



YEARLY STATUS REPORT - 2020-2021

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 **Professor Subir Chandra Dasgupta**
- Phone No. **03322493737**
- Alternate phone No. **033-29730203**
- Mobile **9830471981**
- 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/2019-20-AQAR.pdf>

4. Whether Academic Calendar prepared during the year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: <http://www.maulanaazadcollegekolkata.ac.in/academic-calendar.php>

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

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
Dr. Subhasis Panda (PI), Dept. of Botany and Dr. Dipak Kumar Som (Co-PI), Department of Zoology	Major Research Project on	Dept. of Higher Education, Science and Technology and Biotechnology, Govt. of West Bengal	2019, 3 years	257289
Institutional	Infrastructure augmentation	Dept. of Higher Education, Science and Technology and Biotechnology, Govt. of West Bengal	2021, 1 year	8866326
Institutional	Academic facilities	Dept. of Higher Education, Science and Technology and Biotechnology, Govt. of West Bengal	2021, 1 year	310000

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 1

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? Yes

- If No, please upload the minutes of the meeting(s) and Action Taken Report
- No File Uploaded

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)

Establishment of a rain water harvesting unit at the college boys' hostel premises.

Establishment of a dedicated computer room for hosting computer training programmes and online competitive examinations.

Conduction of wellness programmes for improving mental health of students during pandemic.

Launch of Maulana Azad College Students Unit of Microbiologist Society of India.

Uploading of question bank of all semesters on college website

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
Installation of rain water harvesting unit	Implemented at Boys' Hostel premises
Operationalisation of Girls' hostel	Started functioning
Operationalization of computer lab for online examination center	Started functioning
Launch of Students' Unit of Microbiologists Society, India	Unit had been inaugurated and had started functioning
Continuation of provision of monetary support for needy students to attend online classes.	Support continued
Continuation of webinars and online programmes for students and faculty members	10 webinars and one e-workshop has been arranged

13. Whether the AQAR was placed before statutory body? Yes

- Name of the statutory body

Name	Date of meeting(s)
Academic Council	12/05/2022

14. Whether institutional data submitted to AISHE

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Yes

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Name	Date of meeting(s)
Academic Council	12/05/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020	28/02/2022

15. Multidisciplinary / interdisciplinary

The college nurtures a multicultural socio-academic milieu and offers B.A. in as many as five languages. Accordingly it strives to foster 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 same spirit of

Interdisciplinary education has been imbibed mainly through the workshops and hands-on training programmes which the five Departments (Botany, Chemistry, Microbiology, Physics and Zoology) had been organizing since the last nine years under the STAR College programme of DBT.

16.Academic bank of credits (ABC):

It has not been initiated in our college as yet but we will soon register ourselves into NAD and Digilocker. Initiatives in this respect are also being taken by the Dept. of Higher Education, Govt. of West Bengal.

17.Skill development:

Keeping in mind the present demand for job market, the college has initiated MOU with other institutions for Academic Collaboration and has launched several certificate courses on foreign languages (Spanish, Persian, Arabic). In addition a certificate course for imparting IT skills to office staffs has also been opened in collaboration with Wipro technologies.

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

As we have stated already, the college promotes and imbibes the values of teaching-learning in Indian vernacular languages. Accordingly, teaching in many subjects is carried out parallelly in both English as well as in the corresponding vernacular language (Bengali or Urdu). Similarly, online classes are also being conducted in dual languages for the benefit of the students.

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

In accordance with the guidelines of MHRD, Outcome Based Education has been mandated now in every Higher Educational Institute. Maulana Azad College is also in the process of incorporating Outcome Based Education across all subjects offered to students in both UG and PG levels. The three integral components of Outcome Based Education are Programme Outcomes, Programme Educational Outcomes and Course Outcomes. Course outcomes or Learning outcomes for each of the departments has been clearly defined and uploaded in the college website (under the concerned Departmental home page). The programme outcomes will also soon be uploaded.

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 established 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

24

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

File Description	Documents
Data Template	View File

2.Student

2.1

933

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2

504

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

821

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	96
File Description	Documents
Data Template	View File
3.2 Number of sanctioned posts during the year	110
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	34
4.2 Total expenditure excluding salary during the year (INR in lakhs)	86.71
4.3 Total number of computers on campus for academic purposes	126

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

Regular classes and other academic activities of the college are being held according the schedule following the academic calendar as prescribed by the affiliating university, University of Calcutta.

We adhere to the reputation of the college and the teachers go to class with well planned lesson plan, so that the curriculum can be covered within the academic session and we can meet the requirement of the advanced students through the discussion on related topics beyond syllabus.

This academic year being plagued by the lockdown declared by GOI due to COVID19, regular class room teaching at the college could not been held. But, classes were taken through online mode in Google class room, Google meet and other platforms and regular assessment of the students was done in online mode.

This is reflected in the results of the students of all faculties in the end semester university examinations and the placement of the outgoing students in higher studies in reputed organizations in India and abroad.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	<p>https://maulanaazadcollegekolkata.ac.in/arabic.php, https://maulanaazadcollegekolkata.ac.in/bengali.php, https://maulanaazadcollegekolkata.ac.in/english.php, https://maulanaazadcollegekolkata.ac.in/persian.php, https://maulanaazadcollegekolkata.ac.in/sanskrit.php, https://maulanaazadcollegekolkata.ac.in/urdu.php, https://maulanaazadcollegekolkata.ac.in/islamic-history-culture.php, https://maulanaazadcollegekolkata.ac.in/history.php, https://maulanaazadcollegekolkata.ac.in/philosophy.php, https://maulanaazadcollegekolkata.ac.in/sociology.php, https://maulanaazadcollegekolkata.ac.in/botany.php, https://maulanaazadcollegekolkata.ac.in/chemistry.php, https://maulanaazadcollegekolkata.ac.in/microbiology.php, https://maulanaazadcollegekolkata.ac.in/economics.php, https://maulanaazadcollegekolkata.ac.in/mathematics.php, https://maulanaazadcollegekolkata.ac.in/physics.php, https://maulanaazadcollegekolkata.ac.in/statistics.php, https://maulanaazadcollegekolkata.ac.in/zoology.php, https://maulanaazadcollegekolkata.ac.in/commerce.php</p>

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

The college is affiliated to University of Calcutta and the academic calendar as prescribed by the university was strictly followed. Continuous assessment of the students through internal examinations were held according to the routine prescribed by the university. Besides that, unit tests and oral presentation by the students were organized by some of the course teachers for proper evaluation and mentoring of the students. All these academic activities were held in online mode as the college was under lockdown.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://maulanaazadcollegekolkata.ac.in/academic-calendar.php

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

24

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
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)

1

File Description	Documents
Any additional information	No File Uploaded
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

25

File Description	Documents
Any additional information	No File Uploaded
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

- Under the CBCS curriculum, students of every discipline have to compulsorily take a paper on Environmental studies which consists of theory and field work modules. a project report of the later has to be submitted by the student.
- Additionally, students of Philosophy, Sociology and Economics have to take courses on Professional ethics, Gender, Human Values and sustainability in their CBCS syllabus
- Apart from this, there is little or no scope of introduction of any extra programme with the status of an affiliated college.
- If there is the guideline for the introduction of other programmes by the university we will definitely introduce these.

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

3

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

22

File Description	Documents
Any additional information	No File Uploaded
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

D. Any 1 of the above

from the following stakeholders Students
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://maulanaazadcollegekolkata.ac.in/feedback.php
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://maulanaazadcollegekolkata.ac.in/pdf/AOAR/2022/2/2.7/2.7%20Student%20Satisfaction%20Survey%20MAC%202020-2021.pdf https://maulanaazadcollegekolkata.ac.in/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

933

File Description	Documents
Any additional information	No File Uploaded
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

301

File Description	Documents
Any additional information	No File Uploaded
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

The college assesses the learning levels of the students through internal assessments. On the basis of the assessment slow learners and advanced learners are identified.

