and social values among the students. This would ensure all round development and mentoring the right mindset. To prohibit the fast degeneration that is evident all around, Maulana Azad College celebrates various commemorative days, both national and international, so that students are in touch with our rich cultural heritage. Celebrating these days acts as a constant reminder about the most important duty to carry forward the rich legacy. In the session 2023-2024, many such days were celebrated at Maulana Azad College with a great deal of enthusiasm shown by the students and staff. Therese included India's Independence Day, Republic Day, National Science Day, International Mother Tongue Day, International Day for the Elimination of Violence against Women', College Foundation Day, Aranya Saptaha [a week-long event dedicated to promoting environmental sustainability through tree planting], Jashn-e-Nowruz [Iranian New Year 1403] and World-Arabic Language Day.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice I:

ICT-based Pedagogy and Green Digital Initiatives

- **Objective: To augment lectures using assistive tools, ensure minimal disruption of classes through remote attendance, improve digital awareness, and adopt automation towards a paperless/green campus.**
- **Regular teaching supplemented with ICT-based pedagogy: LMS; Google Workspace; Smart classrooms; LCD Projectors.**
- **Central Library digitized: VAS; bar-code scanner; GRS; OPAC Kiosk; Smartcards; RFID, sensor-based drop box/kiosk.**
- **CO-PO calculation easier with Excel / Google Sheet.**
- **OERs Repositories enabling greater dissemination of academic output.**
- **Adopting automation (E-Office software like HRMS under WBIFMS); MATLAB, PYTHON, R and Tally in college administration.**
- **Quicker work pace; less usage of paper leading to green campus.**
- **Problems encountered/Resources required: Not everyone adept with Edu-tech tools; training needed to make them tech-savvy.**

Best Practice II:

Nurturing an environment-friendly, barrier-free campus through sustainable practices

- **Objective: To undertake activities towards environmental**

sustainability.

- Institution situated on main road with heavy vehicular traffic; neighbourhood has dense habitation; buzzing business centre; challenging to maintain green campus.
- Practice involves formulating policies; Tree Plantation; Cleanliness Drives in college and beyond campus.
- Solar panels; Power-efficient electrical appliances;Water-conservation; Waste-segregation.

- Appreciation from external agencies; ISO 50001:2018, ISO 9001:2015 and ISO 9001:2015 certifications.
- Problems Encountered/Resources Required: Sometimes, equipment malfunctions; maintenance is important.

File Description	Documents
Best practices in the Institutional website	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/7/7.2.1%20Supporting%20Documents%20of%20Best%20Practice%20I%20of%20AQAR%202023-24.pdf
Any other relevant information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2023-24/7/7.2.1%20Supporting%20documents%20of%20Best%20Practice%20II%20of%20AQAR%202023-24.pdf

7.3 - Institutional Distinctiveness

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

Diversity and Inclusiveness in a Multicultural Milieu

Maulana Azad College, Kolkata, a premier seat of learning, offers a unique instance of multiculturalism. If one analyses its student population, one is amazed at the enormous diversity - be it in terms of language, religion or socio-economic categorisation. It is the only co-educational government college affiliated to the University of Calcutta which offers six languages at the under-graduate level (Arabic, Bengali, English, Persian, Sanskrit and Urdu). It is a veritable 'language hub', as proven by the establishment of the college's very own School of Languages. Students and teachers of these Departments participate in literary festivals, workshops, book

launches, mushairah and similar events. The Central Library prides on preserving ancient and rare literary texts and manuscripts in Arabic, English, Persian, Sanskrit and Urdu, including the Persian gem Ain-i-Akbari ["Administration of Akbar"]. The college building and boys' hostel(Baker Government Hostel) have been declared as Grade I Heritage Buildings by the Kolkata Municipal Corporation. Thus, the college provides a linguistically, historically and culturally rich environment for students and teaching staff, encouraging them to constantly pursue excellence in their chosen fields.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Maulana Azad College plans to celebrate 100 years of the laying of its foundation stone in a grand way. The event, to be held on 9th December 2024, would be marked by a cultural programme as well as a centennial walk organised by its alumni association.

The 'School of Languages' comprising all the six Language Departments - Arabic, Bengali, English, Persian, Sanskrit and Urdu - intends to undertake translation work in the upcoming days. Selected books preserved in the college library written in the different vernaculars are to be translated into English as part of this project.

The college would like to collaborate with various organisations (viz. Anudip Foundation) for conducting career-oriented skill development programmes for student placement. Related to this would be workshops and training courses on self-employment and entrepreneurship, for eg. mushroom cultivation.