

2018-23

Maulana Azad College, Kolkata
Perspective Plan & Deployment



Perspective/Strategic Plan and Deployment of Plans of The College

❖ *Perspective/Strategic Plan*

Maulana Azad College, a govt. college at the heart of Kolkata, has grown exponentially over the years and has always shown its commitment to uphold continuous good academic performance, to inculcate learner-centric and effective teaching learning process, to ensure transparency and credibility in the process of students' evaluation, as well as in academic administration, to develop a comprehensive system of student mentoring and student support system. Keeping the NEP 2020 in mind, the existing Research Committee has been restructured as per UGC guidelines in the year 2018-2019 with the formation of five research committees under the directive of Research & Development Cell to build up a research culture among the students and faculties. Initiation of value-added and skill development and enhancement courses for improving employability of students through Career Counselling and Placement Cell. To build a sustained quality system embedded with a consistent and value based planned action has been taken to construct the perspective plan of the College. To create an empowering academic environment for holistic development of students, the College administration including Teachers' Council and IQAC have been taking continuous endeavour towards development and upgradation with the motto to impart education, discipline, dedication and determination to the students.

With the advent of NEP 2020 the college set up new vision and mission accordingly. The goal is to reform the policies and implement it through the future Institutional Plan as listed below:

- **Enhancement of enrolment and diversifying student strength:** In our college efforts have been augmented to continue UG and PG courses on the basis of the demand of the students, like UG in Microbiology; PG in Zoology, English and Urdu. More short-term certificate/Add-on/Value Added Courses like foreign language course for the students have been initiated. Braille enabled system in the library for physically challenged students has been introduced.
- **For achieving students' excellence:** All our students are motivated to achieve the learning outcomes and attributes. Through mentoring activities students are encouraged to participate in various curricular and co-curricular activities, like Student Seminars/Webinars, Research Projects, Festivals, Cultural program, Sports, Academic events and other competitions like elocution, debates, poster competition, essay writing etc. They are also encouraged to indulge in various social outreach activities conducted by the college under the guidance of Social Outreach Cell, NSS and NCC in the neighboring communities. They are also motivated to be keen environment changers and change the adjacent areas of the college by cleaning, planting trees, banning the use of plastic bags and other

environmental measures. As proposed by the higher education department, NSS will be a mandatory subject for the students in near future. Strengthening the evaluation process, where student's academic performance will be evaluated continuously by conducting more tests, assignments, presentations, projects, viva-voce, term /semester examinations, etc. in light of NEP 2020, so that students can reach the level of obtaining 'Honours with Research' degree after four years.

- **To improve the infrastructure and allied facilities of the College:** To cater the needs of the growing strength of the students, the college is taking initiatives for getting a 2nd campus. Upgradation of the laboratories with latest lab equipment and enrichment of the central library with textbooks, reference books and books on the competitive exams etc. is among our plans for upgradation up to the optimum level. To upgrade more classrooms with ICT enabled tools is among the perspective plans of the College. To have an upgraded gym for catering the well-being of physical and mental health of students and ensure their fitness.
- **Achieving Faculty Excellence:** To improve the quality and quantity of research and publication, faculty empowerment strategies were adopted initiatives are taken. Plans to improve the quality and quantity of research and publication by the teachers through vibrant involvement of the Research and Development Cell by organizing state, university, national and international level seminars/ conferences/ symposiums/ workshops will be strategically deployed for elevation of the academic standards of the College to reach the level of excellence.
- **Staff Excellence:** For attaining staff excellence, professional development programs are conducted on regular basis in collaboration with nearby institutions/ organizations or with professional training partners.
- **Governance:** We offer a friendly, efficient and participative administrative environment within the College. The various Sub-committees and teams are functional and work for the holistic development of the institution and its stakeholders. Expansion of the scope of **e-governance and digitalization** of academic and administrative works is always a strategic plan of the College in line with govt, of West Bengal initiatives. To strengthen very good reliable relationship between the administrations, staffs, students and parents of the college is always among the prime objectives of the College administration. For the sustenance of embedded Academic ambience coupled with discipline, dedication and determination, the College administration and IQAC have taken continuous steps towards development and upgradation, such as –
 - To uphold continuous good academic performance
 - To inculcate learner centric and effective teaching learning process
 - To ensure transparency and credibility in the process of students' evaluation, as well as in academic administration

- To develop a comprehensive system of student mentoring and student support system
- To create a good effective and dependable relation of the institution with its social community by strong effective need-based outreach activities of the college NSS and Social Outreach cell
- Democratic and Participative Work culture will be strengthened to take the right decisions for effective implementation of teaching-learning process.