Special programmes for advanced learner:

Due to COVID -19 pandemic situation, college was closed so physical programmes could not be conducted. However, the following programmes were conducted through virtual medium.

- Webinars were arranged for advanced learners.
- Advanced learners were encouraged to participate in summer / winter schools organised by various research institutes.
- Revision of topics were done by special techniques such as preparation of mind maps

Special programmes for slow learners:

- Extra doubt clearing classes/remedial classes are arranged for slow learners.
- Recordings of online classes are sent so that they could understand at their own pace
- Apart from classes students are advised to contact teachers whenever they feel any difficulty in understanding through telephone or other electronic media.
- Extra class tests have been taken and evaluated answer scripts was shown to the students such that they can understand and rectify their mistakes.

File Description	Documents
Paste link for additional information	https://macl-cloud.in/Login.aspx?redirecturl=College
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
2622	96

File Description	Documents
Any additional information	No File Uploaded

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

College provides variety of learning methodologies to the students. However due to COVID 19 pandemic situation, all activities were restricted in online mode only. the following online tools/activities were provided to/carried out with students to ensure experiential and participative learning together with development of problem solving skills

- 1) Class recordings are provided to students
- 2) Students are asked to sit for end of the class quizzes through google forms to make them stay attentive during the class.
- 3) For practical classes, suitable you tube video links of easily understandable demonstrations are sent to students.
- 4) In case of numerical problems for science departments, extra classes for problem solving was taken and question bank was provided to the students.
- 5) Webinars and Quiz competitions were organised on regular basis.
- 6) Students are motivated to register on portals of e-learning like SWAYAM, NPTEL, NDL etc.

7) A large number of students participated in poster competition on the world environment day organised by the college.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

ICT enabled tools have become the integral part of the teaching learning process due to COVID 19 situation. The college took adequate measures so that teaching learning is continued unabatedly during the prolonged span of COVID-19 inflicted lockdown.

1) LMS was introduced in the form of MAC-AIMES cloud for taking online tests and uploading study materials for students.

2) A dedicated Gsuite for education was procured by the college specifically for taking online classes and holding after class quizzes. The class recordings are stored in the corresponding drives and they were given to absentees or other students to cope up with the learning process. Each teacher has his/her own Google classroom where dissemination of study materials and conduction of tests (through google forms) can be carried out.

3) Apart from these two, faculty members themselves used many online platforms, softwares and pedagogical tools to ensure effective reaching out to students without classroom interaction. Some of these are Zoom platform, Moodle cloud, Acadly etc.

4) Apart from these, teachers are connected 24 x 7 with their students through dedicated whatsapp group for each class.

File Description	Documents
Upload any additional information	No File Uploaded
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

96

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
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

96

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
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

55

File Description	Documents
Any additional information	No File Uploaded
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

720

File Description	Documents
Any additional information	No File Uploaded
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.

- College has an internal assessment committee to look after the entire process of internal assessment such as fixing dates, giving notice etc. Internal assessment through pen and paper in the class room is the convention but in the COVID 19 pandemic situation that could not be done. Internal assessment was conducted through online mode. Question paper was sent through email, students wrote answer at their home within the scheduled time, scanned the answer scripts and sent it back through email or google form.
- Individual departments conducted internal assessments according to the schedule prepared centrally by the committee and displayed in the college website well in advance. Answer scripts were evaluated within a stipulated time.
- On the basis of marks obtained by students in the internal examination slow learners and advanced learners

were identified and specific measures were taken.

- To keep evaluation process transparent evaluated answer scripts were shown to the students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://maulanaazadcollegekolkata.ac.in/news/newsdetail.php?action=detail&tab=1&%20%20%20eventID=509

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

The whole process of conduction of internal examination is done in fair and transparent manner. However in case of any grievance, an Internal Complaints Committee is operative in the college for any grievance redressal. Generally all these problems are solved in the department itself.

In 2020-21 no such grievance occurred.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://maulanaazadcollegekolkata.ac.in/internal-complaints-committee.php

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.

The college has prepared course outcomes for B.A, B.Sc, B.Com, M.A and M.Sc programmes offered by the college which is displayed on the website and also communicated to the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://maulanaazadcollegekolkata.ac.in/learning-outcome.php
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

The college follows the syllabi laid down by the affiliating university (University of Calcutta) for all the programme and courses. Teaching plan for each programme and courses was prepared by each department at the beginning of the semester and communicated to the students. The Head of the Institution (Principal) in coordination with the heads of the departments monitor the execution and it's timely completion of the courses. The final outcome of the course is evaluated through the performance of the students that is analysed at the end of each semester examination.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://maulanaazadcollegekolkata.ac.in/learning-outcome.php

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

783

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	No File Uploaded
Paste link for the annual report	Nil

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/AOAR/2022/2/2.7/2.7%20Student%20Satisfaction%20Survey%20MAC%202020-2021.pdf://www.maulanaazadcollegekolkata.ac.in/feedback-analysis.php>

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)

2.57

File Description	Documents
Any additional information	No File Uploaded
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	No File Uploaded
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

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.vigyansathi.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 College has constituted Rural Entrepreneurship Development Cell in their campus and has been recognised as a Member of National Rural Entrepreneurship Mission. The college has initiated academic collaboration with several Institutes and Universities for fostering innovative learning as well as nurturing research aptitude in undergraduate students. It has earned the coveted STAR status awarded by the Department of Biotechnology, Govt. of India in the year 2017 as the sole college of Eastern India and now has been recognised by DBT as a mentor Institute for guiding new aspirant institutions. Amongst the Universities with whom the college has established academic tie-ups, is Adamas University which has been selected as a hub for incubation and innovation by BIRAC, DBT. The Department of Microbiology of this college has already applied for a the e-YUVA scheme with enthusiastic UG students and more projects are in the pipeline. However, the college is yet to establish its own incubation centre due to dearth of space.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022/3/3.2.1/3.2.1%20revised.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

1

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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

0

File Description	Documents
URL to the research page on HEI website	https://maulanaazadcollegekolkata.ac.in/research.php#section3
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	No File Uploaded

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

23

File Description	Documents
Any additional information	No File Uploaded
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

24

File Description	Documents
Any additional information	No File Uploaded
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

1) In order to ensure mental and physical well being of students , a mental wellness programme for students was organized by the IQAC of the college where eminent speakers of the likes of Mrimay Maharaj, Ramakrishna Mission Vivekananda Vidyamandir, Belurmath, Dr. Pubali Dhar, Professor and Head, Dept. of Nutrition and Dean, Faculty of fine arts and home science, University of Calcutta and Dr. Rajyasri Roy, Principal, Kanyasree College gave valuable insights to students to rejuvenate them both physically and mentally. A video of demonstration of yoga was also circulated amongst students.

2) World Environment Day was observed on 5th June 2021 on the theme "Ecosystem Restoration" in online mode where a speech competition was organized for students. Alongside, eminent environmentalist Smt Jaya Mitra and renowned scientist Prof. Gatan Gachhui, Jadavpur University delivered lectures on ecosystem manangement and restoration. A sapling was also planted inside the

garden of the college premises to mark the occasion.

3) A dengue awareness camp was organized by the Dengue Awareness and Prevention Committee in collaboration with the Kanyasree committee of the college.

4) Fruits and vegetables were distributed amongst local residents particularly slum dwellers by the students of Maulana Azad College.

File Description	Documents
Paste link for additional information	Nil
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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

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

2

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
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

104

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
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

8

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
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

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
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.

