



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	MAHARAJA MANINDRA CHANDRA COLLEGE
• Name of the Head of the institution	Dr. Manturam Samanta
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03325555565
• Mobile No:	9477327558
• Registered e-mail	principalmcccollege@gmail.com
• Alternate e-mail	par_dut@yahoo.com
• Address	20, Ramkanto Bose Street, Kolkata - 700003, West Bengal
• 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	(Late) Dr. Dipannwita Bhattacharyya				
• Phone No.	0332555565				
• Alternate phone No.	9433464396				
• Mobile	9674681476				
• IQAC e-mail address	principalmmcollege@gmail.com				
• Alternate e-mail address	par_dut@yahoo.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	http://www.mmcollege.co.in/FileNotice/00%20PSSR%20Manindra%20(part-1,part-2%20and%20evaluatory%20report)%20(1)%20(1).pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.mmcollege.co.in/FileNotice/56%20AAcademic%20Calender%202020-2021%20.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. Susmita Chatterjee, Economics	Assessment of Demand for New Technology Services in the Indian Telecom Sector	Eastern Regional Centre of Indian Council of Science Research (ICSSR-ERC)	2020 FOR 2 YEARS	Rs. 1,45,000/-
Dr. Susmita Chatterjee, Economics	Women Entrepreneurship-Product Quality and Innovation - An Economic Analysis	IIM INDORE	2019 for 4 years	Rs. 95,000/-
Dr. Somrita Ganguly, English	International Creative Writing and Literary Translation Summer School	British Centre for Literary Translation (BCLT), University of East Anglia, Norwich, UK	2020, 20-24th July	400 pound
Dr. Shyamal Mondal, Physics	Nano-structuration of thin films of Germanium by Ion Beam Bombardment sensing, light and energy harvesting application	ICTP TRIL FUNDING	2018, for 2 years and 2 months	39000 euro +allowances
Dr. Shyamal Mondal, Physics	Data/results analysis / interpretation and writing of	Fondazione Bruno Kessler, Trento, Italy	2021, for 2 years	3500 Euro

	reports / research articles in the field of ion implantation and surface nano-structuring with focussed ion beams		
8. Whether composition of IQAC as per latest NAAC guidelines		Yes	
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 		View File	
9. No. of IQAC meetings held during the year		02	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 		Yes	
<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • If yes, mention the amount 			
11. Significant contributions made by IQAC during the current year (maximum five bullets)			
<p>1. Feedback on curriculum from students, faculty, alumni and employer was collected, analysed, and used for further improvements and SSS was conducted with consequent analysis. 2. The initiative has been taken by the college to do Energy and Academic cum Administrative Audits. Finance audit was done regularly by the Government registered chartered accountants and initiative has been taken also to pursue Financial Audit by the college itself. 3. IQAC</p>			

takes the initiative to introduce online modes of official meetings, classes, exams, evaluation and submission of the answer scripts during Covid days 4. Renovation of campus along with incorporation of Gender Equity and Divyangan friendly features has been started during this period 5. Covid relief programmes along with the hygiene maintenance of the college and neighboring areas have been conducted.

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 encourage faculties for using different online platforms like Zoom, Gmeet etc to conduct teaching and learning methods along with meetings and exam related matters	1. Different online events including teaching -learning process have been conducted smoothly through out the year.
2. To arrange webinars on different interdisciplinary matters.	2. Interdisciplinary webinars on various topics have been performed through out the year.
3. To create subjective and academic youtube videos and power point presentations for the benefit of students	3. Faculties have prepared several youtube videos and powerpoint presentations on different courses and the matters have been uploaded in the college website to facilitate the students for better preparation.
4. To encourage all departments to discuss in depth on Discipline Specific Elective Courses and Skill Enhancement Courses.	4. All the departments have taken initiative to run Discipline Specific Elective Courses and Skill Enhancement Courses connected with the curriculum in depth even in online modes.
5. To extend the mentoring system to students of all semesters to make the system all inclusive.	5. Mentoring system has been extended to students of all semesters to make the system all inclusive.
6. To take initiatives to collect the feedbacks from	6. Feedbacks have been taken from students, teachers, alumni

