



ANNUAL QUALITY ASSURANCE REPORT 2011-12 MAULANA AZAD COLLEGE, KOLKATA

The NAAC has introduced a new on-line questionnaire for the annual report format to be submitted by the IQAC every year. The new format is a survey of the quality sustenance effort undertaken by the institution which would reflect the quality management strategies adopted. Broad areas cover all relevant quality enhancement efforts. It is envisaged that the response pattern by the institution would be a self-learning exercise in quality sustenance effort undertaken by the institutions. The survey also intends a quality mapping which would streamline IQAC activities. Based on the quality profile created by the institution, strategies can be adapted to achieve the declared goals and objectives.

INSTRUCTIONS

This questionnaire is designed to make a survey of the basic processes related to quality management efforts in your institution. The survey consists of five sections.

1. General Profile
2. IQAC(Internal Quality Assurance Cell) activities
3. Academic and Research Outputs
4. Student Mentoring and Support System
5. Governance and Innovation

The activities of the institution in the above five sections or in other relevant areas are being surveyed to create quality profile for the year in relation to institutional vision and goals. The survey results would enable the institution and IQAC to create a quality index profile, which would be a self-learning exercise. Apart from the responses to the online survey, in case the NAAC requests for any further evidence, the information may be sent by hard copy. This would enable NAAC to make a diagnostic survey of national higher education scenario and the feedback will be provided to each participating institution. No judgment to categorization on institutional quality is intended.

2.	
1) Kindly provide the details of the institution	
Name of Institution:	MAULANA AZAD COLLEGE
Year of establishment of the Institution:	09.12.1926
AddressLine1:	8 Rafi Ahmed Kidwai Road
AddressLine2:	Kolkata
City/Town:	Kolkata
State:	West Bengal
Postal Code:	700013
Email Address:	maulanaazadcollegekolkata@gmail.com

2) NAAC Accreditation/ Reaccreditation Details	
Year of Accreditation/ Reaccreditation:	31.03.2007
Current Grade:	B++
CGPA:	NA

3) Institutional Status	
	Government College

4) Contact Person Details	
Name of Head of Institution:	Rev. Dr. Dipak Ranjan Mandal
Contact Phone:	033-2249 3737
Email:	maulanaazadcollegekolkata@gmail.co
Website URL:	www.maulanaazadcollege.in
Name of IQAC Co-ordinator	Dr. Swapan Bhattacharyya
Email:	swapanbmac@yahoo.com

3.	
SECTION I	
This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building.	
5) Number of academic programmes existing (Enter a number; 0 for nil)	
Undergraduate (BA/B.Sc./B.Com etc.)	22
Post Graduate (MA/M.Sc./M.Com etc.)	3 (Regular) + 8 (Distant mode)
Research Programmes (M.Phil/PhD)	2
Certificate Programmes	2 (Distant Mode)
Professional Programmes (B.Tech/M.Tech/B.Ed/M.Ed/Medicine/Pharmacy/Par amedical/Nursing etc)	0
Other value added programmes	3 (Distant Node)
Any other programme offered (Specify)	0

6) Details on Programme Development (Enter a number; 0 for nil)	
New programmes added during the year	0
New programs designed	2
Programs under revision	0
Interdepartmental collaborative programmes	8
Inter institutional collaborative programmes	3
Number of review committee recommendations implemented (Total)	23
Number of NAAC peer team recommendations implemented	15
Number of UGC/any other expert committee recommendations implemented	3
Number of review committee recommendation under implementation	3
Number of NAAC peer team recommendations under implementation	2
Number of UGC/ any other expert committee recommendations under implementation	3

7) Faculty Details (Enter a number; 0 for nil)	
Total faculty strength required as per norms for all programmes	110
Total faculty on rolls	87
Faculty added during the year	0
Faculty positions vacant	23
Faculty left during the year	1
Total number of visiting faculty	42
Total number of guest faculty	15

8) Qualification of Faculty	
PhD and Above	63
M. Phil	07
Masters	59
Any other (Specify)	0

9) Faculty qualification improvement	
PhD awarded to existing faculty	2
M.Phil awarded to existing faculty	0
Any other degree awarded to existing faculty	0

10) Administrative Staff Details (Enter a number; 0 for nil)	
Administrative staff (total sanctioned)	66
Administrative staff (Actual strength)	45
Added during the year of reporting	0
Left during the year	1
Number of posts vacant	21

11) Technical support Staff Details (Enter a number; 0 for Nil)	
Technical Support Staff (Total sanctioned strength)	2
Technical Support Staff (Actual strength)	1
Added during the year	0
Left during the year	0
Number of posts vacant	0

