YEARLY STATUS REPORT - 2023-2024

Part A	
Data of the Institution	
1.Name of the Institution	`Maharaja Manindra Chandra College`
• Name of the Head of the institution	`Dr. Amita Mazumdar`
• Designation	`Teacher in Charge`
• Does the institution function from its own campus?	`Yes`
• Phone no./Alternate phone no.	`03325555565`
• Mobile No:	`9831143767`
• Registered e-mail	`principalmmccollege@gmail.com`
• Alternate e-mail	`par_dut@yahoo.com`
• Address	`20, Ramkanto Bose Street`
• City/Town	`Kolkata`
• State/UT	`West Bengal`
• Pin Code	`700003`
2.Institutional status	
• Affiliated / Constitution Colleges	`Affiliated`
• Type of Institution	`Co-education`
• Location	`Urban`
• Financial Status	`UGC 2f and 12(B)`

• Name of the Affiliating University	**University of Calcutta**
• Name of the IQAC Coordinator	**Dr. Partha Dutta**
• Phone No.	**03325555565**
• Alternate phone No.	**9433464396**
• Mobile	**9433464396**
• IQAC e-mail address	**principalmmccollege@gmail.com**
• Alternate e-mail address	**par_dut@yahoo.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.mmccollege.co.in/FileNotice/47%20AAqar%202022-23.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.mmccollege.co.in/FileNotice/53%20AAcademic%20Calender%202023-24.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.51**	**2011**	**27/03/2011**	**26/03/2016**

6.Date of Establishment of IQAC	**21/01/2013**

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. Shyamal Mondal, Physics	**Post Doctoral position under Horizon 2020 Teaming project -- Anatares**	**European Commission and Republic of Serbia**	**2024, 12 months**	**30000 EUR**

8.Whether composition of IQAC as per latest	**Yes**

NAAC guidelines		
• Upload latest notification of formation of IQAC	[View File](#)	
9.No. of IQAC meetings held during the year	3	
• 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)

1. MOU has been signed with 05 esteemed colleges and 09 esteemed Institutes different kind of academic related purposes. 2. AQARs of 2020-21, 2021-22 and 2022-23 have been prepared and submitted successfully in the session. 3. 09 interdisciplinary activities, 07 departmental activities, 05 cultural programs, 01 Seminar/Webinar , 06 Joint seminar/Webinar (with the MOU signed Institute),02 Sports activities, 01 Social activity, 11 NSS activities, Alumni and Departmental Reunion Activities have been organized by the college in association with IQAC of the college or by the suggestion or planning of the IQAC of the college. 4. Vending machine and Incinerator of sanitary pads have been installed, Infrastructural works have been planned namely, repairing and painting of inner and outer building of the college including students' toilet and repairing of the roof of the college, And also the purchase of green generators, renovation of staff toilets in the divyangan friendly manner and installation of Lift have been initiated. 5. NEP has been introduced in the curriculum, and IQAC has taken care of availabilities of different subjects as IDC; availability of Internship programs; inclusion of Add on Courses; career counselling sessions for the students.

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
1. To initiate signing of MOU with different Institutes	1. MOU has been signed with 05 esteemed colleges and 09 esteemed Institutes different kind of academic related purposes.
2. To organize seminars/webinars/workshops on research methodology, IPR, woman empowerment, entrepreneurship, career - counseling of students	2. Several Seminars have been organized in offline and online mode in collaboration with MOU signed Institutes on research methodology, IPR, career -counselling of students etc.
3. To arrange different Internship courses and Add on Courses for the students.	3. Several Internship and Add on courses have been arranged mainly with the MOU signed Institutes and also with some independent institutes.
4. To increase the awareness of interdisciplinary activities among students.	4. 09 different interdisciplinary activities have been organized on various topics, and those seminars and hands-on demonstrations have been performed by the undergraduate students of the college
5. To encourage student participation in cultural programs.	5. Several cultural programs, along with orientation, farewell, memorial lectures, have been organized in the college by students and teachers.
6. To encourage Social Activity programs.	6. VISION, the NPO of chemistry department, raised approximately Rs. 50000/- for a former student of college who was fighting for his life due to an accident for more than one year. Department of Journalism and Mass communication arranged

	distribution of new cloth and food for the underprivileged child and women before Durga Puja in Jalpaiguri district. The NSS unit of college arranged different society related programs in this session. .
7. To distribute Medical Aid fund to the employee	7. Rs. 50,000/- has been distributed to Mr. Sukhendu Baidya for his treatment.
8. To take initiatives to collect the feedback from students, teachers, alumni and employers for the year 2023-24.	8. Feedback has been gathered from students, teachers, and alumni on both the curriculum and the college.
9. To analyse the feedback collected from students, teachers, alumni and employers.	9. Analysis has been conducted on the feedback received from different sections.i.e. students, teachers, and alumni.
10. To prepare Energy, Academic cum Administrative, Finance Audits.	10. The college has prepared Energy, Academic cum Administrative and Finance Audits.
11. To take initiative to make the campus hygienic and Divyangan friendly..	11. Vending machine and incinerator of sanitary pads have been installed and repairing of staff toilet in divyangan friendly way has been planned.
12. To encourage all departments to introduce IDC in their curriculum according to NEP	12. All the departments have taken initiative to introduce IDC in NEP and also offer Discipline-Specific Elective Courses and Skill Enhancement Courses in CBCS system that are deeply connected with the curriculum, even in online modes.
13. To continue the functioning of the Library into digital mode.	13. Entry of data has been initiated in Library OPAC KOHA.

14. To arrange Sports Program	14. Apart from annual college sports, college has played a friendly football match with a MOU signed College, Hari Mohan Ghosh College and won the match.
15. To Submit AQARs of 2020-21, 2021-22 and 2022-23 Session.	15. AQARs of 2020-21, 2021-22 and 2022-23 have been prepared and submitted.

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	28/01/2025

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	28/02/2024

15.Multidisciplinary / interdisciplinary

Nine different interdisciplinary academic programs have been organized on various topics performed by undergraduate students of the college. The primary objective of these activities is to raise awareness and encourage students to engage in different disciplines. Different kind of seminars have been organized in the offline and online mode, so that students can understand the essense of interdisciplinary methods. NEP has been introduced from this academic session, and special emphasis has been taken to introduce Inter Disciplinary Courses (IDC) in different subjects. College has offered various Internship programs and Add on Courses to the students to fulfil the multidisciplinary frame work of new education policy. The college is deeply committed to its social responsibilties and actively promotes and organises multidisciplinnary social programs. In the academic session 2023-24: a) Department of Journalism and Mass communication arranged the distribution of new clothes and food for underprivileged children and women before Durga Puja in the Jalpaiguri district. b) The NSS of the college has organized drawing competition, health check up camp, cultural program for the childrens of local slum area. c)

World Environment Day has been celebrated by NSS unit of college. d) NSS unit of the college also organised a free eye check up camp. e) Dengue awareness campaigning has been done by NSS unit of the college too.

16.Academic bank of credits (ABC):

The College is aware that the National Academic Depository offers an online repository for all academic awards under the Digital India Programme. The college also knows that National Academy Bank of Credits (ABC) portal has been integrated into the nad.digitallocker.gov.in platform. Affiliated with the University of Calcutta, the students of college will register themselves on the ABC portal upon recommendation given by the University from the next session.

17.Skill development:

This college always encourages students to develop their job oriented vocational skills instead of only focussing on traditional learning methods. Faculty members mentor students by sharing their knowledge on training scopes and skill development in this aspect. The college recognises the role of vocational education in students' career advancement and thus introduced different Internship programs by collaborating with recognised Institutes, most of them have signed MOU with college. The college has arranged many add-on courses to enhance the outlook and confidence of the students. The college authority hopes that in the near future, the students of the college will benefit immensely from these courses.

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

Maharaja Manindra Chandra College is among the few colleges under the University of Calcutta offering Hindi as a Core Course recognising its significance as one of the most important official languages in our country. Additionally, LCC and AECC courses in Hindi are included in our curriculum. The college also teaches the local regional language Bengali as Core course, LCC and AECC, along with the foreign language English. The college arranges various cultural programs, celebration of commemorative days , webinars etc in Bengali and Hindi, alongside English, to encourage students to understand the cultural and heritage values of our country. Communicative courses in Hindi , Bengali, and English immensely aid students to improve their communication skills in those languages. Faculty members heartily teach in detail, the literary values of the languages in the classes. Even in commerce or science courses, lectures are delivered in bilingual mode to integrate the essense of

Indian languages into other fields. In this context it should be mentioned that Department of Hindi arranges Hindi Dibas Celebration and Department of Bengali celebrates International Mother Language Day in the college every year. The NSS of college celebrates all important National events to promote awareness of Indian culture and history among the staff and students of the college. The college has signed MOU with Psychotherapy institute which uses RabindraSangeet, a heritage of Bengali i.e. Indian culture in a therapeutical way.

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

The college offers 30 programmes across humanities, science and commerce. All these programmes follow Outcome-Based Education (OBE) along with NEP and CBCS systems, designed by the University of Calcutta to meet regional, national and global needs. The courses have been structured with specific outcomes such as remembering, understanding, applying, analysing, evaluating, creating, etc. In addition to course specific skills, the college emphasizes the develppment of social awareness, ethics, interdisciplinnary knowledges and entreprenurial skills among students, enabling them to comprehend society and contribute responsibly to the socio-economic and academic environment of the nation. Departments consistently implement Outcome-Based Education by clearly defining Program Outcomes (PO) and Course Outcomes (CO) through proper PO-CO mapping. All syllabi offered by the University have been implemented in our college in a way aligned with the spirit of the National Educational Policy.

20.Distance education/online education:

The college serves as an important study center of Netaji Subhas Open University (NSOU) for Distance Education. During NAAC visit of NSOU in the last Academic Session, the peer team visited this study center, contributing to NSOU achieving NAAC accreditation with Grade A. This institution prioritizes the development of this center to enhance desired skillsets and infrastructure to bring excellence in the mindset and knowledge level of distance leraners. The college administration ensures the provision of offline classes in the campus and online classes through different digital platforms to provide quality education to students. The college website hosts module, or course-wise study materials and YouTube video links for a wide range of courses under different programmes, available to all students free of cost. Faculty members consistently encourage students to enroll in various courses offered on platforms such as SWAYAM / NPTEL etc.