students, teachers, alumni and employers.	both on curriculum and the college.
7. To analyse the feedbacks collected from students, teachers, alumni and employers.	7. Analysis have been made on the feedback received from different sections.i.e. students, teachers, alumni
8. To make the campus with Gender Equity features and Divyangana Friendly Features	8. Ramp and rail have been introduced at the entrance of the campus to make a start for preparing the campus Divyangana Family. Governing Body has taken the initiative to incorporate Sanitary Napkin Machine in the campus.
9. To renovate the campus and to build a Seminar hall in the campus.	9. Renovation of office and Vidyasagar building have been started and also the Academic Hall Room no 8 has been started to convert to Seminar Hall.
10. To introduce Energy, Academic cum Administrative, Finance Audits	10. Energy, Academic cum Administrative and Finance Audits preparation have been initiated by the college.
11. To participate in the Covid relief programmes.	11. Covid relief programmes have been arranged as a part of social welfare programme, The ex and current students have been participated in these programmes.
12. To clean college and its neighboring area to maintain hygiene in the Covid days.	12. The hygiene of the neighboring area.has been maintained by the program initiated by NSS and also Dengue awareness camp has been arranged.
13.Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Governing Body	26/09/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	26/02/2022

15. Multidisciplinary / interdisciplinary

College is well aware of the importance of interdisciplinary programmes for the benefits and upliftment of knowledge of students. The college had plan to arrange such programmes in the mode of intra and intercollege events. But due to massive outbreak of Covid only few programmes in the form of webinars had been arranged by few departments. In those webinars not only the faculties but also the students have presented in different topics starting from science , health issues, cultural matters, social awareness, films, music etc. In few webinars renowned external persons also delivered their important inputs.

College had also arranged covid relief programs including students as a part of social outreach programs. The NSS unit of the college arranged cleaning of the college and neighboring area in the Covid days.

in future college has further plan to extend this interdisciplinary programs not only in the mode of webinar or social outreach programme only but also through organizing cultural programmes, intra and inter college competitions, interdepartmental seminars, practical or lab oriented classes or through running different certificate courses.

The college strongly believes that the academic program should also be redesigned to include multidisciplinary courses as electives etc. In this context, incorporation of NEP-2020 in academic module would help to incorporate such courses. But right now, University has not included NEP-2020 in the curriculum yet. And the college has no scope to design the curricula of the courses as it is dependent on affiliating University.

16. Academic bank of credits (ABC):

College is aware that National Academic Depository is offering an online repository for all the academic awards under the Digital

India Programme and also knows that National Academy Bank of Credits (ABC) portal has now been integrated into the nad.digitallocker.gov.in platform. This college is affiliated with the University of Calcutta and follows CBCS for all of its programs offered by the University. As soon as it gets approved and recommended by the University, the college will register itself in the ABC portal.

17.Skill development:

This college always encourage students to develop their job oriented vocational skills instead of only focussing in traditional way of learning. Faculties mentor the students by sharing their knowledge on the scopes of training and the skill development in this aspect. The college recognises the role of vocational education for the carrier advancement of students and thus has plan to introduce different certificate courses by collaborating with recognised Institutes. But the planning has been severely affected by the Covid outbreak.

College is also aware about the DDU Kaushal Kendra (DDUKK) by UGC for promoting vocational education to create work ready man power and is keen to start its own DDUKK in near future to promote new ideas through the combination of class room oriented formal education and skill development training with the help of knowledgable persons from industry and Business Organisations.

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

Maharaja Manindra Chandra College is among only a few colleges under University of Calcutta who is offering Hindi, one of the most important official language in our country as Core Course. Also LCC and AECC courses in Hindi is 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 different cultural programs, celebration of commemorative days , webinars etc in Bengali and Hindi along with English as vernacular to encourage students to understand the cultural and heritage values of our country. The communicative courses in Hindi , Bengali and English immensely help the students to omprove their communication skills in those languages. Faculties heartily teach in detail, the literature values of the above said languages in the classes. Even in commerce or science courses the faculties deliver their lectures in bilingual mode to give the essence of Indian languages in other fields.