4.	
SECTION II	
This section surveys the quality sustenance and development activities during the year taken up by IQAC.	
It reflects quality management structure, strategies, and processes which would enhance academic quality of the institution as perceived by faculty, students, alumni, and other stakeholders (social perception of the institution) in line with the vision, mission and goals of the institution.	
12) Establishment details	
	DD-MM-YYYY
Year of establishment of IQAC	01.08.2008

13) Composition of IQAC (Enter a number; 0 for nil)	
Number of IQAC members	17
Number of Alumni in IQAC	01
Number of Students in IQAC	01
Number of Faculty in IQAC	12
Number of Administrative Staff in IQAC	01
Number of Technical Staff in IQAC	0
Number of Management Representatives	0
Number of External experts in IQAC	02
Number of any other stakeholder and community representatives	0

14) IQAC Meetings	
Number of IQAC meetings held during the year	2

15) Whether Calendar of activities of IQAC formulated for the academic year
Yes

16) IQAC Plans for Development (Enter a number; 0 for nil)	
Number of academic programmes proposed	8 (Hands-on Training programmes)
Number of value added programmes proposed	5
Number of skill oriented programmes proposed	2 (ICT and Mathematical skill development)
Number of faculty competency and development programmes proposed	25 (seminars)+8(workshops)+4 (public lectures)
Number of other staff development programmes proposed	4
Number of student mentoring programmes proposed	8 (students' projects)+4 CPE extension programmes
Number of co-curricular activities proposed	11
Number of inter departmental cooperative schemes proposed	8
Number of community extension programmes proposed	5
Any other programmes proposed (Specify)	4 (publication by Students, science and arts

17) IQAC Plans for development & implementations (Enter a number; 0 for nil)	
Number of academic programmes implemented	8 (Hands on Training Programmes)
Number of value added programmes implemented	5
Number of skill oriented programmes implemented	2
Number of faculty competency and development programmes implemented	36
Number of other staff development programmes implemented	3
Number of student mentoring programmes implemented	12
Number of co curricular activities implemented	10
Number of inter departmental cooperative programs implemented	8
Number of community extension programmes implemented	5
Any other programmes suggested that are implemented (Specify)	4 (as specified)

18) IQAC Plans for development & implementations (Enter a number; 0 for nil)	
Number of seminars/ conferences/ workshops organized by IQAC within the institution	2 (IQAC peer meet)
Number of participants from the institution	75
Number of participants from outside	0
Number of external experts invited	2
Number of external conferences/seminars/	2 (attended by IQAC co-ordinator)

workshops on institutional quality attended	
Number of events conducted with IQACs of other institutions as collaborative programs	0

19) Did IQAC receive any funding from UGC during the year?	
Yes	
No	√

20) If the response to Qn. 19 is Yes, please provide the amount received from UGC - (Input 0 - if NA/NIL-) Any other source including internal financial support from the management (Specify amount)	
Amount Received from UGC	0
Amount Received from any other source including the college management	0

21) Any significant contribution made by IQAC on quality enhancement during current year (Please provide details in bullet format)	
<ul style="list-style-type: none"> • Resource mobilization from DST • DBT- STAR College Rating and Funding • UGC BSR Grant utilized in installing 20 Kv generator 	

5.	
SECTION III	
In this section the events, activities, and outputs in the field of research and academic areas are being surveyed.	
22) Number of academic programmes existing (Enter a number; 0 for nil)	
Number of new academic programs developed or designed by faculty	8 (all hands-on training programmes)
Number of faculty members involved in curriculum restructuring/revision/syllabus development	20
Number of programs in which evaluation process reformation taken up and implemented	2
Number of active teaching days during the current academic year	250 days
Average percentage of attendance of students	63 %
Percentage of classes engaged by guest faculty and temporary teachers	10 %
Number of self-financed programmes offered	14 (Distant Mode)
Number of aided programmes offered	22
Number of programmes discontinued during the year	0

23) Whether any systematic student feedback mechanism is in place?	Yes
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24) Feedback Details (If answer to Question 23 is Yes)	
Percentage of courses where student feedback is taken	33%