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	**620**

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

2.Student	
2.1 Number of students during the year	**3310**

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

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**944**

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

2.3 Number of outgoing/ final year students during the year	**651**

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

3.Academic	
3.1 Number of full time teachers during the year	**74**

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

3.2	**55**

Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**32**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**71.27 Lakhs**
4.3 Total number of computers on campus for academic purposes	**127**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Institution ensures effective curriculum delivery through a well planned and documented process. The Institution is affiliated to the University of Calcutta and hence the curriculum is constituted and governed by the University itself. The central academic calendar made in accordance with the University is displayed on the college website before thecommencement of admission each year. In addition to that, the institution takes the following measures to ensure proper implementation of it:

(i) An effective central routine/timetable is made by the Academic Sub Committee and the Routine Sub Committee along with the consultation of Principal/TICsand HODs .(ii) All the faculty members are strictly instructed to complete the syllabus within a stipulated time. (iii) Tutorials/projects, class tests,remedial classes and internal assessments are done along with the formal evaluative processes. For applied subjects, classroom Lectures are complemented with practical classes, hands-on training, projectsand field works. (iv) An effective student mentoring system is also maintained by all the departmental faculties. (v) Students are encouraged to avail central library as well as corresponding departmental seminar

libraries. (vi) The college imposes an effective online feedback system in every semester for quality enrichment. (vii) Special emphasis has been taken to arrange MOU with different Institutes, several internships, add on courses, interdisciplinary activities, seminars etc to enhance the outknowledge of the students.(viii) Parent-Teacher Meetings are organized in a regular basis by all the departments.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.mmccollege.co.in/NoticePage/MoU

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

The concerned authority of the college prepares an academic calendar at the beginning of each semester/year which follows the University's calendar consisting of various curricular, extra and co-curricular activities. All the classes and examinations are planned as per this calendar. It is updated and revised with respect to any changes suggested by the university. Apart from that, the Principal can incorporate minor changes in the academic calendar which he may deem fit considering the unforeseen circumstances.Continuous Internal Evaluation (CIE) by the institution: The college strictly follows an internal evaluation process as instructed by the University for each course in each semester which is a part of the newly-implemented Choice Based CreditSystem (CBCS) and CCF course.Apart from the internal evaluation at University level, the college also implements various ways for CIE at the institutional level. Some of those are listed below. (i) Assignments have been provided to students (ii) Class Tests and Quizzes are conducted in regular basis (iii) Student Seminars have been carried out. (iv) Tutorials and Projects have been conducted by all the departments.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://www.mmccollege.co.in/FileNotice/53%20AAcademic%20Calender%202023-24.pdf

1.1.3 - Teachers of the Institution participate in `B. Any 3 of the above`
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

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

`30`

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

`12`

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	<u>View File</u>
List of Add on /Certificate programs (Data Template)	<u>View File</u>

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

160

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

160

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	<u>View File</u>

1.3 - Curriculum Enrichment

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

Professional Ethics, Moral and Human Values: With the objective of addressing social issues and to contribute to positive change in communities the college has often participated in different philanthropic activities with different departments. Activities include-

1. **Medical aid to Ex Student -Rs 50000/- and Book Distribution to underprivileged school students by VISION, NPO, department of Chemistry,**
2. **Distribution of new clothes and food for children and women in closed tea estate by Journalism department before Durga Puja.**
3. **Activities of NSS unit of the college include**

1. **Organizing drawing competition, health check-up camp, cultural program for the children of local slum area (Ward no 10)**
2. **Free eye check-up camp**

3. Dengue awareness programme
4. Observation of Independence day, Republic Day, Netaji's Birth day, Swami Vivekananda's Birth Day to raise awareness among the students about important historical events and cultural heritage

Gender Sensitization: College has arranged seminar to raise awareness among students about the role of social values in women development. Vending machine for sanitary napkins (Girls' common room) and two incinerators (Girls' common room and female staff washroom) have been installed. Sexual Harassment prevention cell and Grievance Redressal Cell provide counselling to students. The college campus is well secured with CCTV.

Environment and Sustainability: The CCF curriculum already includes courses on environment in semester 1(CVAC 1.1) and in semester 2(CVAC 2.1 and 2.2) to make students aware of waste management, renewable energy, agriculture, and environment and green technology. Apart from this,NSS has also celebrated Environment Dayto raise awareness.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<u>View File</u>

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

20

File Description	Documents
Any additional information	View File
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	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

591

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

1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	View File

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://www.mmccollege.co.in/FileNotice/41%20AStudent%20Faculty%20Alumni%20Feedback%202023-2024.pdf

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 sanctioned seats during the year

2074

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

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

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

466

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

2.2 - Catering to Student Diversity

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

The college implements a mentor-mentee system that benefits both honors and general students. This approach provides students with

the opportunity to engage with their mentors and address any
challenges they may face, whether those are related to health,
academics, or personal matters.

By utilizing this system, we can identify both slow learners and
advanced learners. For those who may need extra support, we offer
remedial classes, additional study materials, and question-answer
based training. Conversely, advanced learners are encouraged to take
part in seminars, advanced quizzes, and prepare for higher-level
exams to support their aspirations.

At Maharaja Manindra Chandra College, we recognize that each student
is unique and strive to meet their individual needs accordingly.

File Description	Documents
Link for additional Information	https://www.mmccollege.co.in/NoticePage/PHYSICS
Upload any additional information	View File

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

Number of Students	Number of Teachers
3310	75

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Our institution prioritizes a student-centered approach to foster
the overall growth of our students. We begin by introducing them to
their courses through engaging, example-based, ICT-driven tools.
This foundation allows them to tackle more complex concepts through
collaborative learning experiences.

Students have opportunities to present seminars in both online and
offline formats, and we place a strong emphasis on regular group
discussions with their peers and instructors. This interactive
environment nurtures critical thinking and enhances their problem-

solving abilities.

Additionally, each department organizes regular field visits and educational tours, which ignite curiosity among students and serve as a catalyst for their holistic development.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.mmccollege.co.in/NoticePage/Interdisciplinery%20Activities

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

Maharaja Manindra Chandra College is well-equipped with modern ICT facilities that undergo regular updates and are effectively utilized in the teaching and learning process.

1. The college features a total of 32 classrooms, with 12 of those being ICT-enabled and fully equipped with Learning Management System (LMS) capabilities. Additionally, 12 classrooms are designated as smart classrooms, and one room is fitted with mounted projectors. 2. There are also 3 portable projectors available for use in any classroom as needed. 3. The college provides 127 computers accessible to teachers, students, and office staff, which are updated as necessary to ensure optimal performance. 4. Eight seminar rooms have been upgraded, and virtual classes are established in one of these rooms. 5. The campus is Wi-Fi-enabled, featuring 8 access points and offering a bandwidth of 100 MBPS. 6. The library utilizes KOHA software, which has been upgraded to a cloud version.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.mmccollege.co.in/FileNotice/08%20A2021-22%20Room%20No.%208,21,22.pdf

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

75

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

2.4 - Teacher Profile and Quality

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

75

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

29

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

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

2.4.3.1 - Total experience of full-time teachers

999

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.

Our college is affiliated with the University of Calcutta, and as such, we adhere closely to the syllabus and examination protocols established by the university. In the academic year 2017-18, the CBCS system was introduced at the University of Calcutta. Also, recently, in the academic year 2023-24, the CCF system was introduced at the University of Calcutta. As one of its affiliated colleges, we implement all internal evaluation processes and tutorial examinations in accordance with these new guidelines., Under the direction of the Board of Studies for each subject, our faculty prepares the question papers for internal examinations, which are conducted on the dates specified by the university. The internal evaluation contributes 10marks to each paper, based primarily on student attendance, with marks awarded according to attendance percentage. Also, under CCF system, tutorial evaluation contributes 25 marks to each paper, and marks are awarded based on the student's response in the tutorial evaluation.Additionally, we have an examination sub-committee that is responsible for developing the examination schedule and overseeing the internal examination process as a whole.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.mmccollege.co.in/FileNotice/16%20Ailovepdf_merged%20(1)%20(1)%20(1).pdf

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

At Maharaja Manindra Chandra College, the internal evaluation process is overseen by the examination sub-committee, which operates

under the auspices of the Teachers' Council. In addition to this sub-committee, we have the "Grievance Redressal Cell," tasked with addressing any complaints related to the internal examination process.

In light of the ongoing pandemic, all stakeholders—including students, teachers, and administration—have made significant transitions to adapt to online learning and assessment methods. This shift has not been without its challenges, such as difficulties in downloading question papers and submitting answer scripts online.

To gain insights into these experiences, we have gathered feedback from students regarding their use of the examination portal, and we will be implementing measures based on their responses to improve the overall process.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://www.mmccollege.co.in/StudentComplain/Student%20Complain

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Maharaja Manindra Chandra College is affiliated with the University of Calcutta and adheres closely to the course curriculum established by the University.

1. We offer both undergraduate honours and general programmes in science, arts and commerce streams. Currently, boththe CBCS-system and CCF-systems are running parallelly in our college. Under the CBCS system, the honours framework has 14 core courses, 2 skill enhancement courses, 4 discipline-specific elective courses, and 2 Ability Enhancement Compulsory Courses. In contrast, the general programmes include 4 core courses, 2 skill enhancement courses, 2 discipline-specific elective courses, and 2 Ability Enhancement Compulsory Courses; whereas the CCFsystem consists of25core courses, 3 skill enhancement courses, 4 compulsory value-addedcourses, and 4Ability EnhancementCourses, 3 interdisciplinary courses, along with a mandatory summer internship programme.

2. Through these programmes and courses, students enhance their

critical thinking and develop an analytical and solution-focused mindset. They grow into socially responsible citizens with a strong ethical foundation, motivated to become self-directed learners. Additionally, they acquire skills for effective teamwork and the ability to manage projects both independently and efficiently.

3. The Ability Enhancement Compulsory Courses further equip students with effective communication skills and foster an environmentally conscious mindset.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

The evaluation of our Programme and course outcomes takes place regularly at our institution. To ensure a comprehensive assessment, we focus on four essential datasets: i) the pass percentage of graduating students, ii) the inclination towards pursuing higher studies among final-year students, iii) the job placement rates of our graduates, and iv) feedback collected through student satisfaction surveys.

By analyzing these datasets and considering student feedback, our institution strives to implement necessary improvements that enhance our academic quality.

In this regard, it is worth mentioning that, as mentors ofour students we are quite aware that, many of our students are progressing towards different directions and excelling in their carrers with flying coulours. However, officially only a handful data could be collected in this regard. We have identified these shortcomings and working hard to overcome these obstacles in near future.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	nil

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

651

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	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://www.mmccollege.co.in/NoticePage/Feedback%20Reports

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)

30000 EUR

31-01-2025 05:45:47

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	View File

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.consilium.europa.eu/en/policies/serbia/

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

17

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - 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)	<u>View File</u>

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

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

10

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	<u>View File</u>

3.3 - Extension Activities

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

The College is engaged in various measures to sensitize the students towards community development goals. It sincerely believes in imparting education with social responsibility to make them responsible citizens of the nation.The activities of NSS unit of the College are as follows: 1. Dengue Awareness Campaign 2. Special Camp Organized by NSS Unit For the Development of Slum Area of Ward No 10

3. Free Eye Check up Camp

4. World Environment Day Celebration

VISION is a nonprofit Organisation formulated and headed by the Department of Chemistry ,helped an ex student for his recovery .The

organisation also helped the underprivileged school children by distributing the books to continue their education, by reducing the financial burden of purchasing books.

