



Government of West Bengal
OFFICE OF THE PRINCIPAL
Maulana Azad College



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**RESPONSE TO DVV FINDINGS REGARDING CRITERION-1, METRIC ID: 1.4.1, OF THE SSR
SUBMITTED BY HEI**

CRITERION 1 - CURRICULAR ASPECTS

1.4 FEEDBACK SYSTEM

- 1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

YEAR	ACTION TAKEN REPORT ON THE FEEDBACK IN THE FORM OF MINUTES OF MEETING WITH SIGNATURES OF ALL THE IQAC MEMBERS
2022-23	View
2021-22	View
2020-21	View
2019-20	View
2018-19	View


Principal
Maulana Azad College
Kolkata-13





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Action Taken Report on the feedback in the form of minutes of meeting – 2022-23

Maulana Azad College, Kolkata
Internal Quality Assurance Cell (IQAC)

8, Rafi Ahamed Kidwai Road, Kolkata- 13

Notice - IQAC Meeting - 25/07/2023

This is to inform all IQAC members that a meeting will be held on 29.07.2023 (3.00 p.m.) at IQAC Room. All members may please make it convenient to attend the meeting.

Agenda:

8. Action plan of the departments
9. Feedback analysis and Action Plan
10. Analysis of programmes organised by departments
11. Improvement of ICT enabled facilities and infrastructural facilities.
12. Discussion on Faculty Development Programmes (FDP) and staff welfare programmes
13. Induction for first year students
14. Other important matters for the new academic year

Coordinator, IQAC

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Internal Quality Assurance Cell (IQAC)

Minutes of the IQAC meeting held on 29.07.2023 at IQAC Room

Minutes of the IQAC Meeting

Action plan of the departments

- Principal gave a brief introduction about the various academic programmes that are to be completed as per the annual plan.
- The minutes of the previous meeting were read and approved.
- The IQAC recommends that each department finalize their action plans by the end of the month, focusing on academic improvements, research activities, interdisciplinary collaborations, and co-curricular activities. A review of progress should be conducted mid-year to ensure objectives are met.

Feedback analysis and Action Plan

- The feedback from various stakeholders was analysed in the meeting.
- The feedback received from students, faculty, and other stakeholders was reviewed.
- Based on the feedback analysis report (2022-23), the IQAC acknowledged the progress in several areas, such as financial assistance for students, academic improvement, and infrastructural upgrades. New actions were discussed to further enhance these areas, especially in improving ICT facilities and faculty development programs.
- The publication of departmental e-magazines should continue, encouraging student and faculty contributions.
- Certificate and add-on courses should be offered regularly to keep students engaged in skill development. Add-on courses should continue to be offered, with new courses introduced based on student interest and market relevance.
- Continued improvements in campus accessibility should be made, including the installation of ramps, functional Braille software, and other necessary tools for visually impaired students.
- Proposals for installing lifts and upgrading washrooms for female and differently-abled students should be prioritized. Health programs, in collaboration with the NSS unit, should be conducted regularly.
- Collaborations with local authorities like Kolkata Police should be maintained to ensure the safety of students and staff, with more programs organized on social security.
- Regular awareness programs should be organized on mental health, career development, and other student-centric issues to keep students informed and supported.
- IQAC recommended to conduct Regular academic, administrative, green, environmental, waste, and gender audits by internal and external experts.
- Both offline and online access to reading materials, including Infilbnet services, were ensured, with software upgrade proposals submitted.
- The Alumni Association should be encouraged to continue providing scholarships, conducting motivational seminars, and maintaining the college gardens.
- The meeting decided to conduct health awareness talk to staff members as part of staff welfare activities.

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- It is decided to prepare and submit the mentor-mentee list and distribute the mentoring diary to all mentors for starting the mentoring at the earliest.
- The IQAC recommended that more MoUs with academic institutions and industries should be established and continued to support exchange programs.

Improvement of ICT enabled facilities and infrastructural facilities

- IQAC suggested more infrastructure augmentation like a new computer lab and furnishing of media lab and overall repair and maintenance. IQAC also recommended making campus 100% ICT enabled.