25) Is feedback for improvement provided to the faculty?	Yes
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26) Faculty Research, Projects, and Publication details for the year	
Number of major research projects undertaken during the year	5
Number of minor research projects undertaken during the year	12 +7 (CPE Research)
Number of major ongoing projects	4
Number of minor ongoing projects	6
Number of major projects completed	1
Number of minor projects completed	5
Number of major project proposals submitted for external funding	1
Number of minor project proposals submitted for external funding	1
Number of research publications in peer reviewed journals	48
Number of research publications in international peer reviewed journals	18
Number of research publications in national peer reviewed journals	28
Number of research papers accepted for publication in international peer reviewed journals	2
Number of research papers accepted for publication in national peer reviewed journals	6
Average of impact factor of publications reported	No record with IQAC
Number of books published	13
Number of edited books published	1
Number of books (single authored) published	10
Number of books(co-authored) published	3
Numbers of conferences attended by faculty	36
Number of international conferences attended	2
Number of national conferences attended	32
Number of papers presented in conferences	9
Number of papers presented in international conferences	2
Number of papers presented in national conferences	30
Number of conferences organized by the institution	4
Number of faculty acted as experts resource persons	6
Number of faculty acted as experts resource persons - international	0

Number of faculty acted as experts resource persons-national	0
Number of collaborations with international institutions	0
Number of collaborations with national institutions	11
Number of linkages created during the year	3 (DBT mediated)+ MOU with DST
Total budget for research for current year as a percentage of total institution budget	1%
Amount of external research funding received in the year	Rs.3,500,000
Number of patents received in the year	0
Number of patents applied for in the year	0
Number of research awards/ recognitions received by faculty and research fellows of the institute in the year	1
Number of PhDs awarded during the year	2
Percentage of faculty members invited as external experts/resource persons/reviewers/referees or any other significant research activities	6%

6.

SECTION IV

This section deals with Student Mentoring and Support System existing in the Institution.

This includes student activities, mentoring, and opportunities for development and inclusive practices.

27) Number of academic programmes existing (Enter a number; 0 for nil)

The total intake of students for various courses (Sanctioned)	869
Actual enrollment during the year	869
Student dropout percentage during the year	2%
Success percentage in the final examination across the courses	98 %
Number of academic distinctions in the final examination and percentage	18 university ranks, Distinction 20%
Number of students who got admitted to institutions of national importance	>200 students
Number of students admitted to institutions abroad	No record
Number of students qualified in UGC NET/ SET	06
Number of students qualified GATE/ CAT/ other examination (Specify)	No records available with IQAC

28) Does student support mechanism exist for coaching for competitive examinations?

Yes

29) Student participation, if response is yes to Qn. 28

Number of students participated	56
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30) Does student counselling and guidance service exist?	Yes
31) Student participation, if answer to Qn. 30 is yes	
Number of students participated	267

32) Career Guidance	
Number of career guidance programmes organized	4
Percentage of students participated in career guidance programmes	50%

33) Is there provision for campus placement	Yes
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34) If yes to Qn. 33	
Number of students participated in campus selection programmes	0
Number of students selected for placement during the year	0

35) Does gender sensitization program exist?	Yes
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36) If Answer is Yes to Question 35	
Number of programmes organized	2

37) Student activities	
Number of students participated in external cultural events	>100
Number of prizes won by students in external cultural events	7
Number of cultural events conducted by the institute for the students	26
Number of students participated in international sports and games events	0
Number of students participated in national level sports and games events	1
Number of students participated in state level sports and games events	9
Number of students participated in university level sports and games events	13
Number of prizes won by students in international sports and games events	0
Number of prizes won by students in national level sports and games events	0
Number of prizes won by students in state level sports and games events	1
Number of prizes won by students in university level sports and games events	2

Number of sports and games events conducted by the institute for the students	21
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38) Composition of students	
Percentage of Scheduled Caste	9.78 %
Percentage of Scheduled Tribe	0.93 %
Percentage of other backward communities	4.89 %
Percentage of women students	44.84 %
Percentage of physically challenged	0.93 %
Percentage of rural students	31 %
Percentage of urban students	69 %

39) Scholarships and Financial Support	
Number of students availing financial support from the institution	802
Amount disbursed as financial support from the institution	Rs 42,79,700
Number of students awarded scholarship from the institution	Free studentship
Number of students received notable national/international achievements/recognition	Not available

40) Student initiatives	
Number of community upliftment programmes initiated by students	7
Number of literary programmes initiated by students	11
Number of social action initiatives based on science / environment initiated by students	5
Number of student research initiatives	16

7.	
SECTION V	
This section surveys the Governance and Innovation at the institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focused.	
41) Whether perspective plan for overall developmental activities is created?	
Yes√	☐
No	

42) If the answer for Qn. 41 is yes, is the plan implemented and monitored?	
Yes√	√
No	

43) Whether benchmarking is created for institutional quality management efforts?	
Yes	√
No	

44) If the answer to Question 43 is Yes, please list the benchmarking in various areas of development in bullet format

- Appraisal by UGC,DST,DBT and Higher Education Department, Govt.of WB.
- Self appraisal by Faculty.
- Feedback from students, guardians and alumni.
- Transparency in admission and evaluation.
- Collaborative research with instructions of National importance.
- Evaluation of library by National and State archive.
- Extensive use of ICT
- Accessibility to web-portals like JSTOR
- NET/SET and Entry into services coaching centres for SC/ST/OBC and Minority students.
- Feedback from students attending remedial classes.
- Feedback from schoolchildren attending environment-awareness initiatives.