Department of Journalism and Mass communication arranged distribution of new cloth and food for the underprivileged child and women before Durga Puja in Jalpaiguri district.

File Description	Documents
Paste link for additional information	https://www.mmccollege.co.in/NoticePage/NSS
Upload any additional information	View File

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

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

NIL

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

3.3.3 - 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

3.3.3.1 - 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

5

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 last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

298

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

15

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

24

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The Institution has adequate infrastructure and physical facilities for teaching- learning.viz., classrooms, laboratories, computing equipment etc. Maharaja Manindra Chandra College boasts adequate infrastructure and physical facilities to support teaching and learning. The college comprises two buildings and a newly rented floor, featuring a four-storied, three-storied, and rented third-floor building. A total of 32 classrooms are available, with 12 being ICT-enabled and equipped with Learning Management System (LMS) facilities. Additionally, 12 classrooms are designated as smart classrooms, while one serves as a seminar hall and 13 are fully equipped laboratories. To facilitate interactive learning, 12 rooms are equipped with projectors and smart boards, and one room features a mounted projector. Furthermore, the college has three portable projectors that can be used in any classroom as needed. The campus is home to 127computers, with 90dedicated solely for student use. Moreover, the college campus is Wi-Fi enabled, featuring eight access points to ensure seamless connectivity.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.mmccollege.co.in/FileNotice/58%20PDifferent%20rooms%20of%20MMCC%202023-2024_compressed.pdf

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

The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor),gymnasium, yoga centre etc. Maharaja Manindra Chandra College prioritizes the holistic development of its students by providing facilities for cultural activities, sports (indoor and outdoor), and a gymnasium (separate facilities for men and women). The college organizes annual sports events with participation from students, teachers, and staff. Collaborations with Deshbandhu Park Playground and Shyam Park allow the college to utilize these spaces for annual sports, football, and other outdoor games. Equipment for cricket, badminton, volleyball, track and field events (shot put, high jump), and more are also available. Indoor games facilities include table tennis, carom andchess. A Students and Staff Games and Sports Committee guides student participation. The college provides medical support, drinking water, and jerseys for team members. A dedicated Cultural Committee mobilizes students and organizes various cultural activities throughout the year, including dance, music, photography, and debate competitions. The committee has access to a sound system, microphones, and a still/video camera to support these events.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.mmccollege.co.in/NoticePage/CULTURAL%20PROGRAMS

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

13

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

13

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.mmccollege.co.in/FileNotice/47%20ALabotory%20&%20ICT%20Enable%20Rooms.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)

10.39 Lakhs

File Description	Documents
Upload any additional information	**No File Uploaded**
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)

Library is automated using Integrated Library Management System (ILMS) Maharaja Manindra Chandra College currently operates its library manually despite having captured bibliographic records in a local database. To modernize its operations, the college administration has proposed acquiring Koha, an integrated library management software. The library boasts a collection of nearly 40,000 books across various subjects, including textbooks and reference materials. It also subscribes to a diverse range of periodicals, magazines, and newspapers. The library maintains institutional memberships with the British Council Library and the American Library. Library services encompass book lending, reading services, reference services (including electronic reference services via email), access to the online digital library (INFLIBNET-

NLIST), current awareness services, library extension and promotional activities, and support for academic and instructional activities. The library has e-book and e-journal access through N-List. The authorized students and teachers of our college can access e-resources and download articles required by them directly from the publisher's website. The library collection is regularly updated to meet the academic needs of students, teachers, and researchers. Currently, books are accessed through card catalogs. While home borrowing is permitted, students and teachers can also consult reference books and periodicals within the library reading room.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://www.mmccollege.co.in/Page/Library%20Facilities

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

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

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

0.64 Lakhs

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

3

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

4.3 - IT Infrastructure

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

Institution frequently updates its IT facilities including Wi-Fi. Maharaja Manindra Chandra College possesses adequate ICT facilities that are regularly updated. The institution maintains 127 computers. 115 for students and 2 for teachers and office staff, which are upgraded as needed. Seminar rooms have been modernized, with virtual class setups established in three rooms. The campus is Wi-Fi enabled with 8 access points and 100 MBPS bandwidth. The college has renewed its subscription to the KOHA library management software. Online admission has been implemented since 2017, along with online submission of marks and result declaration. The college website is actively maintained and upgraded annually through a dedicated maintenance contract.

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

4.3.2 - Number of Computers

127

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	View File

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

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)

38.31 lakhs

File Description	Documents
Upload any additional information	**No File Uploaded**
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.

There are established systems and procedures for maintaining and utilizing physical,academic and support facilities - laboratory, library, rented sports field,computers, classrooms etc. Maharaja Manindra Chandra College prioritizes providing students with the latest equipment and up-to-date infrastructure. Dedicated committees

oversee maintenance and upkeep, with a designated budget for various facilities across the college's 17 departments. To ensure departmental needs are met, department heads submit written requisitions for laboratory equipment, stationery, furniture, etc. Day-to-day cleaning and maintenance of classrooms, laboratories (often used as classrooms), corridors, and washrooms are handled by the college's support staff. The college provides an adequate number of internet-connected computers with essential software. Antivirus software safeguards the college's database. Equipment like generators, water purifiers, air conditioners, CCTV cameras, pumps, sound systems, microphones, and projectors are maintained and repaired as needed by the college authorities. A dedicated Purchase Committee manages all purchase and maintenance activities.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.mmccollege.co.in/NoticePage/Infrastructure

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

997

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

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

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

0

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

A. All of the above

File Description	Documents
Link to institutional website	https://www.mmccollege.co.in/FileNotice/04%20AInternship%20Details%202023-24.xlsx
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

233

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

233

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

15

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	[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

200

File Description	Documents
Upload supporting data for student/alumni	View File
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

6

File Description	Documents
Upload supporting data for the same	View File
Any additional information	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.

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template)	**No File Uploaded**

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)

Students' Representation in various administrative, cocurricular and extracurricular activities is ensured through the Students' Union. It isan elected body of students. The Union comprise a General Secretatary and a bunch of other office bearers selected from class representatives. The General Secretatary is also a member of the college Governing Body. It is in this way thatthe Students' Union being an integral part of the college administration, having scope to play roles in all the decision making processes of the college.The Union distributes charges among the members to look after various administrative, cocurricular and extracurricular matters related to everyday running of the college. They also arrange culturals events, social events, sports,Teachers' Day celebration, Saraswati Puja etc. The college IQAC has a student member too.

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

8

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
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

Praktanee or the Alumni Association of the College is registered under West Bengal society's Registration Act 1961, with Registration Number S/95669 of 99-2000. It is controlled by its Governing Body of which the Principal(TIC) is the exofficio President. The other office bearers are from the ex-students of the college. Students can take memberships(Annual & Lifetime) of this association by paying a nominal fee after graduating from this college. Praktanee is actively engaged in various activitiese and programmes of the college throughout the year by sending their representatives and also by sponsoring a prize in the Annual Prize Distribution Ceremony of the college. During 2023-24 a bunch ofrecent ex-students became its members.Praktanee organised its reunion on 28 January 2024. With the retirement of the principal on 31 January 2024 the new TIC Dr amita Mazumder became the President (ex-officio) of the association. The Annual audit has been updated upto 2022-23.

File Description	Documents
Paste link for additional information	https://www.mmccollege.co.in/PageBanner/19%20APraktanee%20Committe.pdf
Upload any additional information	**No File Uploaded**

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision:Our vision is to become a dynamic and vibrant Institution of Excellence in Higher Education. The College thrives by responding to changing social realities through the advancement and application of knowledge and wisdom. We strive to impart updated knowledge and instill strength of mind, expanded intellect, ability to stand on their own two feet and a deep sense of social commitment among our students. The College nurtures the students to create a human-centred, ecologically sustainable and equitable world that encourages and defends dignity, equal opportunity, social justice and human rights for all.

Mission

The college aims at the academic, intellectual, moral and economic upliftment of students. It proposes to maintain creative thinking and unity in diversity. It intends to provide modern teaching learning and cater to job-oriented courses as well. The outreach programmes of our college try to ensure that the students are enterprising and career-minded and find keys to future self advancement and economic self sufficiency. We look forward to the achievements of our students and bring out the best within them so that their sparkling minds can face the baffling challenges of the modern day world and make it a better place to live. We also look forward to meeting the demands of fresh perspective in modern areas of Education, the departments of the College organise PowerPoint presentation, film shows, educational tours, Students' Seminars etc. to improve student's receptivity.

File Description	Documents
Paste link for additional information	https://www.mmccollege.ac.in/pages/vision-mission-annual-objective
Upload any additional information	No File Uploaded

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

The effective leadership is visible in various Institutional practices such as decentralization and participative management. Maharaja Manindra Chandra College promotes and practices decentralization in all academic and administrative activities, it has various academic and administrative committees to monitor, plan and execute the smooth functioning of the Institute. Administrative Decentralization: The Governing Body is the apex decision-making body of the college. The Principal gives directives to the departmental heads to prepare the annual departmental budget. The HOD conducts departmental meeting and submits requirements along with relevant quotations, depending upon the Annual need of the syllabus and current industry trends for the acquisition of goods and services, including requisition preparation, funds approval, payments to suppliers, and follow-up enquiries.The authority has taken initiative to make MOU with different Institutes and several Internships and Add on courses have been arranged by accepting the proposal of IQAC. Our College practices decentralization by providing operational autonomy to the departments. Further, HOD prepares a consolidated report and submits to the Principal for approval. The Principal consolidates the requirements of all the departments and forwards it to the Governing body for approval. There are about 19 different committees under the teacher's council led by an elected Teachers' Secretary and Academic, Finance and Purchase& Tender subcommittees selected by Governing Body with well-defined functions that give academic and administrative leadership to the institution.

File Description	Documents
Paste link for additional information	https://www.mmccollege.co.in/Test/Home
Upload any additional information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic/ perspective plan is effectively deployed The institutional Strategic/ perspective plan is effectively deployed to execute the Vision and Mission of the college of providing holistic quality education to all sections of society. The strategic and perspective plan of the institution in the year 2023-234was to shift from online to physical mode of

interaction.

1. Admission procedure was made online.

2. College office was digitized .

3. Digitisation of Library had been initiated and Library OPAC Koha has been renewed upon the suggestion of IQAC.

4. IDC has been introduced.

5.college has offered various Internship and ADD-ON courses in different subjects.

6.MOU has been signed by 5 esteemed colleges 9 esteemed institutes.

7.Multidiciplinary social programs has been conducted in the academic session 2023-24.