1) The College has a 5-acre campus in the heart of the city of Kolkata, which comprises of a Heritage Building and an Annex Building.

2) The College has a traditional Char-Bagh (four Gardens) as its facade and one of these serves as a well-maintained Medicinal Plant Garden.

3) There are thirty-four classrooms in the College, of which twenty-two are fully ICT enabled.

4) There are twenty-four modern Laboratories (including Research laboratories) which are spacious, well decorated and are well equipped with sophisticated instruments/equipments.

5) Besides, there is a Central Instrumentation Facility, separate plant and animal tissue-culture laboratories and a CPCSEA approved Animal House. There are seven well equipped Research Laboratories.

6) The College has four Computer Laboratories in various departments which are exclusively dedicated for the use of

Students.

7) There is also a Language laboratory for Arts.

8) The College has a Boys' Hostel with a boarding capacity of 600 and a Girls' Hostel of boarding capacity 72.

9) CCTV surveillance has been installed in the college campus and in the hostels.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AOAR/2022/4/4.1.1/4.1.1%20Additional%20Information%20compressed.pdf

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

1) The College Hall (Raza Washat Ali Memorial Hall) having a sitting capacity of nearly 200, is used for holding National/International seminars and cultural events.

2) The College also has a plush, airconditioned, fully ICT-enabled Seminar Hall with a sitting capacity of 70.

3) There are separate Boys' and Girls' Common Rooms and separate Students' Union Room.

4) Separate Boys' and Girls' Gymnasiums are there in the college with all modern amenities.

5) Provisions for outdoor games like Soccer, Cricket, Athletics and indoor games like Badminton, Table-Tennis, Carrom, and Chess are there.

6) There is a Canteen for students and staff in the college which offers palatable foods at an affordable price.

7) The College has a separate room and facilities for NSS.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022/4/4.1.2/4.1.2%20Additional%20Information.pdf

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

22

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022/4/4.1.3/4.1.3%20ICT%20enabled%20Classrooms Master%20time%20table.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)

55.34

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
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) The Library of Maulana Azad College possesses approximately 1,00,000 Books, including a huge number of Rare Books, Manuscripts, Reference Books (like Dictionaries, Thesaurus, and Encyclopaedia etc). The Rare Book Section of the Library consists of Books written in Persian, Urdu, Arabic and English.
- 2) Open Access System is there for Faculties, Staff Members and Students of PG Courses.
- 3) Computerized Issue of Books-system using KOHA is done for the Faculty, Students and College Staff.
- 4) Online Public Access Catalogue (OPAC) available in the library and in all the Departments.
- 5) INFLIBNET- NLIST is available for the teachers and willing students and staff.
- 6) DELNET connectivity is available. Adequate number of Computers with LAN and 100MBPS Internet facility for the use of the students and the teachers are available in the Reading Room of the Library.
- 7) Air-conditioned Reading Room is available for the students having seating capacity of 60 and a separate cubicle for the teachers.
- 8) There is electronic and wooden Display of New arrivals of Books and Journals. Air-conditioned stack of Rare Book and Manuscript section.
- 9) CCTV- Monitoring is present in Reading Room, Stack Room, and Front Office of the Library.
- 10) There is Computerized Cataloguing and Computerized Serial Control of books.
- 11) Pest control is done periodically.
- 12) Reprographic facility, Lamination Facility of Library Card is there.
- 13) Other facilities include Drinking water facility, Fire Extinguisher Service, Reference Service.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022/4/4.2.1/4.2.1%20Library%20Additional%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 B. Any 3 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)

19470

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
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

60

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

1) Local Area Networking (LAN) connections are operative throughout the campus (Office, Students' Section, Library Reading Room, Staffroom, including the Arts and the Humanities Departments, and in all the Science Departments.

2) The College offers 125MBPS of Internet Connectivity with Wi-Fi facility within its campus.

3) All Computer Labs are also connected through LAN and have 125MBPS of internet facility.

4) Wi-Fi is available in all Departments and is password protected for the use of faculty members and students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022/4/4.3.1/4.3.1%20IT%20Additional%20Information.pdf

4.3.2 - Number of Computers

126

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
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)

31.17

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	No File Uploaded
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.

Every year the College sends a proposal to the Higher Education Department, Govt. of West Bengal for maintenance of physical and academic resources (such as classrooms, computers, Laboratories, equipments, chemicals, glasswares, books, journal etc.) and other contingency funds. The HE Department accordingly sanctions funds to the College. After sanction of the fund, it is distributed to the different Departments and the Library according to requirement through a meeting of the Principal with the Head of the Departments and the Librarian. In 2020-21 session, the yearly Govt. fund was sanctioned by the HE Department, however, due to lockdown, it could not be utilized during the said financial year.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

136

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
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

3

File Description	Documents
Upload any additional information	No File Uploaded
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/2022/5/5.1.3/5.1.3%20Capacity%20building%20and%20Skill%20Enhancement.pdf
Any additional information	No File Uploaded
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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted 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	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

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

10

File Description	Documents
Self-attested list of students placed	No File Uploaded
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

243

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
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

24

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
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.

4

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
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 has a Students Union which actively organizes various cultural and academic activities of the college. There is active participation by the students in cultural activities like Rabindra

Jayanti, Milad-un-Nabi, celebration of birthday of Maulana Abul kalam Azad, Saraswati Puja, Fresher's Welcome, Teacher's Day, etc. All faculty members and staff also actively support, motivate and help the students to organize various events. During the lockdown period (2020-21), many of such events were held exclusively in online mode. The students organized these events in online platforms such as Google Meet, Zoom, etc. with guidance from teachers. Students are motivated by the Faculty members to participate in various co-curricular and extra-curricular activities like quiz competitions, poster competition, debate, speech competition, essay writing, etc. Many students have also emerged as winners in such events held during this period. Thus, by encouraging student participation in co-curricular, extra-curricular and administrative activities, the college strives for the all-round development of the students.

File Description	Documents
Paste link for additional information	Nil
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

30

File Description	Documents
Report of the event	No File Uploaded
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 College is proud to have its Alumni Association i.e. Maulana Azad College Alumni Association Kolkata (MACAAK) comprising of ex-students from different fields of activities. Members of MACAAK includes scientist, civil servants, teachers, literary critics, journalist, political leaders, social activists, engineers, doctors, entrepreneurs etc. In a meeting dated 19.06. 2010, it was resolved that the MACAAK be registered under the West Bengal Societies Registration Act 1961 at the earliest. Prof. Gholam Sarwar, the General Secretary along with Mr. Jaweed Yusuf, Mr. Mozammil Hossain and Mr. Tanwir Ahmed Khan worked hard for the registration and eventually got the association registered with effect from 19.01.2011 vide Regn. No.S/1L/77219. The activities of the Alumni Association include:

1) Organizing Maulana Abul Kalam Azad Memorial Lecture

2) Award mementos, certificates to the toppers of Arts, Science and Commerce students of the College on College Foundation Day.

3) Adopted the College Garden for its maintenance and beautification.

4) Participates in Counselling for the maintenance of discipline and good academic ambience in the college.

During 2020-21 period, due to extensive lockdown, most of the activities of Alumni Association could not be performed. However, they were scheduled for the next academic session.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	No File Uploaded

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

Besides the Governing body and IQAC of the college, different academic and administrative committees are formed in every academic session with teachers, students and non-teaching staff as members. The activities of the college are divided and are assigned to the respective committees for fruitful implementation.

In this year college being under lockdown due to COVID19, the workings of the committees have been hampered, but still have done their job to the level best such that the regular academic and administrative work flow be maintained.

The strategic development plan could not be implemented.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/governing-body.php , https://maulanaazadcollegekolkata.ac.in/about-IOAC.php#NOTICES
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 pattern of work is supervisory decentralized.