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

30 programmes across humanities , science and commerce have been offered by the college. All these programmes are offered as outcome based education (OBE) which is designed by University of Calcutta keeping in mind the regional, national and global needs. The courses have been designated with definite outcomes like remembering, understanding, applying, analysing, evaluating, creating etc. Apart from the course specific skills, the college ensures the development of social awareness, ethics, entrepreneurial skills of students, so that they can understand the society and be responsible in the socio-economic and academic , environment of the nation. The departments always try to implement outcome based education by stating clearly the Program Outcomes (PO) and Course Outcomes (CO) through a proper PO-CO mapping. All the syllabi offered by the University have been implemented in our college in such a way so that the spirit of National Educational Policy can be applied in near future.

20.Distance education/online education:

The college is an important study center of Netaji Subhas Open University (NSOU) for Distance Education. During the NAAC visit of NSOU, the peer team visited this study center and NSOU is now NAAC accredited with Grade A. This institution is emphasizing the development of this center to bring desired skillsets and infrastructure to bring excellence in the mindset and knowledge level of the distance learners. The college authority ensures the online classes in different digital platforms to provide quality education for students in the covid days. Even after lockdown, the faculties use to teach the students in online mode along with offline regular classes, i.e. in hybrid modes. The college website hosts different module or course wise study material and youtube video links for large number of courses under different programmes to all, free of cost. The faculties always encourage students to enroll themselves for different relevant courses under platform such as SWAYAM / NPTEL etc.

Extended Profile

1.Programme

1.1 400

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

File Description	Documents
Data Template	View File

2.Student2.1 3030

Number of students during the year

File Description	Documents
Data Template	View File

2.2 771Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 711

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic3.1 75

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 53

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	400
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	3030
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	771
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	711
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	75
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	53
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	27
Total number of Classrooms and Seminar halls	
4.2	22.29552 Lakhs
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	110
Total number of computers on campus for academic purposes	

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

1.1.1.1 - 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 the commencement 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 and 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, projects and 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) Biometric Attendance will be implemented for all the academic and non-academic staff.

(vii) The college imposes an effective online feedback system in every semester for quality enrichment.

(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	http://www.mmccollege.co.in/FileNotice/56%20AAcademic%20Calender%202020-2021%20.pdf

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 Credit

System (CBCS). 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	Nil

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

C. Any 2 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	No File Uploaded

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	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
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

0

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

01

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

1.3 - Curriculum Enrichment

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

The curriculum in different UG programs integrates social services, comparative study of religion, cultural education, rural development, and scientific methodology. The college also celebrates commemorative days to nurture the moral, ethical, and social values in the students with help of the NSS unit of the college.

Gender Sensitization: The college has a Sexual Harassment prevention cell and Grievance Redressal Cell to provide counseling to students which actually promotes gender equity among students and also deals with related issues of safety and security of female students, staff, and teachers. The college campus is well-secured with CCTV. There is a Girls' common room for providing a safe environment for all female students. The percentage of girls student is more than 50 and it implies the Institutional support towards gender equality.

Environment and Sustainability: The curriculum already integrates a compulsory project work on environment and sustainability for all the students in their 2nd-semester course (AECC-2) where students learn about water and waste management, renewable energy, agriculture, and environment and green technology. Apart from this, different department and NSS unit of the college also organizes environment awareness camps, seminars, workshops, guest lectures, industry visits, and field excursions. The college has also done some collaborative social programmes with Vision, NPO to encourage students and staff of the college.

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

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

12

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

1253

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

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)	No File Uploaded

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.mmccollege.co.in/FileNotice/01%20A1.4%20Student%20Teacher%20and%20Alumuni%20feedback%20report%202020-2021.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

1694

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

430

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 institution follows a mentor-mentee system for both the honors and general students. This practice allows students to meet with their respective mentors and discuss any problem, they might be facing. It could be a medical issue or study related problems or personal issues also.