❖ *Deployment of plan*

- The College takes steps for deployment of plans across all possible areas of development and for improvement in its academic standard. Following mechanisms are adopted to implement the above-mentioned plans.

I. Curricular Aspects :

- Curriculum delivered by the college comprises POs and COs in every discipline for constant evaluation.
- The college offers courses related to employability, entrepreneurship, skill development, environmental studies and human values and ethics.
- Instituting qualified and experienced teachers/scholars for a vibrant academic and professional environment within the college.
- Strengthening the bond between students and teachers and mentoring them for being good Samaritans through induction meeting with Principal, regular meeting with the principal and teachers, regular mentoring activities etc.
- Conducting Academic and Administrative audits for betterment
- Strengthening existing Programmes and introduction of Additional ones (degree/certificate/add-on/value added)
- Collaborations and linkages academic institutions for effective execution of curriculum to promote excellence, value addition and contextual relevance
- Introducing interdisciplinary and multidisciplinary study system for more academic flexibility
- Preservation and promotion of heritage through college museum in the Dept. of Zoology and through knowledge transmission by organizing seminars/webinars etc.
- To continue to offer alternative career options, combinations, certificate and Add on/value added courses, remedial classes and classes for advanced learners for effective curriculum delivery.

- To obtain the feedback on curriculum, its scientific, systematic analysis for effective communication to Academic subcommittee/IQAC/Board of Studies for taking positive move for revision and restructuring of curriculum.

II. Teaching Learning and evaluation.

- Academic Quality Enhancement.
- Transparent Admission Process and a well-defined mechanism based on merit; reservation policy is compiled as per rule.
- Attendance regularity of students is ensured by maintaining individual attendance register and e-attendance (in Google classroom) mechanism during online classes.
- Induction meeting with the Principal to avoid the possibility of dropout and to ensure good academic performance.
- Parent-teacher meetings are organized for academic monitoring.
- Regular departmental meetings, All-teachers' meeting, Teachers' Council meetings are the mechanisms to assure quality, to analyses the results and cherish achievements.
- Regular seminars / webinars, workshops, extension lectures, internships, experiential learning and educational tour etc. help enhancing the quality of teaching.
- Prize and institute a sustained quality system embedded with a consistent and value-based planned action has always been the perspective and strategic plan of the College. To create an empowering academic environment for holistic development of students, the College IQAC and the administration have taken continuous steps towards development and upgradation with the aim to impart education, discipline, dedication, and determination to the students.
- Prize and Cultural Committee organizes prize distribution ceremony every year to motivate the students for better performance. Recognition of merits for academic and extra curricular performance of the students and achievements of faculty through felicitation ceremony are our unique efforts. With the help of our positively tuned alumni and our retired teachers and staff the college offers prizes, including Endowment prizes.
- College continues to provide easy access to daily newspapers, journals, periodicals and internet in the library, enabling NPTEL, INFLIBNET-NLIST services for the students and the teachers and reading halls. The college subscribes additional journals, e-journals, periodicals and Web Portals for enriching the reading resources.
- College LMS, Academic Resource Bank activated through college website and Swayam courses and lectures are the avenues for effective teaching and learning.
- Academic discipline in Teaching-Learning process is assured by preparing prospectus, Academic Calendar and time-table.