The said academic and administrative committees have the freedom to work on their own, but in consultation with IQAC and the Principal of the college.

The academic departments headed by the seniormost teachers plan the strategy for regular teaching work with a definite schedule and also set the development plan, viz., purchase of equipments, modernization of laboratories and class rooms.

This year every such activities have been done in online mode.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Being a government college, development of the college is subjected to the allocation of government fund.

In this pandemic situation, government fund being so scanty we were bound to only some maintenance work.

Even academic exchange with other organization have not been possible.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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.

It is a government college. The appointment of teachers and staff and their service conditions are set up by the state government.

The college development and administrative policies, such as implementation of new course, construction of new building or hostel is subjected to government approval.

But, in regard to running of the college, the policies are set by the Principal in consultation with IQAC, Governing body, Teachers' council and senior teachers of the college.

This year we have done it to some extent by meeting with the committees several times in web platform.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022/6/6.2.2/Organogram.pdf
Upload any additional information	No File Uploaded

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	No File Uploaded
Screen shots of user inter faces	No File Uploaded
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

Both teaching and non-teaching staff are allowed to participate in training and development programmes in phases.

They are given with-pay leave, but we have no option to give financial support to them.

Also some in-house programmes are organised time to time.

This year some teachers have participated in online refresher/orientation/faculty development programmes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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	No File Uploaded
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).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
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

13

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
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 performance appraisal system.

However, every year teachers have to submit performance appraisal to the Higher Education Department through the IFMS portal of the

state government which is reviewed by the Principal of the college before being sent up to higher authority.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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, but not in every year.

However, there is an internal audit of the resources of every department conducted by the teachers of that department and they report to the Principal. They also assess the requirements of the department and place the demand to Principal.

This year, (external) audit of expenses incurred under Department of Biotechnology, STAR College has been carried out.

File Description	Documents
Paste link for additional information	Nil
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	No File Uploaded
Any additional information	No File Uploaded
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

On receipt of any fund, Principal sits with heads of departments and IQAC to set a plan for distribution of fund to different departments according to their need.

This year we have not received any development fund from government or from any other agencies.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

IQAC of the college time to time reviews the academic progress of the college and put advices to the academic departments via Principal.

IQAC also helps the teachers in framing academic development and service promotion. This year, three faculty members from the Department of Zoology and one from the Department of English have received promotion under Career Advancement Scheme.

File Description	Documents
Paste link for additional information	Nil
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 all the academic activities have been done in online mode.

The learning outcomes could not be assessed properly.

However, the students performed fairly in the semester examinations and some passout students have joined reputed organizations.

It is the reflection of good academic ambience of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
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

The college is keen towards creation of a congenial work-atmosphere for the teaching and non-teaching staff as well as a wholesome academic environment for the students. It has constituted the Internal Complaints Cell (ICC) under the convenorship of a senior lady teacher to look into complaints on gender-issues received from both students and staff (teaching and non-teaching). Any instance of harassment, be it of a sexual, physical or verbal nature, is dealt with severely. Now that the Covid-19 Pandemic has led to imparting education in the online mode, it has become necessary to acquaint the students about the nitty-gritty of cyber-safety too. Students are made aware of desired etiquette during online classes, as well as the sanctity of their group activity on digital platforms like WhatsApp, Google Meet, etc. Perchance any student feels insecure or apprehensive about the words or actions of anyone associated with the college, s/he is offered counselling by the group of experienced teachers who are part of the ICC. There is a Common Room on the 2nd floor of the college designated for girl-students, and one on the 1st floor for boy-students.

File Description	Documents
Annual gender sensitization action plan	Nil
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	a. Safety and security; b. Counseling; c. Common Rooms

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

The college has a protocol in place for the management of different categories of wastes. The waste materials generated in the various science laboratories are segregated into three separate bins coloured red, blue and green. Defunct electronic gadgets and appliances are disposed of by following a definite procedure under the aegis of a Sub-Committee formed for this purpose. At times, some of the electronic gadgets like copier machines are exchanged for a new product directly from the manufacturer. Solid waste, including garbage from the college canteen, is collected by the conservancy department of the Kolkata Municipal Corporation. There is a proposal to dispose of electronic-waste with the help of West Bengal Electronics Industry Development Corporation Limited (WEBEL).

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
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 C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: B. Any 3 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	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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 :

D. Any 1 of the above

Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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).

The college, being an institution of higher education wholly administered by the government, is dedicated towards creating an inclusive environment in all respects. Efforts are made to instil tolerance and harmony amongst students irrespective of their social background. This college, incidentally, is an institute of choice for a sizeable number of students from the minority community, both boys and girls. Keeping in tune with the concept of 'Unity in Diversity', the students participate in large numbers in festivals of diverse communities, be it Saraswati Puja or Iftar and Eid-e-Milad-un-Nabi. Similarly, although the college is located in West Bengal where Bengali is commonly spoken, there are also students with other linguistic origins like Hindi, Urdu, Nepali, etc. Being a government institution, the college charges modest tuition and other fees compared to private institutions of higher education in the city. As such, it caters to several students from the underprivileged and economically weaker sections also. Notwithstanding their socio-economic status, all students are treated at par by the teaching and non-teaching staff of 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

The college is committed towards inculcating in its students values for being responsible citizens of the country. The Political Science Department of the college also plays a significant role in this respect, encouraging students to participate in debates, quizzes, mock parliaments, and similar programmes which would make them aware of their Fundamental Rights and Duties. Similarly, employees of the college (both teaching and non-teaching staff) are reminded of their responsibilities as public servants. Being a government educational institution, this assumes all the more importance for them as they have to be constantly accountable. The teachers of the college, being employees of West Bengal Education Service and West Bengal Senior Education Service, have to adhere to the duties and responsibilities enshrined in West Bengal Service Rules. As such, integrity in words and actions becomes vital in their interactions with the students and the public at large.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	https://maulanaazadcollegekolkata.ac.in/AOAR-related-documents.php

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

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	No File Uploaded
Any other relevant information	No File Uploaded

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

The college observes Independence Day and Republic Day every year with utmost reverence. This year too, these days of national importance were observed with hoisting of the Indian tricolour and singing of the national anthem. Teachers, non-teaching staff and students attend these programmes to pay their respect to the memory of our great freedom fighters. Additionally, the college also celebrates other commemorative days with much enthusiasm. This year, our college observed World Environment Day on 5 June 2020 with the planting of saplings by the Principal, ably supported by teachers of the Botany Department. Students also participated enthusiastically on this occasion. The college has been recognised as a DBT-Star institution of higher education for the last few years, and consequently, several science departments celebrate National Science Day every academic session. This year too, science departments like Physics, Chemistry and Microbiology organised webinars on 28 February 2021 to instil scientific temperament in the minds of the students and other participants.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC

format provided in the Manual.

I. MAC-Cloud Learning Management System (LMS) for Online Teaching-Learning:

Maulana Azad College, a premier institution of higher education in the city of Kolkata, was one of the first colleges in West Bengal to have a Learning Management System (LMS). Under this LMS named MAC-Cloud, all teachers of the college were allotted their separate accounts with their individual login id. and password sent to their registered mobile phones as One Time Password (OTP) which remained valid for 24 hours. This turned out to be very useful for the teachers for uploading study materials as well as conducting periodic assignments. Students logged into MAC-Cloud using their Student Id. and accessed the files uploaded by the teachers. They also answered short and broad questions, as also Multiple-Choice-Questions (MCQ) for online assessments.