Through this system, we are able to detect the slow learners and advanced learners and accordingly slow learners are mentored through remedial classes, extra study materials, question-answer based trainings; whereas advanced learners are encouraged to participate in seminars, advanced quizzes and prepare for advanced-level exams for their future endeavors. At Maharaja Manindra Chandra College, we believe that, each student is unique and we take care of their individual needs accordingly.

File Description	Documents
Link for additional Information	http://www.mmccollege.co.in/NoticePage/SCIENCE
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
3032	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 follows a student-centric approach for the overall development of the students. The students are first introduced to their respective courses through example-based ICT-driven tools and then encouraged to grasp harder concepts through participative learning. Students are encouraged to present seminars both in online and offline mode. More importantly, they are motivated to have regular group discussions with fellow students as well as teachers. Such student-centric approaches help in develop their critical thinking and problem-solving skills. There are various departments in our institution, which conducts regular field visits and educational tours, which also sparks inquisitiveness among the students and acts as a catalyst for their overall holistic development.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

Maharaja Manindra Chandra College has adequate ICT facilities that are frequently updated and are rigorously used for teaching-learning:

1. There are a total number of 27 class rooms in the college. Out of these 27 classrooms, 3 classes are ICT enabled with adequate LMS facilities. Out of these 27 classrooms, 3 classes are designated as smart class rooms, 3 the classrooms are equipped with projectors, 1 room have mounted projectors.

2. The college has 3 portable projectors which can be used whenever required in whichever classroom, as per requirement.

3. There are 110 computers for teachers, students and office staff, which are updated as and when required.

4. Seminar rooms-8 have been upgraded and virtual classes set up in a room.

5. The college has a Wi-Fi-enabled campus with 8 access points introduced with 100 MBPS bandwidth.

6.The library uses 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	http://www.mmccollege.co.in/NoticePage/Infrastructure

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

77

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**

991

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 to the University of Calcutta and therefore strictly follows the syllabus and examination protocols, as set by the university. Very recently in 2017-18, the CBCS system has been implemented in University of Calcutta and as an affiliated college of this University, all the internal evaluation processes are followed by our college. As guided by the Board of Studies of every subject, the question papers for the internal examination are prepared and an internal examination for each paper is taken within the stipulated date, defined by the University. The internal evaluation process also carries 10 marks, which is reserved for the attendance of the student and marks are awarded according to the percentage of attendance.

Also, there is an exam-sub committee, which constructs the

examination schedule and supervises the overall internal examination process centrally.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.mmccollege.co.in/FileNotice/03%20AInternal%20exam%202020-21%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 centrally supervised by the exam-sub committee, which is constituted under the Teachers' council. Along with this sub-committee, there is another body, namely the "Grievance Redressal cell", which deals with the complaints related to the internal examination process. However, in this pandemic situation, both the students, teachers and the administration had to undertake a rigorous makeover towards the online mode, which also led to different types of issues, such as, problem in downloading question papers, problems in submitting anser scripts online etc. In order to get an overall view, we have taken a feedback from the students regarding their experience as an user of the examination portal of Maharaja Manindra Chandra College and the measures are taken accordingly.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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 to the University of Calcutta and strictly follows the course curriculum, as prescribed by the University.

1. Our college offers 3 broad streams, namely Sciene, Arts and Commerce. Among these streams, both UG-honours and UG-general programmes are offered. Presently, under the CBCS system, UG-honours and general programs are running from 13departments, along

with only UG-general programs from 4 departments. The honours programmes are constituted of 14 core courses, 2 skill enhancement courses, 4 discipline-specific elective courses, and 2 Ability Enhancement Compulsory Courses. Whereas, the general programs have 4 core courses, 2 skill enhancement courses, 2 discipline-specific elective courses, and 2 Ability Enhancement Compulsory Courses.

2. After following these programs and courses, the students develop their critical thinking ability and an analytical and solution-driven mindset. They become a socially responsible citizen, having an ethical mindset, who are motivated to be a self-directed learner. They also learn to work as a team and manage projects independently and efficiently.