- Use of ICT and innovative teaching and learning resources like LCD projectors for power point presentations, internet etc. in Teaching-learning has changed the dimension of teaching and has made learning more interesting for the students. The faculty members use various teaching techniques and aids. Special efforts are devoted to improve the learning and communication skill of learners.
- The college will continue to ensure intensive use of innovative teaching and learning resources like LCD projectors for power point presentations, models, internet connections, Interactive Language Laboratory, Computing Laboratory, etc. For ICT enabled teaching-learning.
- **Continuous evaluation**
 - Continuous evaluation of the students on the basis of their basic learning and prepare strategies to cater to the needs of the learners and to bring them on common platform of career aspirations.
- **Class tests are taken regularly**
 - Tutorials are parts of the regular teaching-learning and continuous evaluation
 - Parameters are set by the teachers to identify advanced learners and slow learners; remedial classes and classes for advanced learners are arranged to bridge the gaps and/or to enrich further.
 - Mentoring by the teachers help the students to achieve the overall goals.
 - Students' centric teaching system is to be emphasized.
 - Faculty exchange programmes also help to provide support to the students.
- **Introduction of job oriented Programmes**
 - Introduction of job oriented Programmes by Career Counselling and Placement Cell and by IQAC with the help of the departments and in collaboration with industrial partners.
 - Introducing more innovative job oriented courses through certificate and diploma courses has taken place especially after re-opening of college in offline mode in the post pandemic period.

III. Research Consultancy and Extension

- The Research subcommittee has been subsequently rejuvenated to Research and Development Cell to create an enabling environment for research-based studies and publications.
- Since April, 2022 it has become a collaborative venture making cluster among few other institutions like Adamas University, Belur Vidyamandir in tune with the spirit of NEP 2020.
- Exhibition cum sale of products has attracted more students to wards innovative achievement.

- Research subcommittee keeps in touch with the library for a vibrant and resourceful academic environment. It assures the availability of e-Journal and e-Resources to all the students and faculties.
- Research subcommittee motivates teachers and students to undertake research activities such as project and review writing, publication of research papers in reputed journals and participate and present the research papers in seminars/ workshops/ conferences.
- Recommends faculties applying for various Fellowships/ Scholarship programs for higher education. Recommends students applying for Internship/ Scholarship programs.
- Sponsorship to attend conferences for paper presentations to all faculties are recommended by Research subcommittee.
- In future it plans to organize and facilitate workshops related to Research Methodology, Project Proposal writing, Publications, etc.
- It plans to encourage and help more faculties to participate in FDPs related to new technologies and subject upgradation.

IV. Infrastructure and Learning Resources:

- Perspective Plan as regards to Infrastructure and Learning Resources are based on certain strategic policies Continuous improvement of infrastructure and learning resources. Optimum utilization and maintenance of available infrastructure and learning resources.
- Concerted efforts to obtain grants for infra structure development.
- To activate these plans certain practices of institution in respect to provision of infrastructure and Learning Resources need to be highlighted to explain deployment of plans.
- Well-equipped Computer laboratories.
- Main Library with increasing holdings and user friendly, automated and comprehensive Library services.
- Well- equipped auditorium and seminar hall with audio visual facilities
- Good quality furniture in classrooms
- Departmental rooms for faculty with departmental libraries, computers and internet facilities in teachers' staffroom, some departmental rooms, library and IQAC room.
- Safe, pure and cold drinking water facility in every floor.
- Adequate number of toilets in all blocks for students.
- Well-furnished Seminar Hall.
- Well-furnished and fully computerized Administrative Office
- Spacious, well-furnished, well-ventilated canteen.
- Maintenance and cleanliness of infrastructure.

- Supply of electricity power with separate panel-sin every floor coupled with solar power, generator facility to ensured continuous and uninterrupted flow of electricity.
- Reduction in electricity bills by use of LED bulbs and roof top solar panels.
- Well secured fire extinguisher with gas and water facilities in strategic places.
- Computers at laboratories, offices, Library and departments with LAN and highspeed internet.
- Within limited scope college library keeps sufficient reference books, subject related good quality text books, sufficient PCs with internet access for the completion of projects and research work etc.
- The college maintains the system of 360-degree evaluation of teachers by students and other stake holders to develop a mindset among faculty towards accountability, confidence, readiness to receive criticism, openness, sense of introspection to improve their performance in teaching-learning.
- Academic infrastructure such as instruments, laboratories, ICT facility, Library, INFLIBNET and other requirements have been strengthened for sustenance of quality.