II. Rainwater Harvesting:

Rainwater Harvesting is a tried-and-tested practice across the world for conserving rainwater and recycling it. The Principal of Maulana Azad College took initiative to harvest rainwater, and held initial talks with the Public Works Department of the Government of West Bengal. Following this, the PWD installed the requisite equipment in the campus of the college boys' hostel (Baker Government Hostel) for conservation of rainwater. The rainwater thus collected was recycled for non-palatable uses like water in the bathroom, wash-basins, washing, etc. Apart from this, a portion of the rainwater was fed into the earth through 'Groundwater recharge' in order to increase the groundwater table of the city of Kolkata.

File Description	Documents
Best practices in the Institutional website	https://maulanaazadcollegekolkata.ac.in/AQAR-related-documents.php
Any other relevant information	https://macl-cloud.in/Login.aspx?redirecturl=College

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

Maulana Azad College has the distinction of being the only co-educational government college affiliated to the University of Calcutta offering 6 (six) language subjects - Arabic, Bengali, English, Persian, Sanskrit and Urdu. These six language departments are the mainstay of the Arts stream in the college, and contribute significantly to the promotion of arts and culture as well. The college prides on preserving ancient and rare literary texts and manuscripts in Arabic, English, Persian, Sanskrit and Urdu. The crowning glory of this rich heritage is a manuscript of the Ain-i-Akbari ["Administration of Akbar"], a 16th century document recording the administration of the Mughal empire under emperor Akbar, written in Persian language by his court historian Abul Fazl. Incidentally, this text constitutes the 3rd volume of the famous Akbarnama ["Account of Akbar"] written by the same writer.

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

Regular classes and other academic activities of the college are being held according the schedule following the academic calendar as prescribed by the affiliating university, University of Calcutta.

We adhere to the reputation of the college and the teachers go to class with well planned lesson plan, so that the curriculum can be covered within the academic session and we can meet the requirement of the advanced students through the discussion on related topics beyond syllabus.

This academic year being plagued by the lockdown declared by GOI due to COVID19, regular class room teaching at the college could not been held. But, classes were taken through online mode in Google class room, Google meet and other platforms and regular assessment of the students was done in online mode.

This is reflected in the results of the students of all faculties in the end semester university examinations and the placement of the outgoing students in higher studies in reputed organizations in India and abroad.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://maulanaazadcollegekolkata.ac.in/arabic.php , https://maulanaazadcollegekolkata.ac.in/bengali.php , https://maulanaazadcollegekolkata.ac.in/english.php , https://maulanaazadcollegekolkata.ac.in/persian.php , https://maulanaazadcollegekolkata.ac.in/sanskrit.php , https://maulanaazadcollegekolkata.ac.in/urdu.php , https://maulanaazadcollegekolkata.ac.in/islamic-history-culture.php , https://maulanaazadcollegekolkata.ac.in/history.php , https://maulanaazadcollegekolkata.ac.in/philosophy.php , https://maulanaazadcollegekolkata.ac.in/sociology.php , https://maulanaazadcollegekolkata.ac.in/botany.php , https://maulanaazadcollegekolkata.ac.in/chemistry.php , https://maulanaazadcollegekolkata.ac.in/microbiology.php , https://maulanaazadcollegekolkata.ac.in/economics.php , https://maulanaazadcollegekolkata.ac.in/mathematics.php , https://maulanaazadcollegekolkata.ac.in/physics.php , https://maulanaazadcollegekolkata.ac.in/statistics.php , https://maulanaazadcollegekolkata.ac.in/zooology.php , https://maulanaazadcollegekolkata.ac.in/commerce.php

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

The college is affiliated to University of Calcutta and the academic calendar as prescribed by the university was strictly followed. Continuous assessment of the students through internal examinations were held according to the routine prescribed by the university. Besides that, unit tests and oral presentation by the students were organized by some of the course teachers for proper evaluation and mentoring of the students. All these academic activities were held in online mode as the college was under lockdown.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://maulanaazadcollegekolkata.ac.in/academic-calendar.php

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

24

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
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)**

1

File Description	Documents
Any additional information	No File Uploaded
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

25

File Description	Documents
Any additional information	No File Uploaded
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**

- Under the CBCS curriculum, students of every discipline have to compulsorily take a paper on Environmental studies which consists of theory and field work modules. a project report of the later has to be submitted by the student.
- Additionally, students of Philosophy, Sociology and Economics have to take courses on Professional ethics, Gender, Human Values and sustainability in their CBCS syllabus
- Apart from this, there is little or no scope of introduction of any extra programme with the status of an affiliated college.
- If there is the guideline for the introduction of other programmes by the university we will definitely introduce

these .

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

3

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

22

File Description	Documents
Any additional information	No File Uploaded
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	D. Any 1 of the above
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File Description	Documents
URL for stakeholder feedback report	https://maulanaazadcollegekolkata.ac.in/feedback.php
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed
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File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://maulanaazadcollegekolkata.ac.in/pdf/AOAR/2022/2/2.7/2.7%20Student%20Satisfaction%20Survey%20MAC%202020-2021.pdf https://maulanaazadcollegekolkata.ac.in/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

933

File Description	Documents
Any additional information	No File Uploaded
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

301

File Description	Documents
Any additional information	No File Uploaded
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

The college assesses the learning levels of the students through internal assessments. On the basis of the assessment slow learners and advanced learners are identified.

Special programmes for advanced learner:

Due to COVID -19 pandemic situation, college was closed so physical programmes could not be conducted. However, the following programmes were conducted through virtual medium.

- Webinars were arranged for advanced learners.
- Advanced learners were encouraged to participate in summer / winter schools organised by various research institutes.
- Revision of topics were done by special techniques such as preparation of mind maps

Special programmes for slow learners:

- Extra doubt clearing classes/remedial classes are arranged for slow learners.
- Recordings of online classes are sent so that they could understand at their own pace
- Apart from classes students are advised to contact teachers whenever they feel any difficulty in understanding through telephone or other electronic media.
- Extra class tests have been taken and evaluated answer

scripts was shown to the students such that they can understand and rectify their mistakes.

File Description	Documents
Paste link for additional information	https://macl-cloud.in/Login.aspx?redirecturl=College
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
2622	96

File Description	Documents
Any additional information	No File Uploaded

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

College provides variety of learning methodologies to the students. However due to COVID 19 pandemic situation, all activities were restricted in online mode only. the following online tools/activities were provided to/carried out with students to ensure experiential and participative learning together with development of problem solving skills

- 1) Class recordings are provided to students
- 2) Students are asked to sit for end of the class quizzes through google forms to make them stay attentive during the class.
- 3) For practical classes, suitable you tube video links of easily understandable demonstrations are sent to students.
- 4) In case of numerical problems for science departments, extra classes for problem solving was taken and question bank was provided to the students.
- 5) Webinars and Quiz competitions were organised on regular

basis.

6) Students are motivated to register on portals of e-learning like SWAYAM, NPTEL, NDL etc.

7) A large number of students participated in poster competition on the world environment day organised by the college.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

ICT enabled tools have become the integral part of the teaching learning process due to COVID 19 situation. The college took adequate measures so that teaching learning is continued unabatedly during the prolonged span of COVID-19 inflicted lockdown.

1) LMS was introduced in the form of MAC-AIMES cloud for taking online tests and uploading study materials for students.

2) A dedicated Gsuite for education was procured by the college specifically for taking online classes and holding after class quizzes. The class recordings are stored in the corresponding drives and they were given to absentees or other students to cope up with the learning process. Each teacher has his/her own Google classroom where dissemination of study materials and conduction of tests (through google forms) can be carried out.

3) Apart from these two, faculty members themselves used many online platforms, softwares and pedagogical tools to ensure effective reaching out to students without classroom interaction. Some of these are Zoom platform, Moodle cloud, Acadly etc.

4) Apart from these, teachers are connected 24 x 7 with their students through dedicated whatsapp group for each class.