8. Online webinars and offline Seminars were held to keep the students engaged and motivated throughout the year.

9..Free eye check-upprogramme and campus cleaning program and Dengue awareness programme were conducted by NSS

10.Vending machine and incinerator of sanitary pads has been installed in this academic session..

11.MEDICAL AID FUND: - 50,000/- Rs was given to Mr. Sukhendu Baidhya for his treatment.

12.World Environment Day was celebrated by NSS.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.mmccollege.co.in/NoticePage/MoU
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.

The functioning of the institutional bodies is effective and

efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc. The functioning of the Institutional Bodies is effective and efficient which is reflected through the above. The effective and efficient functioning of the college is governed through the different administrative sections as specified in the University Statute and Department of Higher Education, Government of West Bengal. The Governing Body(GB) is the apex body of the college for academics and administration. The University of Calcutta and the directorate of higher education, the Government of West Bengal are the superior authorities to the Institution for Academic and Administrative affairs respectively. The principal is the de facto secretary of the GB and executive head of the college. The GB has representations from all stakeholders of the college like students, teaching and non-teaching staff as well as nominees from the Government and University.The principal is the Ex officio President of the Teachers' Council and chairman of the Internal Quality Assurance Cell (IQAC) of the college. IQAC is the apex body to oversee, execute and monitor the academic activities of the college.

File Description	Documents
Paste link for additional information	http://www.mmccollege.co.in/Page/Governing%20Body
Link to Organogram of the Institution webpage	http://www.mmccollege.co.in/PageBanner/21%20AOrganogram.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 interfaces	**No File Uploaded**
Any additional information	**No File Uploaded**
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

Welfare measures for teaching staff :

Financial

GSLI Teachers are members of registered Staff Cooperative and can avail loan as and when required. Teaching staff can avail loan from Provident Fund as per Government rules. There is a EBF (Employees Benefit fund) which provides loan facilities to teaching and non-Teaching staff when needed .

ICT Facilities

Fully Wi-Fi enabled college campus Infrastructural support in Physics and Chemistry and Computer Science laboratories to facilitate research work by faculty .

Desktop facilities in the Library .

Support Facilities

Canteen. Clean drinking water, refrigerator at the staff room.

Facilities such as ramps, Braille, and others for differently abled teachers.

Recreational Activities for Physical and Emotional Wellbeing

Annual picnic for both teaching and non-teaching staff.

Separate departmental rooms for subjects with lab facilities.

Gymnasium facilities along with trained instructors.

Facilities for games on Sports Day for both teaching and non teaching staff. Teachers, non-teaching staff and students participate in friendly football and cricket matches.

Welfare measures for non-teaching staff

GSLI Non-teaching staff are members of registered Employee's Benefit Fund and can avail loan facility as and when required.

There is an EBF (Employees Benefit fund) which provides loan facilities to teaching and non-teaching staff when needed.

MEDICAL AID FUND

Rs 50,000/- has been given to Mr. Shukhendu Baidhya for his treatment

File Description	Documents
Paste link for additional information	http://www.mmccollege.co.in/Page/Wi-Fi%20and%20CCTV
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

1

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

7

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

The performance of each faculty member is assessed according to the

Annual Self Assessment for the Performance Based Appraisal System (PBAS). Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) that is based on the API score.

The Institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary. The Institution accords appropriate weightage for these contributions in their overall assessment. The PBAS proforma filled by the Faculty Member is checked and verified by the IQAC, and the Principal. Faculty members whose promotions are due are recommended based on their API score and are required to appear before the Screening-cum-Selection committee.

Non-Teaching Staff: All non-teaching staff members are also assessed time to time through the State Government Orders

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

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

Maharaja Manindra ChandraCollege conducts both internal and external financial audit of the college.

Books of accounts for each financial year is maintained.

Internal Audit: The financial affairs are managed and monitored by the Bursar, Accountant, Finance Committee headed by the Principa land finally audited and certified by registered chartered accountant.

Procedure for Purchases – quotations are called for and prices are compared.

For the Grants received from the UGC, RUSA and Higher Education Department, utilization certificates are prepared.

Financial Data, prepared by the Accountant is again verified and scrutinized by the Bursar and the Principal for authenticity, transparency and accuracy.

Internal Audit has been done by a qualified Chartered Accountant with approval from the Governing Body.

External Audit : The external audit takes place annually after the completion of every Financial Year by the government of West Bengal recommended External Auditor. The bills and vouchers of the revenue expenditure, Departmental Accession Register, Dead Stock Registers/Purchase Registers are physically checked. The Utilisation Certificates are also audited.

File Description	Documents
Paste link for additional information	http://www.mmccollege.co.in/FileNotice/18%20PFinance%20Audit%20report%202022-23.pdf
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	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)	No File Uploaded

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

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

Mobilisation of funds:

•Maharaja Manindra Chandra College receives major funds from Higher Education Department, Government of West Bengal, RUSA etc. Funds are also generated from different kinds of students' fees.

• Funds are also mobilized from various government and non government sources for research and projects. Funds are received from government agencies, private donors, alumni and members of teaching staff for scholarships of students.

Utilization of funds :

• Purchase Committee and Finance Committee help in the preparation, allocation and utilization of funds. Purchases are done through a tender system. All transaction is supported by the vouchers and bills are processed by the accounts section, the Bursar and the Principal. Collections are deposited in the bank and expenditure, recurring and nonrecurring, are incurred through Cheques/Electronic mode. Tally Software is used. Fees received from students are used for development and payment of salary to staff. These Documents are properly audited, in time.

• Physical and academic facilities like library, laboratories, IT infrastructure and Sports are strengthened.

File Description	Documents
Paste link for additional information	http://www.mmccollege.co.in/FileNotice/18%20PFinance%20Audit%20report%202022-23.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

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

The Post Accreditation initiatives with respect to institutional reviews of teaching learning reforms facilitated by the IQAC:

    1. Academic and Administrative Audit Annual Academic Audits—

Audit has been done by representatives of University of Calcutta after the completion of an Academic Session.

2. he IQAC analyses the Departmental performances and gives feedback for internal quality enhancement and external agency evaluates the fulfilment of institutional parameters.

3. Review of teaching-learning-outcome is carried out by collecting online feedback from students regarding curriculum delivery and implementation.

4. Online Feedback system The IQAC collects online feedback from stakeholders like Students, Parents, and Alumni to facilitate teaching learning reforms and to obtain an unbiased opinion about the institutional performance .

5. Student feedback of teachers is conducted and analysed regularly and communicated to the teachers.

6. The initiatives regarding institutional implementation of teaching learning reforms:

7. The IQAC encourages departments to organize Seminars and Webinars, innovative pedagogical methodologies like projects, field trips, Student Seminars and also arranges Interdisciplinary seminars delivered by students.

File Description	Documents
Paste link for additional information	https://www.mmccollege.co.in/FileNotice/09%20AAcademic%20and%20Administrative%20Audit%202023-2024.pdf
Upload any additional information	View File

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

– 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

•Effective use of ICT in teaching-learning-evaluation methods, communication of academic plans, lecture notes and videos, attendance records to students.

• Live digital classroom for Teaching-learning and different online programs.

• **Digital library facilities like INFLIBNET-NLIST, different resources Development of online examination portal.**

•**Usage of software like GNU Plot, Origin, Dev C++, Oracle 10g, Visual Basic 6.0, JDK 8.3,NetBeans 8.2,Python 3.7, Pycharm Community Edition 2020, OS Windows 10, UBUNTU, C language, Scilab, Pspice, Qantam GIS version 3.0. Seminar, Webinar, Workshop**

•**The IQAC has organized webinars in interdisciplinary subjects..**

•**The IQAC and Seminar Sub-Committee organized meetings for students to guide them in higher education, find proper employment after completion of their under graduate courses.**

File Description	Documents
Paste link for additional information	http://www.mmccollege.co.in/NoticePage/Infrastructure
Upload any additional information	View File

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.mmccollege.co.in/NoticePage/NOTICES
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

Maharaja Manindra Chandra College provides a comfortable environment for all the students, teachers and non-teaching staff irrespective of their genders or socioeconomic backgrounds. MMC College provides a number offacilities for its female students and staff. To develop consciousness and sensitization towards gender equality among the students, different activities are generally adapted during each year.

Facilities: The college has a spacious Girls' common room with necessary amenities like attached washroom.

The college authority has installed sanitary napkin vending machine(1) and incinerator (1) in Girls' washroom. Another sanitary napkin incinerator is installed in Staff washroom.

College has a gymnasium dedicated to its girl students.

Every floor and the other important places of the college buildings are equipped with CCTV cameras that help in monitoring the safety of girl students.

Students' Counseling Cell, Grievances Redressal Cell, Equal Opportunity Cell and Prevention of Sexual Harassment Cell are created to address grievances related to gender biasness and any type of harassments in the college. The College has drop boxes for Grievances Redressal, so that the students can submit any grievances. However, no such grievances have been reported till date.

File Description	Documents
Annual gender sensitization action plan	https://www.mmccollege.co.in/FileNotice/12%20A23-24Gender_sensitization_action_plan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.mmccollege.co.in/FileNotice/20%20A2023-24%20CR%207%20VENDING%20MACHINE%20PIC.pdf

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

D. Any 1 of the above

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

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

SolidWaste:

Solid wastes like papers, glass goods, metals, broken woods etc. are collected from all the departments and disposed through vendors. Bio-degradable and non-biodegradable wastes are segregated at source and collected in different waste bins. Both waste bins are cleared in nearby garbage vat that are finally cleared by the Kolkata Municipal Corporation

LiquidWaste:

Liquid waste released from the toilets of the college reaches the Sewage Treatment Plant (STP) of the Kolkata Municipal Corporation, through an underground drainage system, where, after separation by air pumps, the treated drainage water is used for irrigation.

E-Waste:

All e-wastes and electronic components are collected from the college and disposed annually through vendors

BiomedicalWaste :

College has installedtwo Sanitary napkin incinerators in washrooms. Other Waste like masks etc. are collected in separate waste bin and disposed in the nearby garbage vat for the collection by Kolkata Municipal Corporation.

Hazardous Chemicals and RadioactiveWaste:

The college is completely free from any kind of radioactive waste, Chemical waste like heavy metals, corrosive liquids, and organic solvents are not included in the new CCF curriculum headingTowards green chemistry.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	nil
Any other relevant information	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   E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
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: C. Any 2 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 with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Any other relevant documents	View File

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

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

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	**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 : Human assistance, reader, scribe, soft copies of reading material, screen   reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	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 Maharaja Manindra Chandra College undertakes necessary initiatives to provide an inclusive environment for all the stakeholders. The students, teachers, and staff members jointly celebrate the cultural and regional festivals and special national days. Celebration of such special days and festivals helps to inculcate the sense of peace, equality & harmony among students.