3. Also, the Ability Enhancement Compulsory Courses train them to have an effective communication skill and develop an environment-friendly 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 attainment of Programme outcomes and course outcomes are evaluated by our institution on regular basis. In order to do so, we mainly look for 4 key datasets. These are, i) pass percentage of the outgoing students, ii) tendency for progression in higher studies, among the final year students iii) job placement of the students and iii) student satisfaction survey

Our institution studies these datasets, learns from the student's feedback and takes necessary actions for further betterment of our academic abilities.

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****678**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	http://www.mmccollege.co.in/FileNotice/39%20Annual%20Report%202020-21-compressed.pdf

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)**

<http://www.mmccollege.co.in/NoticePage/2020-21>

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)****36.72**

File Description	Documents
Any additional information	No File Uploaded
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

3

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://icssr.org/; https://www.fbk.eu/en/; https://www.ictp.it/; https://nationalcentreforrewriting.org.uk/british-centre-for-literary-translation/

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

6

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

14

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

11

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

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 NSS unit was conceived as an instrument to transform the social and economic life of the surrounding community as a whole cutting across caste, religious and economic differences. The College premise and peripheral neighborhood cleanliness program was carried out by the unit, which is an integral part of the Government Flagship program of Swachh Bharat Mission.

The NSS unit in collaboration with the Kolkata Municipal Corporation participated in a program for Dengue Prevention and Control, which included intersectoral collaboration and coordination with community-based and nongovernmental organizations. The community engagement intervention was intended to target high-risk areas through prevention and control strategies at the local level.

File Description	Documents
Paste link for additional information	http://www.mmccollege.co.in/FileNotice/26%20A20201219.pdf
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

0

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

3.3.3 - 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

3

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

322

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

NIL

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

NIL

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

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.

Maharaja Manindra Chandra College has adequate infrastructure and physical facilities for teaching-learning. The college has two buildings - a four storied and a three storied. There are a total number of 27 class rooms in the college. Out of these 27 classrooms, 3 classes are ICT enabled with adequate LMS facilities. Out of these 27 classrooms, 3 classes are designated as smart class rooms, 1 is seminar halls and 12 classrooms are fully equipped laboratories. 3 classrooms are equipped with projectors and smart boards, 1 rooms have mounted projectors. The college has 3 portable projectors which can be used whenever required in whichever classroom, as per requirement. There are a total number of 110 computers. Out of these 110 computers, 75 are solely designated for the students. The college campus is Wi-Fi enabled with 8 access points.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.mmccollege.co.in/FileNotice/21%20Pictures%20of%20Rooms%20of%20MMC%20College-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), a gymnasium etc.

In adherence to the policy of ensuring the holistic development of students, Maharaja Manindra Chandra College maintains adequate facilities for cultural activities, sports, and a gymnasium (male and female). Regular cultural activities are organized; the college organizes Annual Sports every year with the active participation of students, teachers and non-teaching staff.

- There is a understanding with Deshbandhu Park Play Ground and Shyam Park, which enables the college to use the ground for Annual Sports, playing football and other outdoor games.
- The college has equipment for other outdoor games like cricket, badminton, volleyball, discus throwing, shot put, javelin, high jump, etc.
- Indoor games facilities include table tennis, carom, etc.
- The students are guided under a Game Teacher
- There are facilities for medical support, drinking water, and jerseys for college team members.
- The Cultural Committee is in charge of mobilizing students and organizing different cultural activities throughout the year.
- The Committee arranges programs on dance, music, photography, debate etc. But there was no activities due to lockdown.
- The college has a sound system, 2 microphones, and a still/video camera.

In this context it should be noted that due to COVID situation, no sports and cultural programmes can be arranged in this session.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.mmccollege.co.in/FileNotice/21%20APictures%20Of%20Rooms%20Of%20MMC%20College-compressed.pdf

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

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.mmccollege.co.in/FileNotice/24%20AICT%20Enabled%20Class%20Room.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)**

0.92

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
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 operated partly electronically

Maharaja Manindra Chandra College proposed to buy KOHA, a library automation software .