Analysis of programmes organised by departments

- A review of academic and non-academic programs organized by various departments was conducted. The IQAC suggested encouraging departments to continue hosting programs and improve student participation in co-curricular activities. The IQAC recommends inter-departmental coordination to host collaborative events and increase student participation.

Induction for first year students

- IQAC decided to give an induction programme to the first year students with both IQAC induction and department level induction as soon as the third phase of admission of students is completed.
- The criteria coordinators in the IQAC team presented the progress of data collection and compilation process.

Miscellaneous

- Miscellaneous topics such as the distribution of the mentoring diary, and academic audits were discussed.
- The meeting ended at 05:30 PM

Members Present

- | | |
|----|----|
| 1. | 6. |
| 2. | 7. |
| 3. | |
| 4. | |
| 5. | |

Coordinator, IQAC
Co-ordinator
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Maulana Azad College, Kolkata
Internal Quality Assurance Cell (IQAC)

8, Rafi Ahamed Kidwai Road, Kolkata- 13

Notice - IQAC Meeting - 14/12/2023

This is to inform all IQAC members that a meeting will be held on 18.12.2023 (3.00 p.m.) at IQAC Room. All members may please make it convenient to attend the meeting.

Agenda:

1. Action Taken on Feedback
2. Improvement of ICT enabled facilities and infrastructural facilities.
3. Discussion on Faculty Development Programmes (FDP) and staff welfare programmes
4. Miscellaneous

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Internal Quality Assurance Cell (IQAC)
Minutes of the IQAC meeting held on 18.12.2023 at IQAC Room

Minutes of the IQAC Meeting

- Principal gave a brief introduction about the various academic programmes that are to be completed as per the annual plan.

Action Taken

- The DBT Star College program is advancing toward successful completion, aimed at improving educational and research infrastructure.
- Immediate financial assistance was provided through the Student Support Cell to ensure their continued education.
- Regular awareness programs were conducted to keep students informed about relevant challenges and opportunities.
- Continuous monitoring and support for academic enhancements implemented.
- Immediate actions taken based on student feedback to address their concerns and suggestions.
- Continued offering of add-on courses to complement the main curriculum.
- Programs organized with Kolkata Police to enhance safety and social security.
- Continuous support and facilities provided for sports and games.
- Both offline and online access to reading materials ensured. Inlibnet facilities supported, and proposals for software upgrades submitted.
- Proposals submitted for installing lifts and improving washrooms for girls and differently-abled stakeholders. Health programs conducted with the NSS unit. Regular maintenance of washrooms ensured.
- Ramp with rails and functional Braille software and accessories installed for visually impaired students.
- Regular academic, administrative, green, environmental, waste, and gender audits conducted by internal and external experts.
- Alumni association provided scholarships, maintained college gardens, and organized motivational seminars.
- Regular notifications and support provided for teachers qualifying for promotions as per UGC guidelines.
- Maintain communication during COVID-19: Continuous communication with staff through online discussions, seminars, training programs, and webinars.
- Certificate and add-on courses introduced and successfully implemented.
- Publication of departmental e-magazines initiated and continued.
- MoUs with various academic institutions and industries continued to facilitate exchange programs.
- Science labs made accessible to outside students, scholars, and IGNOU students.
- Organized inter and intra-institutional workshops, seminars, and events to promote quality circles.

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Improvement of ICT enabled facilities and infrastructural facilities

- IQAC suggested more infrastructure augmentation like a new computer lab and furnishing of media lab and overall repair and maintenance. IQAC also recommended making campus 100% ICT enabled.

Miscellaneous

- Miscellaneous topics such as review of academic and non-academic programs organized by various departments was conducted.
- The meeting ended at 05:30 PM

Members Present

- | | |
|---------------------------------|----|
| 1. | 6. |
| 2. | 7. |
| 3. <i>Ajanta Mukherji</i> | |
| 4. | |
| 5. <i>Sripada Prasad Bhowik</i> | |

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**Action Taken Report on the feedback in the form of minutes of
meeting – 2021-22**

**Maulana Azad College, Kolkata
Internal Quality Assurance Cell (IQAC)**

8, Rafi Ahamed Kidwai Road, Kolkata- 13

Notice - IQAC Meeting - 12/12/2022

This is to inform all IQAC members that a meeting will be held on 17.12.2022 (3.00 p.m.) at IQAC Room.
All members may please make it convenient to attend the meeting.