Various activities/events are organized in our institute to increase consciousness about tolerance and harmony. These activities are focused on cultural, religious, regional, linguistic, communal and socioeconomic diversities.

1. Annual prize giving Ceremony 2023

Our college organized Prize giving ceremony on 5 January 2024 for academic session 2018-1019.

2. HindiDiwas

Our college celebrates Hindi Diwas every year to commemorate the adoption of Hindi as the official language of India. Thia year Hindi Divas Celebration was on 26-09-2023.

3.Caring for others

a) Medical Aid to Ex Student -Rs 50000/- and Book Distribution to underprivileged school student

b) Pujo porikroma for underprivilged children by Dept of Journalism and mass Communication at Bamandanga on 8 october 2023.

4. Culturalprogrammes

Every year the college and students arrange Fresher's Welcome, College Socialand several cultural programmes. However, in this year, the students, teachers and non-teaching staff celebrate cultural programs on the occasion of birth and death anniversaries of Rabindranath Tagore, respectively.

16 -18th January 2024 -Intra College cultural competition Eshna-2024 was organized.This compitition included events on Rabindra sangeet, Nazrul geeti, Bengali modern song, Hindi modern Song, Solo acting and non water colour painting

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

Activities

The college conducts various programs to inculcate values, rights, duties and responsibilities of citizens among its students.

Through its NSS units, the college organizes several programs to generate awareness about social issues and duties of a citizen. The college administers observation of Independence Day, Republic Day, National Youth Day to ensure the continuous participation, collaboration and to inculcate values with decision making processes and governance structures which ensure more responsive environment.

MajorInitiatives

The students, teachers and non-teaching staff have celebrated the 77th Independence day and Republic day with pride.

The college celebrates the 127th birth centenary of Netaji Subas Chandra Bose.

The NSS Unit of MMC College in collaboration with 'Susrut Eye Foundation and Research Centre' Salt-Lake, Kolkata organized a free Eye Check Up Camp on 10th May 2024, . The students, teachers, non-teaching staff as well as alumni also participated in the awareness Seminar.

The college hosted Dengue awareness Campaign by NSS on October 13, 2023.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	[View File](#)

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

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

1. Flag hoisting ceremonies and other cultural activities are conducted on Independence Day and Republic Day every year.

2.The birth day of Netaji Subas Chandra Bose is celebrated by hoisting our national flag, parade and cultural activities.

3.Celebration of 161th Birth Anniversary of Swami Vivekananda on12 january 2024

4.The college pays tribute to Kaviguru Rabindranath Tagore on his birth and death anniversary through dance, songs, poems and recitals by students and the teachers from his repertoire on 10th May, 2023.

5. Maharaja Manindra Chandra College celebrates its Foundation Day on 15th July. The students, teachers and non-teaching staff all participate in cultural program.

6.The students of the college pay tribute to all the teachers on Teachers' Day. They arrange cultural program.

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

Best-Practice-I:

1. Title-of-the-Practice

Encouraging themindset of students to wards the Society Development

2. Objectives-of-the-Practice

This practice develops the minds and attitudes of the students i.e. our future generations.

3. The-Context

Theseactivitiesof students extendbeyond academic success and individual growth, focusing on how students can contribute to creating a better, more just and sustainable society.

4. The-Practice

Community Service,Promoting Sustainability,Awareness Campaigns,Respecting Diversity,Ethical Decision-Making.

5. Evidence-of-Success

A large number of students are participating and getting motivated.

6.Problems-Encountered-and-Resources-Required

Financial constraints in many cases are the main problem to fulfill the planning, the autthority is trying to get the supports of CSR of corporate houses and also for Govt funds.

Best-Practice-II:

1. Title-of-the-Practice

Prize-distribution to encourage the students

2. Objectives-of-the-Practice

To encourage the students to excel in the academics, the college felicitates the students with several prizes as books, medals etc.

3. The-Context

A healthy competition among students can boost up and improve the quality of their study. As a result, a pretty good number of students perform well in the exam.

4. The-Practice

The college provides several prizes as mainly books and gold medals to the students who rank 1st, 2nd and 3rdin each subject taught inthe final as well asintermediate year students. Many teachers and the alumni association of the college donate prizes.

5. Evidence-of-Success

rages the student to study more and acquire good grades to avail

these prizes.

6. Problems-Encountered-and-Resources-Required

With the increasing price of gold, it becomes difficult to provide identical gold medals as before due to lack of sufficient funds.

File Description	Documents
Best practices in the Institutional web site	[View File]()
Any other relevant information	[View File]()

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

One distinctive feature of Maharaja Manindra Chandra College is its Teaching –Learning Evaluation process. Teachers use various methods apart from conventional classroom chalk-duster method to make the teaching-learning process more interesting and helpful for the students. Such student centric approach includes seminar, workshop, training, educational tour, Internship, career counseling etc. and provide the best education to the students. As a part of ICT-enabled teachinglearning methods, teachers prepare PPTs for the students, uploaded the e-content on the college website. During pandemic lockdown period, the faculty members are taking online classes regularly in different interesting ways and mentoring the students academically as well as psychologically. The college library also takes the initiative to introduce the learners with several online digital repositories for lectures, course materials, and digital libraries. Teachers also provide scanned documents of different texts, study materials, etc. to the students.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Institution ensures effective curriculum delivery through a well planned and documented process. The Institution is affiliated to the University of Calcutta and hence the curriculum is constituted and governed by the University itself. The central academic calendar made in accordance with the University is displayed on the college website before thecommencement of admission each year. In addition to that, the institution takes the following measures to ensure proper implementation of it:

(i) An effective central routine/timetable is made by the Academic Sub Committee and the Routine Sub Committee along with the consultation of Principal/TICsand HODs .(ii) All the faculty members are strictly instructed to complete the syllabus within a stipulated time. (iii) Tutorials/projects, class tests,remedial classes and internal assessments are done along with the formal evaluative processes. For applied subjects, classroom Lectures are complemented with practical classes, hands-on training, projectsand field works. (iv) An effective student mentoring system is also maintained by all the departmental faculties. (v) Students are encouraged to avail central library as well as corresponding departmental seminar libraries. (vi) The college imposes an effective online feedback system in every semester for quality enrichment. (vii) Special emphasis has been taken to arrange MOU with different Institutes, several internships, add on courses, interdisciplinary activities, seminars etc to enhance the outknowledge of the students.(viii) Parent-Teacher Meetings are organized in a regular basis by all the departments.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.mmccollege.co.in/NoticePage/MoU

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

The concerned authority of the college prepares an academic calendar at the beginning of each semester/year which follows the University's calendar consisting of various curricular, extra and co-curricular activities. All the classes and examinations are planned as per this calendar. It is updated and revised with respect to any changes suggested by the university. Apart from that, the Principal can incorporate minor changes in the academic calendar which he may deem fit considering the unforeseen circumstances.Continuous Internal Evaluation (CIE) by the institution: The college strictly follows an internal evaluation process as instructed by the University for each course in each semester which is a part of the newly-implemented Choice Based CreditSystem (CBCS) and CCF course.Apart from the internal evaluation at University level, the college also implements various ways for CIE at the institutional level. Some of those are listed below. (i) Assignments have been provided to students (ii) Class Tests and Quizzes are conducted in regular basis (iii) Student Seminars have been carried out. (iv) Tutorials and Projects have been conducted by all the departments.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.mmccollege.co.in/FileNotice/53 %20AAcademic%20Calender%202023-24.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	B. Any 3 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

30

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

12

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

160

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

160

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

Professional Ethics, Moral and Human Values: With the objective of addressing social issues and to contribute to positive change in communities the college has often participated in different philanthropic activities with different departments. Activities include-

1. Medical aid to Ex Student -Rs 50000/- and Book Distribution to underprivileged school students by VISION, NPO, department of Chemistry,
2. Distribution of new clothes and food for children and women in closed tea estate by Journalism department before Durga Puja.
3. Activities of NSS unit of the college include

1. Organizing drawing competition, health check-up camp, cultural program for the children of local slum area (Ward no 10)
2. Free eye check-up camp
3. Dengue awareness programme
4. Observation of Independence day, Republic Day, Netaji's Birth day, Swami Vivekananda's Birth Day to raise awareness among the students about important historical events and cultural heritage

Gender Sensitization: College has arranged seminar to raise awareness among students about the role of social values in women development. Vending machine for sanitary napkins (Girls' common room) and two incinerators (Girls' common room and female staff washroom) have been installed. Sexual Harassment prevention cell and Grievance Redressal Cell provide counselling to students. The college campus is well secured with CCTV.

Environment and Sustainability: The CCF curriculum already includes courses on environment in semester 1(CVAC 1.1) and in semester 2(CVAC 2.1 and 2.2) to make students aware of waste management, renewable energy, agriculture, and environment and green technology. Apart from this,NSS has also celebrated Environment Dayto raise awareness.

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

20

File Description	Documents
Any additional information	View File
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	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

591

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	[View File]
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	[View File]

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://www.mmccollege.co.in/FileNotice/41%20AStudent%20Faculty%20Alumni%20Feedback%202023-2024.pdf

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 sanctioned seats during the year

2074

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

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

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

466

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

2.2 - Catering to Student Diversity

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

The college implements a mentor-mentee system that benefits both honors and general students. This approach provides students with the opportunity to engage with their mentors and address any challenges they may face, whether those are related to health, academics, or personal matters.

By utilizing this system, we can identify both slow learners and advanced learners. For those who may need extra support, we offer remedial classes, additional study materials, and question-answer based training. Conversely, advanced learners are encouraged to take part in seminars, advanced quizzes, and prepare for higher-level exams to support their aspirations.

At Maharaja Manindra Chandra College, we recognize that each student is unique and strive to meet their individual needs accordingly.

File Description	Documents
Link for additional Information	https://www.mmccollege.co.in/NoticePage/PHYSICS
Upload any additional information	View File

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

Number of Students	Number of Teachers
3310	75

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Our institution prioritizes a student-centered approach to foster the overall growth of our students. We begin by introducing them to their courses through engaging, example-based, ICT-driven tools. This foundation allows them to tackle more complex concepts through collaborative learning experiences.

Students have opportunities to present seminars in both online and offline formats, and we place a strong emphasis on regular group discussions with their peers and instructors. This interactive environment nurtures critical thinking and enhances their problem-solving abilities.

Additionally, each department organizes regular field visits and educational tours, which ignite curiosity among students and serve as a catalyst for their holistic development.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.mmccollege.co.in/NoticePage/Interdisciplinery%20Activities

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

Maharaja Manindra Chandra College is well-equipped with modern ICT facilities that undergo regular updates and are effectively utilized in the teaching and learning process.