File Description	Documents
Upload any additional information	No File Uploaded
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

96

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
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

96

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
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

55	
File Description	Documents
Any additional information	No File Uploaded
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	
720	
File Description	Documents
Any additional information	No File Uploaded
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.	
<ul style="list-style-type: none"> • College has an internal assessment committee to look after the entire process of internal assessment such as fixing dates, giving notice etc. Internal assessment through pen and paper in the class room is the convention but in the COVID 19 pandemic situation that could not be done. Internal assessment was conducted through online mode. Question paper was sent through email, students wrote answer at their home within the scheduled time, scanned the answer scripts and sent it back through email or google form. • Individual departments conducted internal assessments according to the schedule prepared centrally by the committee and displayed in the college website well in advance. Answer scripts were evaluated within a stipulated time. • On the basis of marks obtained by students in the 	

internal examination slow learners and advanced learners were identified and specific measures were taken.

- To keep evaluation process transparent evaluated answer scripts were shown to the students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://maulanaazadcollegekolkata.ac.in/news/newsdetail.php?action=detail&tab=1&%20%20%20eventID=509

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

The whole process of conduction of internal examination is done in fair and transparent manner. However in case of any grievance, an Internal Complaints Committee is operative in the college for any grievance redressal. Generally all these problems are solved in the department itself.

In 2020-21 no such grievance occurred.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://maulanaazadcollegekolkata.ac.in/internal-complaints-committee.php

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.

The college has prepared course outcomes for B.A, B.Sc, B.Com, M.A and M.Sc programmes offered by the college which is displayed on the website and also communicated to the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://maulanaazadcollegekolkata.ac.in/learning-outcome.php
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

The college follows the syllabi laid down by the affiliating university (University of Calcutta) for all the programme and courses. Teaching plan for each programme and courses was prepared by each department at the beginning of the semester and communicated to the students. The Head of the Institution (Principal) in coordination with the heads of the departments monitor the execution and it's timely completion of the courses. The final outcome of the course is evaluated through the performance of the students that is analysed at the end of each semester examination.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://maulanaazadcollegekolkata.ac.in/learning-outcome.php

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

783

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	No File Uploaded
Paste link for the annual report	Nil

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/AOAR/2022/2/2.7/2.7%20Student%20Satisfaction%20Survey%20MAC%202020-2021.pdf://www.maulanaazadcollegekolkata.ac.in/feedback-analysis.php>

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)

2.57

File Description	Documents
Any additional information	No File Uploaded
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	No File Uploaded
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

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.vigyansathi.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 College has constituted Rural Entrepreneurship Development Cell in their campus and has been recognised as a Member of National Rural Entrepreneurship Mission. The college has initiated academic collaboration with several Institutes and Universities for fostering innovative learning as well as nurturing research aptitude in undergraduate students. It has earned the coveted STAR status awarded by the Department of Biotechnology, Govt. of India in the year 2017 as the sole college of Eastern India and now has been recognised by DBT as a mentor Institute for guiding new aspirant institutions. Amongst the Universities with whom the college has established academic tie-ups, is Adamas University which has been selected as a hub for incubation and innovation by BIRAC, DBT. The Department of Microbiology of this college has already applied for a the e-YUVA scheme with enthusiastic UG students and more projects are in the pipeline. However, the college is yet to

establish its own incubation centre due to dearth of space.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AOAR/2022/3/3.2.1/3.2.1%20revised.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

1

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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

0

File Description	Documents
URL to the research page on HEI website	https://maulanaazadcollegekolkata.ac.in/research.php#section3
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	No File Uploaded

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

23

File Description	Documents
Any additional information	No File Uploaded
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**

24

File Description	Documents
Any additional information	No File Uploaded
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

1) In order to ensure mental and physical well being of students , a mental wellness programme for students was organized by the IQAC of the college where eminent speakers of the likes of Mrimay Maharaj, Ramakrishna Mission Vivekananda Vidyamandir, Belurmath, Dr. Pubali Dhar, Professor and Head, Dept. of Nutrition and Dean, Faculty of fine arts and home science, University of Calcutta and Dr. Rajyasri Roy, Principal, Kanyasree College gave valuable insights to students to rejuvenate them both physically and mentally. A video of demonstration of yoga was also circulated amongst students.

2) World Environment Day was observed on 5th June 2021 on the theme "Ecosystem Restoration" in online mode where a speech competition was organized for students. Alongside, eminent environmentalist Smt Jaya Mitra and renowned scientist Prof.

Gatan Gachhui, Jadavpur University delivered lectures on ecosystem management and restoration. A sapling was also planted inside the garden of the college premises to mark the occasion.

3) A dengue awareness camp was organized by the Dengue Awareness and Prevention Committee in collaboration with the Kanyasree committee of the college.

4) Fruits and vegetables were distributed amongst local residents particularly slum dwellers by the students of Maulana Azad College.

File Description	Documents
Paste link for additional information	Nil
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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

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

2

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
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

104

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
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

8

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
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

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
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.

1) The College has a 5-acre campus in the heart of the city of Kolkata, which comprises of a Heritage Building and an Annex Building.

2) The College has a traditional Char-Bagh (four Gardens) as its facade and one of these serves as a well-maintained Medicinal Plant Garden.

3) There are thirty-four Classrooms in the College, of which twenty-two are fully ICT enabled.

4) There are twenty-four modern Laboratories (including Research laboratories) which are spacious, well decorated and are well equipped with sophisticated instruments/equipments.

5) Besides, there is a Central Instrumentation Facility, separate plant and animal tissue-culture laboratories and a CPCSEA approved Animal House. There are seven well equipped Research Laboratories.

6) The College has four Computer Laboratories in various

departments which are exclusively dedicated for the use of Students.

7) There is also a Language laboratory for Arts.

8) The College has a Boys' Hostel with a boarding capacity of 600 and a Girls' Hostel of boarding capacity 72.

9) CCTV surveillance has been installed in the college campus and in the hostels.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AOAR/2022/4/4.1.1/4.1.1%20Additional%20Information%20compressed.pdf

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

1) The College Hall (Raza Washat Ali Memorial Hall) having a sitting capacity of nearly 200, is used for holding National/International seminars and cultural events.

2) The College also has a plush, airconditioned, fully ICT-enabled Seminar Hall with a sitting capacity of 70.

3) There are separate Boys' and Girls' Common Rooms and separate Students' Union Room.

4) Separate Boys' and Girls' Gymnasiums are there in the college with all modern amenities.

5) Provisions for outdoor games like Soccer, Cricket, Athletics and indoor games like Badminton, Table-Tennis, Carrom, and Chess are there.

6) There is a Canteen for students and staff in the college which offers palatable foods at an affordable price.

7) The College has a separate room and facilities for NSS.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022/4/4.1.2/4.1.2%20Additional%20Information.pdf

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

22

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022/4/4.1.3/4.1.3%20ICT%20enabled%20Classrooms Master%20time%20table.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)

55.34

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
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) The Library of Maulana Azad College possesses approximately 1,00,000 Books, including a huge number of Rare Books, Manuscripts, Reference Books (like Dictionaries, Thesaurus, and Encyclopaedia etc). The Rare Book Section of the Library consists of Books written in Persian, Urdu, Arabic and English.
- 2) Open Access System is there for Faculties, Staff Members and Students of PG Courses.
- 3) Computerized Issue of Books-system using KOHA is done for the Faculty, Students and College Staff.
- 4) Online Public Access Catalogue (OPAC) available in the library and in all the Departments.
- 5) INFLIBNET- NLIST is available for the teachers and willing students and staff.
- 6) DELNET connectivity is available. Adequate number of Computers with LAN and 100MBPS Internet facility for the use of the students and the teachers are available in the Reading Room of the Library.
- 7) Air-conditioned Reading Room is available for the students having seating capacity of 60 and a separate cubicle for the teachers.
- 8) There is electronic and wooden Display of New arrivals of Books and Journals. Air-conditioned stack of Rare Book and Manuscript section.
- 9) CCTV- Monitoring is present in Reading Room, Stack Room, and Front Office of the Library.
- 10) There is Computerized Cataloguing and Computerized Serial Control of books.
- 11) Pest control is done periodically.
- 12) Reprographic facility, Lamination Facility of Library Card is there.
- 13) Other facilities include Drinking water facility, Fire Extinguisher Service, Reference Service.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022/4/4.2.1/4.2.1%20Library%20Additional%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

B. Any 3 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)

19470

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
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

60

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

1) Local Area Networking (LAN) connections are operative throughout the campus (Office, Students' Section, Library Reading Room, Staffroom, including the Arts and the Humanities Departments, and in all the Science Departments.