Agenda:

- Action Taken
- Career Advancement of Teachers
- Communication During COVID-19
- Miscellaneous

Coordinator, IQAC

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Internal Quality Assurance Cell (IQAC)
Minutes of the IQAC meeting held on 17.12.2022 at IQAC Room

Minutes of the IQAC Meeting

- Principal gave a brief introduction.

Action Taken

- Continuous internal evaluation and monitoring were implemented successfully and are ongoing.
- Few departments started introducing Certificate/Value Added Courses.
- A good number of faculty members are now using ICT for teaching.
- Special initiatives are taken by a few departments for competitive examinations.
- Reconstruction and maintenance of the College Website complete.
- Successfully completed training programs for both teaching and non-teaching staff.
- Existing washrooms were maintained, and proposals for additional facilities were submitted.
- Braille software installed for visually impaired students and actively used.
- Scholarships were provided, and seminars were organized throughout the year from Alumni Association.
- Successfully implemented a few certificate and add-on courses.
- Publication of departmental e-magazines initiated and continued.

Career Advancement of Teachers

- Regular notifications and support provided for teachers qualifying for promotions as per UGC guidelines.

Communication during COVID-19

- Continuous communication with teaching and non-teaching staff.
- Online discussions, seminars, and webinars were conducted regularly.

Miscellaneous

- Regular academic, administrative, green, environmental, waste, and gender audits conducted by internal and external experts.
- Alumni association provided scholarships, maintained college gardens, and organized motivational seminars.
- IQAC suggested more infrastructure augmentation like a new computer lab overall repair and maintenance.
- The meeting ended at 05:00 PM


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Members Present

- 1.
2. Sabir Hossain
3. Jitendra Kumar
- 4.
5. Sujay Mehta
6. Samanta Prasad Sen
- 7.
- 8.

Coordinator, IQAC
Co-ordinator
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**Action Taken Report on the feedback in the form of minutes of
meeting – 2020-21**

**Maulana Azad College, Kolkata
Internal Quality Assurance Cell (IQAC)**

8, Rafi Ahamed Kidwai Road, Kolkata- 13

Notice - IQAC Meeting - 11/12/2021

A meeting of the IQAC members is convened at 3.30 p.m. on 14.12.2021 at IQAC Room. All members are requested to attend the meeting without fail.

Agenda:

- Action Taken
- Library Upgradation
- Online Education and Digital Resources
- Communication During COVID-19
- Miscellaneous

Coordinator, IQAC

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Internal Quality Assurance Cell (IQAC)

Minutes of the IQAC meeting held on 14.12.2021 at IQAC Room

Minutes of the IQAC Meeting

- Principal gave a brief introduction.

Action Taken

- The college provided financial assistance to needy students to ensure they could continue their studies.
- Regular monitoring and evaluation were conducted to help students in their academic performance.
- Various awareness programmes were organized to educate students on different life issues.
- Few departments started introducing Certificate/Value Added Courses.
- A good number of faculty members are now using ICT for teaching.
- Proposals for lift, washrooms for girls, and proper washrooms for differently-abled stakeholders were submitted and are under consideration.
- Numerous programmes were conducted by NSS and different departments to engage students.
- Various measures were taken to improve the environmental setup.
- Successfully completed training programs for both teaching and non-teaching staff.
- Existing washrooms were maintained, and proposals for additional facilities were submitted.
- Regular communication was actively maintained by Student Support Cell members who reported to the authority for necessary actions.
- Braille software installed for visually impaired students and actively used.
- Scholarships were provided, and seminars were organized throughout the year from Alumni Association.
- Successfully implemented a few certificate and add-on courses.
- Publication of departmental e-magazines initiated and continued.
- Regular notifications and support provided for teachers qualifying for promotions as per UGC guidelines.
- Programmes were organized in collaboration with Kolkata Police to ensure social security.
- Both internal and external audits were conducted on a regular basis.
- Alumni association contributed by providing scholarships, maintaining college gardens, and organizing seminars to motivate students.
- Few departmental faculties introduced an E-Magazine to encourage students during COVID-19.
- College infrastructure was used by IGNOU students and for conducting various service-related examinations by State & Central, Joint Entrance Board, etc.
- Immediate actions were taken based on the feedback received from students.
- Numerous health-related programmes were conducted by IQAC in association with NSS Unit.
- All necessary supports for sports and games were provided by the college.