1. The college features a total of 32 classrooms, with 12 of those being ICT-enabled and fully equipped with Learning Management System (LMS) capabilities. Additionally, 12 classrooms are designated as smart classrooms, and one room is fitted with mounted projectors. 2. There are also 3 portable projectors available for use in any classroom as needed. 3. The college provides 127 computers accessible to teachers, students, and office staff, which are updated as necessary to ensure optimal performance. 4. Eight seminar rooms have been upgraded, and virtual classes are established in one of these rooms. 5. The campus is Wi-Fi-enabled, featuring 8 access points and offering a bandwidth of 100 MBPS. 6. The library utilizes KOHA software, which has been upgraded to a cloud version.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.mmccollege.co.in/FileNotice/08%20A2021-22%20Room%20No.%208,21,22.pdf

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

75

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

75

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

29

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

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

2.4.3.1 - Total experience of full-time teachers

999

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.

Our college is affiliated with the University of Calcutta, and as such, we adhere closely to the syllabus and examination protocols established by the university. In the academic year 2017-18, the CBCS system was introduced at the University of Calcutta. Also, recently, in the academic year 2023-24, the CCF system was introduced at the University of Calcutta. As one of its affiliated colleges, we implement all internal evaluation processes and tutorial examinations in accordance with these new guidelines., Under the direction of the Board of Studies for each subject, our faculty prepares the question papers for internal examinations, which are conducted on the dates specified by the university. The internal evaluation contributes 10marks to each paper, based primarily on student attendance, with marks awarded according to attendance percentage. Also, under CCF system, tutorial evaluation contributes 25 marks to each paper, and marks are awarded based on the student's response in the tutorial evaluation.Additionally, we have an examination sub-committee that is responsible for developing the examination schedule and overseeing the internal examination process as a whole.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://www.mmccollege.co.in/FileNotice/16%20Ailovepdf_merged%20(1)%20(1)%20(1).pdf

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

At Maharaja Manindra Chandra College, the internal evaluation process is overseen by the examination sub-committee, which operates under the auspices of the Teachers' Council. In addition to this sub-committee, we have the "Grievance Redressal Cell," tasked with addressing any complaints related to the internal examination process.

In light of the ongoing pandemic, all stakeholders—including students, teachers, and administration—have made significant transitions to adapt to online learning and assessment methods. This shift has not been without its challenges, such as difficulties in downloading question papers and submitting answer

scripts online.

To gain insights into these experiences, we have gathered feedback from students regarding their use of the examination portal, and we will be implementing measures based on their responses to improve the overall process.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://www.mmccollege.co.in/StudentCompla in/Student%20Complain

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Maharaja Manindra Chandra College is affiliated with the University of Calcutta and adheres closely to the course curriculum established by the University.

1. We offer both undergraduate honours and general programmes in science, arts and commerce streams. Currently, boththe CBCS-system and CCF-systems are running parallelly in our college. Under the CBCS system, the honours framework has 14 core courses, 2 skill enhancement courses, 4 discipline-specific elective courses, and 2 Ability Enhancement Compulsory Courses. In contrast, the general programmes include 4 core courses, 2 skill enhancement courses, 2 discipline-specific elective courses, and 2 Ability Enhancement Compulsory Courses; whereas the CCFsystem consists of25core courses, 3 skill enhancement courses, 4 compulsory value-addedcourses, and 4Ability EnhancementCourses, 3 interdisciplinary courses, along with a mandatory summer internship programme.

2. Through these programmes and courses, students enhance their critical thinking and develop an analytical and solution-focused mindset. They grow into socially responsible citizens with a strong ethical foundation, motivated to become self-directed learners. Additionally, they acquire skills for effective teamwork and the ability to manage projects both independently and efficiently.

3. The Ability Enhancement Compulsory Courses further equip

students with effective communication skills and foster an environmentally conscious mindset.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

The evaluation of our Programme and course outcomes takes place regularly at our institution. To ensure a comprehensive assessment, we focus on four essential datasets: i) the pass percentage of graduating students, ii) the inclination towards pursuing higher studies among final-year students, iii) the job placement rates of our graduates, and iv) feedback collected through student satisfaction surveys.

By analyzing these datasets and considering student feedback, our institution strives to implement necessary improvements that enhance our academic quality.

In this regard, it is worth mentioning that, as mentors ofour students we are quite aware that, many of our students are progressing towards different directions and excelling in their carrers with flying coulours. However, officially only a handful data could be collected in this regard. We have identified these shortcomings and working hard to overcome these obstacles in near future.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	nil

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

651

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	**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://www.mmccollege.co.in/NoticePage/Feedback%20Reports

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)

30000 EUR

File Description	Documents
Any additional information	[View File](#)
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	[View File](#)

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.consilium.europa.eu/en/policies/serbia/

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

17

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - 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

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

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

10

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	<u>View File</u>

3.3 - Extension Activities

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

The College is engaged in various measures to sensitize the students towards community development goals. It sincerely believes in imparting education with social responsibility to make them responsible citizens of the nation.The activities of NSS unit of the College are as follows: 1. Dengue Awareness Campaign 2. Special Camp Organized by NSS Unit For the Development of Slum Area of Ward No 10

3. Free Eye Check up Camp

4. World Environment Day Celebration

VISION is a nonprofit Organisation formulated and headed by the Department of Chemistry ,helped an ex student for his recovery .The organisation also helped the underprivileged school children by distributing the books to continue their education, by reducing the financial burden of purchasing books.

Department of Journalism and Mass communication arranged distribution of new cloth and food for the underprivileged child and women before Durga Puja in Jalpaiguri district.

File Description	Documents
Paste link for additional information	https://www.mmccollege.co.in/NoticePage/NSS
Upload any additional information	View File

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

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

NIL

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

3.3.3 - 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

3.3.3.1 - 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

5

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 last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

298

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

15

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

24

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The Institution has adequate infrastructure and physical facilities for teaching- learning.viz., classrooms, laboratories, computing equipment etc. Maharaja Manindra Chandra College boasts adequate infrastructure and physical facilities to support teaching and learning. The college comprises two buildings and a newly rented floor, featuring a four-storied, three-storied, and rented third-floor building. A total of 32 classrooms are available, with 12 being ICT-enabled and equipped with Learning Management System (LMS) facilities. Additionally, 12 classrooms are designated as smart classrooms, while one serves as a seminar hall and 13 are fully equipped laboratories. To facilitate interactive learning, 12 rooms are equipped with projectors and smart boards, and one room features a mounted projector. Furthermore, the college has three portable projectors that can be used in any classroom as needed. The campus is home to 127computers, with 90dedicated solely for student use. Moreover, the college campus is Wi-Fi enabled, featuring eight access points to ensure seamless connectivity.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.mmccollege.co.in/FileNotice/58 %20PDifferent%20rooms%20of%20MMCC%202023-2 024_compressed.pdf

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

The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor),gymnasium, yoga centre etc. Maharaja Manindra Chandra College prioritizes the holistic development of its students by providing facilities for cultural activities, sports (indoor and outdoor), and a gymnasium (separate facilities for men and women). The college organizes annual sports events with participation from students, teachers, and staff. Collaborations with Deshbandhu Park Playground and Shyam Park allow the college to utilize these spaces for annual sports, football, and other outdoor games. Equipment for cricket, badminton, volleyball, track and field events (shot put, high jump), and more are also available. Indoor games facilities include table tennis, carom andchess. A Students and Staff Games and Sports Committee guides student participation. The college provides medical support, drinking water, and jerseys for team members. A dedicated Cultural Committee mobilizes students and organizes various cultural activities throughout the year, including dance, music, photography, and debate competitions. The committee has access to a sound system, microphones, and a still/video camera to support these events.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.mmccollege.co.in/NoticePage/CULTURAL%20PROGRAMS

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

13

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

13

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.mmccollege.co.in/FileNotice/47%20ALabotory%20&%20ICT%20Enable%20Rooms.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)

10.39 Lakhs

File Description	Documents
Upload any additional information	**No File Uploaded**
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)

Library is automated using Integrated Library Management System (ILMS) Maharaja Manindra Chandra College currently operates its library manually despite having captured bibliographic records in a local database. To modernize its operations, the college administration has proposed acquiring Koha, an integrated library management software. The library boasts a collection of nearly 40,000 books across various subjects, including textbooks and reference materials. It also subscribes to a diverse range of periodicals, magazines, and newspapers. The library maintains institutional memberships with the British Council Library and the American Library. Library services encompass book lending, reading services, reference services (including electronic

reference services via email), access to the online digital library (INFLIBNET-NLIST), current awareness services, library extension and promotional activities, and support for academic and instructional activities. The library has e-book and e-journal access through N-List. The authorized students and teachers of our college can access e-resources and download articles required by them directly from the publisher's website. The library collection is regularly updated to meet the academic needs of students, teachers, and researchers. Currently, books are accessed through card catalogs. While home borrowing is permitted, students and teachers can also consult reference books and periodicals within the library reading room.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://www.mmccollege.co.in/Page/Library%20Facilities

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

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

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

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

0.64 Lakhs

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

3

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

4.3 - IT Infrastructure

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

Institution frequently updates its IT facilities including Wi-Fi. Maharaja Manindra Chandra College possesses adequate ICT facilities that are regularly updated. The institution maintains 127 computers. 115 for students and 2 for teachers and office staff, which are upgraded as needed. Seminar rooms have been modernized, with virtual class setups established in three rooms. The campus is Wi-Fi enabled with 8 access points and 100 MBPS bandwidth. The college has renewed its subscription to the KOHA library management software. Online admission has been implemented since 2017, along with online submission of marks and result declaration. The college website is actively maintained and upgraded annually through a dedicated maintenance contract.

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

4.3.2 - Number of Computers

127

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	[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)

38.31 lakhs

File Description	Documents
Upload any additional information	**No File Uploaded**
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.

There are established systems and procedures for maintaining and utilizing physical,academic and support facilities - laboratory, library, rented sports field,computers, classrooms etc. Maharaja Manindra Chandra College prioritizes providing students with the latest equipment and up-to-date infrastructure. Dedicated

committees oversee maintenance and upkeep, with a designated budget for various facilities across the college's 17 departments. To ensure departmental needs are met, department heads submit written requisitions for laboratory equipment, stationery, furniture, etc. Day-to-day cleaning and maintenance of classrooms, laboratories (often used as classrooms), corridors, and washrooms are handled by the college's support staff. The college provides an adequate number of internet-connected computers with essential software. Antivirus software safeguards the college's database. Equipment like generators, water purifiers, air conditioners, CCTV cameras, pumps, sound systems, microphones, and projectors are maintained and repaired as needed by the college authorities. A dedicated Purchase Committee manages all purchase and maintenance activities.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.mmccollege.co.in/NoticePage/Infrastructure

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

997

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

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

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

0

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	**A. All of the above**

File Description	Documents
Link to institutional website	https://www.mmccollege.co.in/FileNotice/04%20AInternship%20Details%202023-24.xlsx
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

233

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

233

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

15

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	[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

200

File Description	Documents
Upload supporting data for student/alumni	View File
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

6

File Description	Documents
Upload supporting data for the same	View File
Any additional information	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.