V. Student Support and Progression

- The College has set grievance box, where students drop in their suggestions/ grievances. These are scrutinized, periodically and taken into account for further improvement.
- Awareness Programmes on health hygiene and personal sanitation, electrical safety, soil testing, environment, cleanliness campaign, energy and environmental conservation campaign and tree plantation, at the adopted slum area are done by involving students to create a sense of social responsibility among them.
- Internal Complaints Committee, Anti Ragging Committee, Social out-reach Cell, allied with the cells for the Minorities, Scheduled Caste and Tribes and for the OBC students, staff and community help generating awareness. Students are encouraged to undertake socially responsible activities to make an impact on the society as a whole.
- The college has a strong NSS unit, which trains the students to be sensitive towards their neighbourhood. Constantly innovative outreach programmes are organized by different departments with involvement of students for grooming them as responsible citizens.
- Library facility continues to be extended to alumni as well as needy students of the near by areas.
- Internships, field visits, frequent counseling sessions provide information about career options, organization of CSR based trainings for employment, preparation for Govt jobs etc.

VI. Governance Leadership and Management


- Institutional Vision and Leadership Vision and Mission of the institution are communicated to all stake holders through website and prospectus.
- The college administration and employees work together for the development of the institution.
- Democratic and participatory governance is the special feature of the college administration.
- Strategy Development and Deployment Perspective plan is designed collectively based on feedback from stack holders.
- The college is maintaining its organizational arrangements for effective functioning through.
- Decentralized administrative mechanism with accountability.
- Participatory functioning of the institution involving all staff members.
- Distribution of responsibilities equitably according to capabilities.
- Constituting annually statutory and non-statutory committees with clearly specified roles, responsibilities and objectives.
- Efficient Students' Body and Students' Grievance Cell, Students' Welfare Committee, Gender Equity Cell, Anti Ragging Committee etc.
- Extensive representation of staff and students in decision making, execution of policies of the college.
- Faculty and Staff empowerment by organizing Faculty Development Programmes and Staff Development Programmes regularly.
- Strategic policy implementation efforts for filling up the vacancies with qualified faculty and staff as and when vacancy arises as per govt regulations.
- Encouraging faculty to avail FDP facility of UGC and to complete PhD thesis.
- IQAC taking effort to record comprehensive and effective performance appraisal of faculty as per API and staff through self-appraisal reports on annual basis.
- Maintaining good rapport with University and Higher Education Department of West Bengal and good inter personal relations.
- Maintaining conducive work environment.
- Use of ICT in teaching-learning system and governance.
- An integrated frame work of financial management and resource mobilization.
- Regular internal and external academic and administrative audit and timely audit of the accounts.
- Consistent effort for grants from external government and non-government agencies.
- The college administration monitors the self-appraisal system of teachers by regularly recording the API score of each teacher by the end of the academic

year, which will enable them to realize their academic standard and engage them in various activities to excel in their academic performance.

- Academic Audit: Monitoring of Teaching-learning process by the norm of multiple layers of Academic audit.
- PBAS/ Individual performance report and Academic Monitor and other academic documents, verified by the Departmental Head, IQAC, Principal, Govt. nominees and University nominees.
- Presentations by the departments before the IQAC.
- Verification of data and documents related to teaching-learning by the IQAC and by the Principal and then by the external auditors.
- Analysis of feedback given by the stake holders and to take necessary remedial actions.

➤ VII. Innovations and Best Practices

- Green Audit including Rain Water Harvesting.
- Energy Audit and environment audit.
- Environment awareness Programmes.
- Each day college ensures cleanliness of the campus with declaration of “no plastic zone” and scientific waste management practices.
- Energy conservation by reducing Electricity consumption through installation of solar energy and LED/ CFL lights etc.
- Promoting eco-friendly campus and making efforts to achieve paper less governance.
- Efforts taken to ensure no-plastic zone and intensifying rain water harvesting plan.
- Effective implementation of the policy of recycling of paper.
- Encouraging innovative practices in the field of teaching-learning strategies and community centric programmes.
- Encouraging innovative practices in various extra and co-curricular activities by the committees and cells.
- Best Practices of the college include Student Profiling, appraisal of the teachers, Extension activities of the Social Outreach Cell.


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