Library Upgradation

- INFLIBNET facilities were provided and proposals for software upgradation were placed before the higher authority.

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Online Education and Digital Resources

- A YouTube channel was installed to preserve practical classes and other educational activities.

Communication during COVID-19

- Continuous communication with teaching and non-teaching staff.
- Online discussions, seminars, training programmes, and webinars were conducted by the college authority in association with IQAC.

Miscellaneous

- Regular academic, administrative, green, environmental, waste, and gender audits conducted by internal and external experts.
- Maintenance of essential facilities like water closets, CCTV, and internet/WiFi connections, facilities were maintained on a priority basis by the college authority.
- The meeting ended at 05:00 PM

Members Present

- 1.
2. Sabir Hossain
3. Jitendra
- 4.
5. Sujya Meitka
6. Sabir Hossain
- 7.
- 8.

Coordinator, IQAC
Co-ordinator
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**Action Taken Report on the feedback in the form of minutes of
meeting – 2019-20**

**Maulana Azad College, Kolkata
Internal Quality Assurance Cell (IQAC)**
8, Rafi Ahamed Kidwai Road, Kolkata- 13

Notice - IQAC Meeting - 10/12/2020

A meeting of the IQAC members is convened at 4.00 p.m. on 12.12.2020. All members are requested to attend the meeting without fail.

Agenda:

- Action Taken
- Library Upgradation
- Online Education and Digital Resources
- Communication During COVID-19
- Miscellaneous

Coordinator, IQAC

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Internal Quality Assurance Cell (IQAC)
Minutes of the IQAC meeting held on 12.12.2020

Minutes

- Principal gave a brief introduction.

Action Taken

- Ongoing support for Ph.D. students, successful completion of publications in national and international journals.
- Successfully organized college-level seminars and ensured faculty attended academic courses.
- Successfully implemented CBCS and introduced add-on courses.
- Successfully implemented continuous internal evaluation and monitoring.
- Good number of faculties are taking classes using ICT.
- Special initiatives taken by few departmental faculties.
- Successfully completed different types of training programs for both teaching and non-teaching staff.
- Teaching and non-teaching staff actively pursued their daily work online during the pandemic.
- Successfully conducted numerous programs by NSS, different departments, and students.
- Various measures were taken to improve the environmental setup.
- Continued providing financial assistance to needy students, especially during the COVID-19 pandemic.
- Regular communication maintained by Student Support Cell members, who reported to the authority for necessary actions.
- College authority took immediate steps to provide financial assistance to affected students.
- Continuing to organize awareness programs.
- Ongoing monitoring and evaluation of students.
- College takes immediate actions based on feedback from students.
- Continuing introduction of add-on and certificate courses.
- Organized programs in collaboration with Kolkata Police.
- Continued support for sports and games by the college.
- Provided INFLIBNET facilities and placed proposals for software upgradation before higher authorities.
- Submitted proposals for lift, washrooms, and other facilities; proposal is under consideration.
- Conducted both internal and external audits regularly.
- Alumni association provided scholarships, maintained college gardens, and organized motivational seminars.
- Provided regular notifications and guidance for teachers' career advancement.
- Installed a YouTube channel to preserve practical classes and other educational activities.

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- Conducted online discussions, seminars, training programs, and webinars.
- Successfully introduced and continued a few certificate and add-on courses.
- Few departmental faculties introduced an E-Magazine to encourage students during COVID-19.