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
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)	**No File Uploaded**

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)

Students' Representation in various administrative, cocurricular and extracurricular activities is ensured through the Students' Union. It isan elected body of students. The Union comprise a General Secretatary and a bunch of other office bearers selected from class representatives. The General Secretatary is also a member of the college Governing Body. It is in this way thatthe Students' Union being an integral part of the college administration, having scope to play roles in all the decision making processes of the college.The Union distributes charges among the members to look after various administrative, cocurricular and extracurricular matters related to everyday running of the college. They also arrange culturals events, social events, sports,Teachers' Day celebration, Saraswati Puja etc. The college IQAC has a student member too.

File Description	Documents
Paste link for additional information	[nil](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

8

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
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

Praktanee or the Alumni Association of the College is registered under West Bengal society's Registration Act 1961, with Registration Number S/95669 of 99-2000. It is controlled by its Governing Body of which the Principal(TIC) is the exofficio President. The other office bearers are from the ex-students of the college. Students can take memberships(Annual & Lifetime) of this association by paying a nominal fee after graduating from this college. Praktanee is actively engaged in various activitiese and programmes of the college throughout the year by sending their representatives and also by sponsoring a prize in the Annual Prize Distribution Ceremony of the college. During 2023-24 a bunch ofrecent ex-students became its members.Praktanee organised its reunion on 28 January 2024. With the retirement of the principal on 31 January 2024 the new TIC Dr amita Mazumder became the President (ex-officio) of the association. The Annual audit has been updated upto 2022-23.

File Description	Documents
Paste link for additional information	https://www.mmccollege.co.in/PageBanner/19%20APraktanee%20Committe.pdf
Upload any additional information	**No File Uploaded**

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

File Description	Documents
Upload any additional information	[View File](#)

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision:Our vision is to become a dynamic and vibrant Institution of Excellence in Higher Education. The College thrives by responding to changing social realities through the advancement and application of knowledge and wisdom. We strive to impart updated knowledge and instill strength of mind, expanded intellect, ability to stand on their own two feet and a deep sense of social commitment among our students. The College nurtures the students to create a human-centred, ecologically sustainable and equitable world that encourages and defends dignity, equal opportunity, social justice and human rights for all.

Mission

The college aims at the academic, intellectual, moral and economic upliftment of students. It proposes to maintain creative thinking and unity in diversity. It intends to provide modern teaching learning and cater to job-oriented courses as well. The outreach programmes of our college try to ensure that the students are enterprising and career-minded and find keys to future self advancement and economic self sufficiency. We look forward to the achievements of our students and bring out the best within them so that their sparkling minds can face the baffling challenges of the modern day world and make it a better place to live. We also look forward to meeting the demands of fresh perspective in modern areas of Education, the departments of the College organise PowerPoint presentation, film shows, educational tours, Students' Seminars etc. to improve student's receptivity.

File Description	Documents
Paste link for additional information	https://www.mmccollege.ac.in/pages/vision-mission-annual-objective
Upload any additional information	No File Uploaded

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

The effective leadership is visible in various Institutional practices such as decentralization and participative management. Maharaja Manindra Chandra College promotes and practices decentralization in all academic and administrative activities, it has various academic and administrative committees to monitor, plan and execute the smooth functioning of the Institute. Administrative Decentralization: The Governing Body is the apex decision-making body of the college. The Principal gives directives to the departmental heads to prepare the annual departmental budget. The HOD conducts departmental meeting and submits requirements along with relevant quotations, depending upon the Annual need of the syllabus and current industry trends for the acquisition of goods and services, including requisition preparation, funds approval, payments to suppliers, and follow-up enquiries.The authority has taken initiative to make MOU with different Institutes and several Internships and Add on courses have been arranged by accepting the proposal of IQAC. Our College practices decentralization by providing operational autonomy to the departments. Further, HOD prepares a consolidated report and submits to the Principal for approval. The Principal consolidates the requirements of all the departments and forwards it to the Governing body for approval. There are about 19 different committees under the teacher's council led by an elected Teachers' Secretary and Academic, Finance and Purchase& Tender subcommittees selected by Governing Body with well-defined functions that give academic and administrative leadership to the institution.

File Description	Documents
Paste link for additional information	https://www.mmccollege.co.in/Test/Home
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic/ perspective plan is effectively deployed The institutional Strategic/ perspective plan is effectively deployed to execute the Vision and Mission of the college of providing holistic quality education to all sections of society. The strategic and perspective plan of the institution in the year 2023-234was to shift from online to physical mode of interaction.

1. Admission procedure was made online.

2. College office was digitized .

3. Digitisation of Library had been initiated and Library OPAC Koha has been renewed upon the suggestion of IQAC.

4. IDC has been introduced.

5.college has offered various Internship and ADD-ON courses in different subjects.

6.MOU has been signed by 5 esteemed colleges 9 esteemed institutes.

7.Multidiciplinary social programs has been conducted in the academic session 2023-24.

8. Online webinars and offline Seminars were held to keep the students engaged and motivated throughout the year.

9..Free eye check-upprogramme and campus cleaning program and Dengue awareness programme were conducted by NSS

10.Vending machine and incinerator of sanitary pads has been installed in this academic session..

11.MEDICAL AID FUND: - 50,000/- Rs was given to Mr. Sukhendu Baidhya for his treatment.

12.World Environment Day was celebrated by NSS.

File Description	Documents
Strategic Plan and deployment documents on the website	<u>View File</u>
Paste link for additional information	http://www.mmccollege.co.in/NoticePage/MoU
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.

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

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc. The functioning of the Institutional Bodies is effective and efficient which is reflected through the above. The effective and efficient functioning of the college is governed through the different administrative sections as specified in the University Statute and Department of Higher Education, Government of West Bengal. The Governing Body(GB) is the apex body of the college for academics and administration. The University of Calcutta and the directorate of higher education, the Government of West Bengal are the superior authorities to the Institution for Academic and Administrative affairs respectively. The principal is the de facto secretary of the GB and executive head of the college. The GB has representations from all stakeholders of the college like students, teaching and non-teaching staff as well as nominees from the Government and University.The principal is the Ex officio President of the Teachers' Council and chairman of the Internal Quality Assurance Cell (IQAC) of the college. IQAC is the apex body to oversee, execute and monitor the academic activities of the college.

File Description	Documents
Paste link for additional information	http://www.mmccollege.co.in/Page/Governing%20Body
Link to Organogram of the Institution webpage	http://www.mmccollege.co.in/PageBanner/21%20AOrganogram.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 interfaces	**No File Uploaded**
Any additional information	**No File Uploaded**
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

Welfare measures for teaching staff :

Financial

GSLI Teachers are members of registered Staff Cooperative and can avail loan as and when required. Teaching staff can avail loan from Provident Fund as per Government rules. There is a EBF (Employees Benefit fund) which provides loan facilities to teaching and non-Teaching staff when needed .

ICT Facilities

Fully Wi-Fi enabled college campus Infrastructural support in Physics and Chemistry and Computer Science laboratories to

facilitate research work by faculty .

Desktop facilities in the Library .

Support Facilities

Canteen. Clean drinking water, refrigerator at the staff room.

Facilities such as ramps, Braille, and others for differently abled teachers.

Recreational Activities for Physical and Emotional Wellbeing

Annual picnic for both teaching and non-teaching staff.

Separate departmental rooms for subjects with lab facilities.

Gymnasium facilities along with trained instructors.

Facilities for games on Sports Day for both teaching and non teaching staff. Teachers, non-teaching staff and students participate in friendly football and cricket matches.

Welfare measures for non-teaching staff

GSLI Non-teaching staff are members of registered Employee's Benefit Fund and can avail loan facility as and when required.

There is an EBF (Employees Benefit fund) which provides loan facilities to teaching and non-teaching staff when needed.

MEDICAL AID FUND

Rs 50,000/- has been given to Mr. Shukhendu Baidhya for his treatment

File Description	Documents
Paste link for additional information	http://www.mmccollege.co.in/Page/Wi-Fi%20and%20CCTV
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

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

1

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)	<u>View File</u>

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

7

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

The performance of each faculty member is assessed according to the Annual Self Assessment for the Performance Based Appraisal System (PBAS). Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) that is based on the API score.

The Institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary. The Institution accords appropriate weightage for these contributions in their overall assessment. The PBAS proforma filled by the Faculty Member is checked and verified by the IQAC, and the Principal. Faculty members whose promotions are due are recommended based on their API score and are required to appear before the Screening-cum-Selection committee.

Non-Teaching Staff: All non-teaching staff members are also assessed time to time through the State Government Orders

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

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

Maharaja Manindra ChandraCollege conducts both internal and external financial audit of the college.

Books of accounts for each financial year is maintained.

Internal Audit: The financial affairs are managed and monitored by the Bursar, Accountant, Finance Committee headed by the Principa land finally audited and certified by registered chartered accountant.

Procedure for Purchases - quotations are called for and prices are compared.

For the Grants received from the UGC, RUSA and Higher Education Department, utilization certificates are prepared.

Financial Data, prepared by the Accountant is again verified and scrutinized by the Bursar and the Principal for authenticity, transparency and accuracy.

Internal Audit has been done by a qualified Chartered Accountant with approval from the Governing Body.

External Audit : The external audit takes place annually after the completion of every Financial Year by the government of West Bengal recommended External Auditor. The bills and vouchers of the revenue expenditure, Departmental Accession Register, Dead Stock Registers/Purchase Registers are physically checked. The Utilisation Certificates are also audited.

File Description	Documents
Paste link for additional information	http://www.mmccollege.co.in/FileNotice/18%20PFinance%20Audit%20report%202022-23.pdf
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	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)	No File Uploaded

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

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

Mobilisation of funds:

•Maharaja Manindra Chandra College receives major funds from Higher Education Department, Government of West Bengal, RUSA etc. Funds are also generated from different kinds of students' fees.

• Funds are also mobilized from various government and non government sources for research and projects. Funds are received from government agencies, private donors, alumni and members of teaching staff for scholarships of students.

Utilization of funds :

• Purchase Committee and Finance Committee help in the preparation, allocation and utilization of funds. Purchases are done through a tender system. All transaction is supported by the vouchers and bills are processed by the accounts section, the Bursar and the Principal. Collections are deposited in the bank and expenditure, recurring and nonrecurring, are incurred through Cheques/Electronic mode. Tally Software is used. Fees received from students are used for development and payment of salary to staff. These Documents are properly audited, in time.

• Physical and academic facilities like library, laboratories, IT infrastructure and Sports are strengthened.