2) The College offers 125MBPS of Internet Connectivity with Wi-Fi facility within its campus.

3) All Computer Labs are also connected through LAN and have 125MBPS of internet facility.

4) Wi-Fi is available in all Departments and is password protected for the use of faculty members and students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022/4/4.3.1/4.3.1%20IT%20Additio%20Information.pdf

4.3.2 - Number of Computers

126

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
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)

31.17

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	No File Uploaded
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.

Every year the College sends a proposal to the Higher Education Department, Govt. of West Bengal for maintenance of physical and academic resources (such as classrooms, computers, laboratories, equipments, chemicals, glasswares, books, journalsetc.) and other contingency funds. The HE Department accordingly sanctions funds to the College. After sanction of the fund, it is distributed to the different Departments and the Library according to requirement through a meeting of the Principal with the Head of the Departments and the Librarian. In 2020-21 session, the yearly Govt. fund was sanctioned by the HE Department, however, due to lockdown, it could not be utilized during the said financial year.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

136

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
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

3

File Description	Documents
Upload any additional information	No File Uploaded
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/2022/5/5.1.3/5.1.3%20Capacity%20building%20and%20Skill%20Enhancement.pdf
Any additional information	No File Uploaded
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	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted 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	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

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

10

File Description	Documents
Self-attested list of students placed	No File Uploaded
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

243

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
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

24

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
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.

4

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
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 has a Students Union which actively organizes various cultural and academic activities of the college. There

is active participation by the students in cultural activities like Rabindra Jayanti, Milad-un-Nabi, celebration of birthday of Maulana Abul kalam Azad, Saraswati Puja, Fresher's Welcome, Teacher's Day, etc. All faculty members and staff also actively support, motivate and help the students to organize various events. During the lockdown period (2020-21), many of such events were held exclusively in online mode. The students organized these events in online platforms such as Google Meet, Zoom, etc. with guidance from teachers. Students are motivated by the Faculty members to participate in various co-curricular and extra-curricular activities like quiz competitions, poster competition, debate, speech competition, essay writing, etc. Many students have also emerged as winners in such events held during this period. Thus, by encouraging student participation in co-curricular, extra-curricular and administrative activities, the college strives for the all-round development of the students.

File Description	Documents
Paste link for additional information	Nil
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

30

File Description	Documents
Report of the event	No File Uploaded
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 College is proud to have its Alumni Association i.e. Maulana Azad College Alumni Association Kolkata (MACAAK) comprising of ex-students from different fields of activities. Members of MACAAK includes scientist, civil servants, teachers, literary critics, journalist, political leaders, social activists, engineers, doctors, entrepreneurs etc. In a meeting dated 19.06. 2010, it was resolved that the MACAAK be registered under the West Bengal Societies Registration Act 1961 at the earliest. Prof. Gholam Sarwar, the General Secretary along with Mr. Jaweed Yusuf, Mr. Mozammil Hossain and Mr. Tanwir Ahmed Khan worked hard for the registration and eventually got the association registered with effect from 19.01.2011 vide Regn. No.S/1L/77219. The activities of the Alumni Association include:

- 1) Organizing Maulana Abul Kalam Azad Memorial Lecture
- 2) Award mementos, certificates to the toppers of Arts, Science and Commerce students of the College on College Foundation Day.
- 3) Adopted the College Garden for its maintenance and beautification.
- 4) Participates in Counselling for the maintenance of discipline and good academic ambience in the college.

During 2020-21 period, due to extensive lockdown, most of the activities of Alumni Association could not be performed. However, they were scheduled for the next academic session.

File Description	Documents
Paste link for additional information	Nil
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	No File Uploaded

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

Besides the Governing body and IQAC of the college, different academic and administrative committees are formed in every academic session with teachers, students and non-teaching staff as members. The activities of the college are divided and are assigned to the respective committees for fruitful implementation.

In this year college being under lockdown due to COVID19, the workings of the committees have been hampered, but still have done their job to the level best such that the regular academic and administrative work flow be maintained.

The strategic development plan could not be implemented.

File Description	Documents
Paste link for additional information	https://maulanaazadcollegekolkata.ac.in/governing-body.php , https://maulanaazadcollegekolkata.ac.in/about-IQAC.php#NOTICES
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 pattern of work is supervisory decentralized.

The said academic and administrative committees have the freedom to work on their own, but in consultation with IQAC and the Principal of the college.

The academic departments headed by the seniormost teachers plan the strategy for regular teaching work with a definite schedule and also set the development plan, viz., purchase of equipments, modernization of laboratories and class rooms.

This year every such activities have been done in online mode.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Being a government college, development of the college is subjected to the allocation of government fund.

In this pandemic situation, government fund being so scanty we were bound to only some maintenance work.

Even academic exchange with other organization have not been possible.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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.

It is a government college. The appointment of teachers and staff and their service conditions are set up by the state government.

The college development and administrative policies, such as implementation of new course, construction of new building or hostel is subjected to government approval.

But, in regard to running of the college, the policies are set by the Principal in consultation with IQAC, Governing body, Teachers' council and senior teachers of the college.

This year we have done it to some extent by meeting with the committees several times in web platform.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://maulanaazadcollegekolkata.ac.in/pdf/AQAR/2022/6/6.2.2/Organogram.pdf
Upload any additional information	No File Uploaded

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	No File Uploaded
Screen shots of user inter faces	No File Uploaded
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

Both teaching and non-teaching staff are allowed to participate in training and development programmes in phases.

They are given with-pay leave, but we have no option to give financial support to them.

Also some in-house programmes are organised time to time.

This year some teachers have participated in online refresher/orientation/faculty development programmes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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	No File Uploaded
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).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
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

13

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
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 performance appraisal system.

However, every year teachers have to submit performance

appraisal to the Higher Education Department through the IFMS portal of the state government which is reviewed by the Principal of the college before being sent up to higher authority.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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, but not in every year.

However, there is an internal audit of the resources of every department conducted by the teachers of that department and they report to the Principal. They also assess the requirements of the department and place the demand to Principal.

This year, (external) audit of expenses incurred under Department of Biotechnology, STAR College has been carried out.

File Description	Documents
Paste link for additional information	Nil
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	No File Uploaded
Any additional information	No File Uploaded
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

On receipt of any fund, Principal sits with heads of departments and IQAC to set a plan for distribution of fund to different departments according to their need.

This year we have not received any development fund from government or from any other agencies.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

IQAC of the college time to time reviews the academic progress of the college and put advices to the academic departments via Principal.

IQAC also helps the teachers in framing academic development and service promotion. This year, three faculty members from the Department of Zoology and one from the Department of English have received promotion under Career Advancement Scheme.

File Description	Documents
Paste link for additional information	Nil
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 all the academic activities have been done in online mode.

The learning outcomes could not be assessed properly.

However, the students performed fairly in the semester examinations and some passout students have joined reputed organizations.