Library Upgradation

- INFLIBNET facilities were provided and proposals for software upgradation were placed before the higher authority.

Online Education and Digital Resources

- A YouTube channel was installed to preserve practical classes and other educational activities.
- LMS system implemented

Communication during COVID-19

- Continuous communication with teaching and non-teaching staff.
- Online discussions, seminars, training programmes, and webinars were conducted by the college authority in association with IQAC.

Miscellaneous

- Regular academic, administrative, green, environmental, waste, and gender audits conducted by internal and external experts.
- The meeting ended at 06:00 PM

Members Present

- | | |
|------------------------|-----------------------|
| 1. <i>Sabi Hossain</i> | 6. <i>[Signature]</i> |
| 2. <i>Jal Hossain</i> | 7. <i>[Signature]</i> |
| 3. <i>[Signature]</i> | |
| 4. <i>[Signature]</i> | |
| 5. <i>[Signature]</i> | |

[Signature]
Coordinator, IQAC
Co-ordinator
IQAC
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Govt. of West Bengal
8, R.A. Kidwai Road, Est.-15

[Signature]
Principal
Maulana Azad College
Kolkata-13

[Signature]
Principal
Maulana Azad College
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**Action Taken Report on the feedback in the form of minutes of
meeting – 2018-19**

**Maulana Azad College, Kolkata
Internal Quality Assurance Cell (IQAC)**

8, Rafi Ahamed Kidwai Road, Kolkata- 13

Notice - IQAC Meeting - 16/12/2019

A meeting of the IQAC members is convened at 4.00 p.m. on 21.12.2019. All members are requested to attend the meeting without fail.

Agenda:

- Action Taken
- Library Upgradation
- Miscellaneous

Coordinator, IQAC

Co-ordinator
IQAC
Maulana Azad College
Govt. of West Bengal
8, R.A. Kidwai Road. Kol.-13

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Internal Quality Assurance Cell (IQAC)
Minutes of the IQAC meeting held on 21.12.2019

Minutes

- Principal gave a brief introduction.

Action Taken

- Ongoing support for Ph.D. students, successful completion of publications in national and international journals.
- Successfully organized college-level seminars and ensured faculty attended academic courses.
- Successfully implemented CBCS and introduced add-on courses.
- Successfully implemented continuous internal evaluation and monitoring.
- Good number of faculties are taking classes using ICT.
- Special initiatives taken by few departmental faculties.
- Successfully completed different types of training programs for both teaching and non-teaching staff.
- Teaching and non-teaching staff actively pursued their daily work online during the pandemic.
- Successfully conducted numerous programs by NSS, different departments, and students.
- Various measures were taken to improve the environmental setup.
- Continued providing financial assistance to needy students.
- Regular communication maintained by Student Support Cell members, who reported to the authority for necessary actions.
- College authority took immediate steps to provide financial assistance to affected students.
- Continuing to organize awareness programs.
- Ongoing monitoring and evaluation of students.
- College takes immediate actions based on feedback from students.
- Continuing introduction of add-on and certificate courses.
- Organized programs in collaboration with Kolkata Police.
- Continued support for sports and games by the college.
- Submitted proposals for lift, washrooms, and other facilities; proposal is under consideration.
- Made ramp with rail functional and installed Braille software for visually impaired students.
- Conducted both internal and external audits regularly.
- Alumni association provided scholarships, maintained college gardens, and organized motivational seminars.
- Provided regular notifications and guidance for teachers' career advancement.

Principal
Maulana Azad College
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Library Upgradation

- Provided INFLIBNET facilities and placed proposals for software upgradation before higher authorities.

Miscellaneous

- Regular academic, administrative, green, environmental, waste, and gender audits conducted by internal and external experts.
- The meeting ended at 05:30 PM

Members Present

- | | |
|----------------------|------------|
| 1. ↓ Dr. D. Dasgupta | 7. ↓ Shri |
| 2. Sabir Ahmed | 8. ↓ Singh |
| 3. Jitendra | |
| 4. Kamini | |
| 5. Sujay Mehta | |
| 6. Samir Prasad | |


Coordinator, IQAC
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