File Description	Documents
Paste link for additional information	http://www.mmccollege.co.in/FileNotice/18%20PFinance%20Audit%20report%202022-23.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

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

The Post Accreditation initiatives with respect to institutional reviews of teaching learning reforms facilitated by the IQAC:

1. Academic and Administrative Audit Annual Academic Audits– Audit has been done by representatives of University of Calcutta after the completion of an Academic Session.
2. he IQAC analyses the Departmental performances and gives feedback for internal quality enhancement and external agency evaluates the fulfilment of institutional parameters.
3. Review of teaching-learning-outcome is carried out by collecting online feedback from students regarding curriculum delivery and implementation.
4. Online Feedback system The IQAC collects online feedback from stakeholders like Students, Parents, and Alumni to facilitate teaching learning reforms and to obtain an unbiased opinion about the institutional performance .
5. Student feedback of teachers is conducted and analysed regularly and communicated to the teachers.
6. The initiatives regarding institutional implementation of teaching learning reforms:
7. The IQAC encourages departments to organize Seminars and Webinars, innovative pedagogical methodologies like projects, field trips, Student Seminars and also arranges Interdisciplinary seminars delivered by students.

File Description	Documents
Paste link for additional information	https://www.mmccollege.co.in/FileNotice/09%20AAcademic%20and%20Administrative%20Audit%202023-2024.pdf
Upload any additional information	View File

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

– 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

•Effective use of ICT in teaching-learning-evaluation methods, communication of academic plans, lecture notes and videos, attendance records to students.

• Live digital classroom for Teaching-learning and different online programs.

• Digital library facilities like INFLIBNET-NLIST, different resources Development of online examination portal.

•Usage of software like GNU Plot, Origin, Dev C++, Oracle 10g, Visual Basic 6.0, JDK 8.3,NetBeans 8.2,Python 3.7, Pycharm Community Edition 2020, OS Windows 10, UBUNTU, C language, Scilab, Pspice, Qantam GIS version 3.0. Seminar, Webinar, Workshop

•The IQAC has organized webinars in interdisciplinary subjects..

•The IQAC and Seminar Sub-Committee organized meetings for students to guide them in higher education, find proper employment after completion of their under graduate courses.

File Description	Documents
Paste link for additional information	http://www.mmccollege.co.in/NoticePage/Infrastructure
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://www.mmccollege.co.in/NoticePage/NOTICES
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

Maharaja Manindra Chandra College provides a comfortable environment for all the students, teachers and non-teaching staff irrespective of their genders or socioeconomic backgrounds. MMC College provides a number offacilities for its female students and staff. To develop consciousness and sensitization towards gender equality among the students, different activities are generally adapted during each year.

Facilities: The college has a spacious Girls' common room with necessary amenities like attached washroom.

The college authority has installed sanitary napkin vending machine(1) and incinerator (1) in Girls' washroom. Another sanitary napkin incinerator is installed in Staff washroom.

College has a gymnasium dedicated to its girl students.

Every floor and the other important places of the college buildings are equipped with CCTV cameras that help in monitoring the safety of girl students.

Students' Counseling Cell, Grievances Redressal Cell, Equal Opportunity Cell and Prevention of Sexual Harassment Cell are created to address grievances related to gender biasness and any type of harassments in the college. The College has drop boxes for Grievances Redressal, so that the students can submit any grievances. However, no such grievances have been reported till date.

File Description	Documents
Annual gender sensitization action plan	https://www.mmccollege.co.in/FileNotice/12%20A23-24Gender_sensitization_action_plan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.mmccollege.co.in/FileNotice/20%20A2023-24%20CR%207%20VENDING%20MACHINE%20PIC.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	**No File Uploaded**
Any other relevant information	[View File](#)

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

SolidWaste:

Solid wastes like papers, glass goods, metals, broken woods etc. are collected from all the departments and disposed through vendors. Bio-degradable and non-biodegradable wastes are segregated at source and collected in different waste bins. Both waste bins are cleared in nearby garbage vat that are finally cleared by the Kolkata Municipal Corporation

LiquidWaste:

Liquid waste released from the toilets of the college reaches the Sewage Treatment Plant (STP) of the Kolkata Municipal Corporation, through an underground drainage system, where, after separation by air pumps, the treated drainage water is used for irrigation.

E-Waste:

All e-wastes and electronic components are collected from the college and disposed annually through vendors

BiomedicalWaste :

College has installedtwo Sanitary napkin incinerators in washrooms. Other Waste like masks etc. are collected in separate waste bin and disposed in the nearby garbage vat for the collection by Kolkata Municipal Corporation.

Hazardous Chemicals and RadioactiveWaste:

The college is completely free from any kind of radioactive waste, Chemical waste like heavy metals, corrosive liquids, and organic solvents are not included in the new CCF curriculum headingTowards green chemistry.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	nil
Any other relevant information	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

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
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 with trees and plants

C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit

C. Any 2 of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	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 : Human assistance, reader, scribe, soft copies of reading material, screen reading	D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	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 Maharaja Manindra Chandra College undertakes necessary

initiatives to provide an inclusive environment for all the stakeholders. The students, teachers, and staff members jointly celebrate the cultural and regional festivals and special national days. Celebration of such special days and festivals helps to inculcate the sense of peace, equality & harmony among students.

Various activities/events are organized in our institute to increase consciousness about tolerance and harmony. These activities are focused on cultural, religious, regional, linguistic, communal and socioeconomic diversities.

1. Annual prize giving Ceremony 2023

Our college organized Prize giving ceremony on 5 January 2024 for academic session 2018-1019.

2. HindiDiwas

Our college celebrates Hindi Diwas every year to commemorate the adoption of Hindi as the official language of India. Thia year Hindi Divas Celebration was on 26-09-2023.

3.Caring for others

a) Medical Aid to Ex Student -Rs 50000/- and Book Distribution to underprivileged school student

b) Pujo porikroma for underprivilged children by Dept of Journalism and mass Communication at Bamandanga on 8 october 2023.

4. Culturalprogrammes

Every year the college and students arrange Fresher's Welcome, College Socialand several cultural programmes. However, in this year, the students, teachers and non-teaching staff celebrate cultural programs on the occasion of birth and death anniversaries of Rabindranath Tagore, respectively.

16 -18th January 2024 -Intra College cultural competition Eshna-2024 was organized.This compitition included events on Rabindra sangeet, Nazrul geeti, Bengali modern song, Hindi modern Song, Solo acting and non water colour painting

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

Activities

The college conducts various programs to inculcate values, rights, duties and responsibilities of citizens among its students.

Through its NSS units, the college organizes several programs to generate awareness about social issues and duties of a citizen. The college administers observation of Independence Day, Republic Day, National Youth Day to ensure the continuous participation, collaboration and to inculcate values with decision making processes and governance structures which ensure more responsive environment.

MajorInitiatives

The students, teachers and non-teaching staff have celebrated the 77th Independence day and Republic day with pride.

The college celebrates the 127th birth centenary of Netaji Subas Chandra Bose.

The NSS Unit of MMC College in collaboration with 'Susrut Eye Foundation and Research Centre' Salt-Lake, Kolkata organized a free Eye Check Up Camp on 10th May 2024, . The students, teachers, non-teaching staff as well as alumni also participated in the awareness Seminar.

The college hosted Dengue awareness Campaign by NSS on October 13, 2023.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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	D. Any 1 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

1. Flag hoisting ceremonies and other cultural activities are conducted on Independence Day and Republic Day every year.

2.The birth day of Netaji Subas Chandra Bose is celebrated by hoisting our national flag, parade and cultural activities.

3.Celebration of 161th Birth Anniversary of Swami Vivekananda on12 january 2024

4.The college pays tribute to Kaviguru Rabindranath Tagore on his

birth and death anniversary through dance, songs, poems and recitals by students and the teachers from his repertoire on 10th May, 2023.

5. Maharaja Manindra Chandra College celebrates its Foundation Day on 15th July. The students, teachers and non-teaching staff all participate in cultural program.

6.The students of the college pay tribute to all the teachers on Teachers' Day. They arrange cultural program.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	No File Uploaded
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.

Best-Practice-I:

1. Title-of-the-Practice

Encouraging themindset of students to wards the Society Development

2. Objectives-of-the-Practice

This practice develops the minds and attitudes of the students i.e. our future generations.

3. The-Context

Theseactivitiesof students extendbeyond academic success and individual growth, focusing on how students can contribute to creating a better, more just and sustainable society.

4. The-Practice

Community Service,Promoting Sustainability,Awareness Campaigns,Respecting Diversity,Ethical Decision-Making.

5. Evidence-of-Success

A large number of students are participating and getting motivated.

6.Problems-Encountered-and-Resources-Required

Financial constraints in many cases are the main problem to fulfill the planning, the autthority is trying to get the supports of CSR of corporate houses and also for Govt funds.

Best-Practice-II:

1. Title-of-the-Practice

Prize-distribution to encourage the students

2. Objectives-of-the-Practice

To encourage the students to excel in the academics, the college felicitates the students with several prizes as books, medals etc.

3. The-Context

A healthy competition among students can boost up and improve the quality of their study. As a result, a pretty good number of students perform well in the exam.

4. The-Practice

The college provides several prizes as mainly books and gold medals to the students who rank 1st, 2nd and 3rdin each subject taught inthe final as well asintermediate year students. Many teachers and the alumni association of the college donate prizes.

5. Evidence-of-Success

rages the student to study more and acquire good grades to avail these prizes.

6. Problems-Encountered-and-Resources-Required

With the increasing price of gold, it becomes difficult to provide identical gold medals as before due to lack of sufficient funds.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

One distinctive feature of Maharaja Manindra Chandra College is its Teaching -Learning Evaluation process. Teachers use various methods apart from conventional classroom chalk-duster method to make the teaching-learning process more interesting and helpful for the students. Such student centric approach includes seminar, workshop, training, educational tour, Internship, career counseling etc. and provide the best education to the students. As a part of ICT-enabled teachinglearning methods, teachers prepare PPTs for the students, uploaded the e-content on the college website. During pandemic lockdown period, the faculty members are taking online classes regularly in different interesting ways and mentoring the students academically as well as psychologically. The college library also takes the initiative to introduce the learners with several online digital repositories for lectures, course materials, and digital libraries. Teachers also provide scanned documents of different texts, study materials, etc. to the students.

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

7.3.2 - Plan of action for the next academic year

To sign MOU s with new Institutes to introduce many new Add on courses and other programs

Upgrade further the ICT-enabled teaching and learning facilities

and Laboratories in the college.

Purchase more new books , journals and e-booksfor library.

Rennovation and repairment of College campus, incorporating more Divyangan friendly construction,

To arrange for funding to promote research and social activity programs by faculty and students in areas those are relevant to the best interests.

To provide financial and infrastructural support and coaching facilities to students with outstanding talent in sport

To engage Licensed Health Practicioner in the college campus.