It is the reflection of good academic ambience of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
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**

The college is keen towards creation of a congenial work-atmosphere for the teaching and non-teaching staff as well as a wholesome academic environment for the students. It has constituted the Internal Complaints Cell (ICC) under the convenorship of a senior lady teacher to look into complaints on gender-issues received from both students and staff (teaching and non-teaching). Any instance of harassment, be it of a sexual, physical or verbal nature, is dealt with severely. Now that the Covid-19 Pandemic has led to imparting education in the online mode, it has become necessary to acquaint the students about the nitty-gritty of cyber-safety too. Students are made aware of desired etiquette during online classes, as well as the sanctity of their group activity on digital platforms like WhatsApp, Google Meet, etc. Perchance any student feels insecure or apprehensive about the words or actions of anyone associated with the college, s/he is offered counselling by the group of experienced teachers who are part of the ICC. There is a Common Room on the 2nd floor of the college designated for girl-students, and one on the 1st floor for boy-students.

File Description	Documents
Annual gender sensitization action plan	Nil
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	a. Safety and security; b. Counseling; c. Common Rooms

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

The college has a protocol in place for the management of different categories of wastes. The waste materials generated in the various science laboratories are segregated into three separate bins coloured red, blue and green. Defunct electronic gadgets and appliances are disposed of by following a definite procedure under the aegis of a Sub-Committee formed for this purpose. At times, some of the electronic gadgets like copier machines are exchanged for a new product directly from the manufacturer. Solid waste, including garbage from the college canteen, is collected by the conservancy department of the Kolkata Municipal Corporation. There is a proposal to dispose of electronic-waste with the help of West Bengal Electronics Industry Development Corporation Limited (WEBEL).

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

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	B. Any 3 of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded
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	D. Any 1 of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded
7.1.7 - The Institution has disabled-friendly, barrier free environment Built	D. Any 1 of the above

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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).

The college, being an institution of higher education wholly administered by the government, is dedicated towards creating an inclusive environment in all respects. Efforts are made to instil tolerance and harmony amongst students irrespective of their social background. This college, incidentally, is an institute of choice for a sizeable number of students from the minority community, both boys and girls. Keeping in tune with the concept of 'Unity in Diversity', the students participate in large numbers in festivals of diverse communities, be it Saraswati Puja or Iftar and Eid-e-Milad-un-Nabi. Similarly, although the college is located in West Bengal where Bengali is commonly spoken, there are also students with other linguistic origins like Hindi, Urdu, Nepali, etc. Being a government institution, the college charges modest tuition and other fees compared to private institutions of higher education in the city. As such, it caters to several students from the underprivileged and economically weaker sections also. Notwithstanding their socio-economic status, all students are

treated at par by the teaching and non-teaching staff of 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

The college is committed towards inculcating in its students values for being responsible citizens of the country. The Political Science Department of the college also plays a significant role in this respect, encouraging students to participate in debates, quizzes, mock parliaments, and similar programmes which would make them aware of their Fundamental Rights and Duties. Similarly, employees of the college (both teaching and non-teaching staff) are reminded of their responsibilities as public servants. Being a government educational institution, this assumes all the more importance for them as they have to be constantly accountable. The teachers of the college, being employees of West Bengal Education Service and West Bengal Senior Education Service, have to adhere to the duties and responsibilities enshrined in West Bengal Service Rules. As such, integrity in words and actions becomes vital in their interactions with the students and the public at large.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	https://maulanaazadcollegekolkata.ac.in/AQAR-related-documents.php

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this

D. Any 1 of the above

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

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	No File Uploaded
Any other relevant information	No File Uploaded

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

The college observes Independence Day and Republic Day every year with utmost reverence. This year too, these days of national importance were observed with hoisting of the Indian tricolour and singing of the national anthem. Teachers, non-teaching staff and students attend these programmes to pay their respect to the memory of our great freedom fighters. Additionally, the college also celebrates other commemorative days with much enthusiasm. This year, our college observed World Environment Day on 5 June 2020 with the planting of saplings by the Principal, ably supported by teachers of the Botany Department. Students also participated enthusiastically on this occasion. The college has been recognised as a DBT-Star institution of higher education for the last few years, and consequently, several science departments celebrate National Science Day every academic session. This year too, science departments like Physics, Chemistry and Microbiology organised webinars on 28 February 2021 to instil scientific temperament in the minds of the students and other participants.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

I. MAC-Cloud Learning Management System (LMS) for Online Teaching-Learning:

Maulana Azad College, a premier institution of higher education in the city of Kolkata, was one of the first colleges in West Bengal to have a Learning Management System (LMS). Under this LMS named MAC-Cloud, all teachers of the college were allotted their separate accounts with their individual login id. and password sent to their registered mobile phones as One Time Password (OTP) which remained valid for 24 hours. This turned out to be very useful for the teachers for uploading study materials as well as conducting periodic assignments. Students logged into MAC-Cloud using their Student Id. and accessed the files uploaded by the teachers. They also answered short and broad questions, as also Multiple-Choice-Questions (MCQ) for online assessments.

II. Rainwater Harvesting:

Rainwater Harvesting is a tried-and-tested practice across the world for conserving rainwater and recycling it. The Principal of Maulana Azad College took initiative to harvest rainwater, and held initial talks with the Public Works Department of the Government of West Bengal. Following this, the PWD installed the requisite equipment in the campus of the college boys' hostel (Baker Government Hostel) for conservation of rainwater. The rainwater thus collected was recycled for non-palatable uses like water in the bathroom, wash-basins, washing, etc. Apart from this, a portion of the rainwater was fed into the earth through 'Groundwater recharge' in order to increase the

groundwater table of the city of Kolkata.

File Description	Documents
Best practices in the Institutional website	https://maulanaazadcollegekolkata.ac.in/AQAR-related-documents.php
Any other relevant information	https://macl-cloud.in/Login.aspx?redirecturl=College

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

Maulana Azad College has the distinction of being the only co-educational government college affiliated to the University of Calcutta offering 6 (six) language subjects - Arabic, Bengali, English, Persian, Sanskrit and Urdu. These six language departments are the mainstay of the Arts stream in the college, and contribute significantly to the promotion of arts and culture as well. The college prides on preserving ancient and rare literary texts and manuscripts in Arabic, English, Persian, Sanskrit and Urdu. The crowning glory of this rich heritage is a manuscript of the Ain-i-Akbari ["Administration of Akbar"], a 16th century document recording the administration of the Mughal empire under emperor Akbar, written in Persian language by his court historian Abul Fazl. Incidentally, this text constitutes the 3rd volume of the famous Akbarnama ["Account of Akbar"] written by the same writer.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

The college has plans to introduce certificate courses in subjects like Communicative English, Spanish, Basic Computer Training, and GST with Tally (for B.Com. students). These courses would be open to students of our college at a much-reduced cost compared to the market rates. Classes would be held outside the college hours, and many students have already

indicated their interest for such courses.

In order to bolster the confidence of girl-students, the college has decided to give Self-Defence Training to them in collaboration with Kolkata Police under the 'Sukanya' project. Preliminary discussion was already held with representatives of Kolkata Police who visited the college in March 2020, and the training would commence as soon as the college reopens after the COVID-19 Pandemic.

There is a proposal to install a digital notice board in the college premises for interactive/ real time publication of emergency notices/ information to the students.

Keeping in mind the increasing thrust on fostering research aptitude amongst undergraduate students and also to strengthen the internal research ambience, the college plans to open a certificate course on research methodology in collaboration with Adamas University.

Complete upgradation and face-lifting of the Central Instrument Facility is in the pipeline to augment the research infrastructure of the college.

The college also intends to contribute to the educational and cultural development of the rural populace by adopting a village in the near future.