45) Is a Management Information System (MIS) in place?	
Yes√	√
No	

46) If answer to question 45 is Yes, please provide details of MIS applied to

1. Administrative procedures.
 2. Student admission
 3. Student database
 4. Transparent student support schemes.
 5. Transparent financial management.
- (enter the respective details corresponding to the serial numbers)
1. Use of Tally,Cosa and in –house logistics to operate and support administration.
 2. Online admission through website of the college.
 3. Through in- house ERP system.
 4. Extensive information percolation regarding all scholarships and support schemes.
 5. (a)Regular government auditing and regular submission of UCs pertaining to all grants.
(b) Regularly maintained and updated stocks’
© Purchase preceded by Open Tenders, comparison of prices offered by purchase committee and followed by open- source stock books.

47) Existence of learning resource management		
	Yes	No
e- database in library	√	
ICT and smart class room	√	
e- learning sources (e- Books, e- Journals)	√	
Production of teaching modules	√	
Interactive learning facilities	√	

48) Internal resource mobilization : Kindly provide the amount contributed	
Research	0
Consultancy and training	0
Student contribution	0
Alumni contribution	0
Well-wishers	0

49) Infrastructure and welfare spending: Please specify the amount	
Amount spent for infrastructure development	Rs 2,26,27,519
Amount spent for student welfare	Rs 54,21,940
Amount spent for staff welfare	Rs 42,79,700

50) Is delegation of authority practiced	
Yes	√
No	

51) Does grievance redressal cell exist?		
	Yes	No
Faculty	√	
Students	√	
Staff	√	

52) Grievances received from faculty and resolved (Enter a number; 0 for nil)	
Number of grievances received	8
Number of grievances resolved	1

53) Number of grievances received from students and resolved (Enter a number; 0 for nil)	
Number of grievances received	21
Number of grievances resolved	21

54) Number of grievances received from other staff members and resolved (Enter a number; 0 for nil)	
Number of grievances received	0
Number of grievances resolved	0

55) Has the institution conducted any SWOT analysis during the year	
Yes	√
No	

56) The SWOT analysis was done by internal or by external agency	
Internal	√
External	

57) Kindly provide three identified strengths from SWOT Analysis (in bullet format)
<ul style="list-style-type: none"> • Inclusiveness in student enrolment . • Good record of research. • Recipient of all central assistance schemes like CPE,DST-FIST, DBT star college etc.

58) Kindly provide three identified weaknesses from the SWOT analysis (in bullet format)
<ul style="list-style-type: none"> • Space crunch, as the college is housed in a Class I heritage building • Bar in garnering and utilising any non-government and privately resourced fund. • Lack of motivation in many learners from highly challenged backgrounds.

59) Kindly provide two opportunities identified from the SWOT analysis (in bullet format)
<ul style="list-style-type: none"> • Able to open PG courses in Microbiology, Chemistry, Economics etc if space problem is resolved • Number of Research scholars can be increased substantially.

60) Kindly provide two identified challenges/threats from SWOT analysis (in bullet format)
<ul style="list-style-type: none"> • Diminishing demand of classical languages like Persian and Sanskrit. • Extremely high Teacher: Student Ratio in Commerce.

61) Identify any significant progress made by the institution towards achieving the goals and objectives during the year (list below in bullet format)
<ul style="list-style-type: none"> • 25 projects under UGC-CPE assistance scheme became operational. • Collaboration in LHC project. • 21 Major and minor research projects are continuing • Medicinal Plant garden coming up. • Special IT training programmes for Minority girl students. • Out of syllabi hands-on training programmes in all science departments. • Completion of 8 projects by school of Socio-Economic Research. • Increasing number of NET-SET/GATE/JAM awardees. • Involvement of erudite, experienced scholars and teachers as guest faculty. • Open-source searching,lending and borrowing in the library.

**62) How do you perceive the role of NAAC in the quality development of your institution
(Suggestions in bullet format to be given below)**

- NAAC recommendations were very helpful in shaping up the college for a profile uplift.
- NAAC assessment enabled us to look at our weaker areas more seriously.
- IQAC as recommended by NAAC is truly proving to an important body in streamlining the academic and administrative affairs,

Prof. Dipak Ranjan Mandal
Principal

Dr. Swapan Bhattacharyya
Co-ordinator, IQAC

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