Thecollege library was equipped with the following features in the system:

i. Library has a collection of 42,000 books on different subjects.

ii. Library also subscribes to different types of periodicals, magazines and newspapers.

iii. Library has institutional membership with the British Council Library and the American Library.

iv. SERVICES OF LIBRARY

Lending Service

- Reading Services
- Reference service
- Electronic Reference service (via e-mail)
- Online Digital Library (INFLIBNET-NLIST)
- Current Awareness Service (CAS)
- SDI service
- Library Extension and Promotional Activities
- Academic and Instructional Activities

v. The library collection, regularly and judiciously updated, meets the general academic purpose of the students as well as teachers and research scholars attached to this institution.

vi. Books are presently accessible through card catalogue.

vii. Apart from home borrowing, students and teachers can consult reference books and periodicals in the Library reading room.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	http://www.mmccollege.co.in/FileNotice/21%20APictures%20Of%20Rooms%20Of%20MMC%20College-compressed.pdf

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

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)

0.08

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

04

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

Maharaja Manindra Chandra College has adequate ICT facilities that are frequently updated.

1. There are 110 computers for teachers and office staff, which are updated as and when required.

2. Seminar rooms no.8 have been upgraded and virtual classes set up in 3 rooms.

3. The college has a Wi-Fi-enabled campus with 8 access points introduced with 100 MBPS bandwidth.

4. KOHA software has been planned to introduce.

5. Complete online admission has been introduced since 2017; Online submission of marks and result declaration.

The college website is maintained and upgraded regularly under an annual maintenance contract.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.mmccollege.co.in/FileNotice/24%20AICT%20Enabled%20Class%20Room.pdf

4.3.2 - Number of Computers

110

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)

10.32360

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

Maharaja Manindra Chandra College ensures the availability of the latest equipment and up-to-date infrastructure for the overall benefit of the students. There are dedicated committees and a provision for a budget for the maintenance and upkeep of different facilities. Maharaja Manindra Chandra College has 13 departments. To meet departmental requirements like laboratory equipment, stationary goods, furniture, etc., in charge of the concerned departments submit written requisitions. Day-to-day cleaning and maintenance of classrooms and laboratories (often used as classrooms) is accomplished by the supporting staff of the college. The corridors and washrooms are also cleaned up regularly. Adequate number of Computers with internet connections and utility software are apportioned by the service provider.

Computers are facilitated with anti-virus software for the cyber safety of the database. Equipment like an electricity generator, water purifier, air conditioning machine, close circuit cameras, pump, sound system, microphones, projectors, etc. is taken care of and repaired as and when required by authority.

There is a Purchase Committee in the college to manage all the purchase and maintenance-related responsibilities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.mmccollege.co.in/FileNotice/21%20APictures%20Of%20Rooms%20Of%20MMC%20College-compressed.pdf

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

584

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

2356

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

E. none of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

47

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

47

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

B. Any 3 of the above

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

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	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

7

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

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

25

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

7

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)

The college has an elected student union with a General Secretary and a bunch of office beareres from the students/class representatives. The General Secretary is a member of the College Governing Body. Therefore, the student union is an integral part of the college administration and the union deploys its representatives in all the cocurricular and extra curricular events of the college.

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

3

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of the College called Praktanee is a registered organisation under West Bengal society's Registration Act 1961, with Registration Number S/95669 of 99-2000. It has a

Governing Body of which the Principal is the ex-officio President and the other members are the ex-students of the college. Students are free to become members of this association by paying a nominal fee after graduating from this college. The Association keeps itself engaged through out the year in different social and humanistic activities and support the college to arrange different programmes, The Association also contributes to its alma mattar by sponsoring a few annual prizes every year to the students. But the activities of Praktanee including sponsorship of a quota of the above said annual prizeshavebeen suspended due to the unexpected Covid 19 emergency.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

GOVERNANCE, LEADERSHIP AND MANAGEMENT 6.1 - Institutional Vision and Leadership 6.1.1 -

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 uplift 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 enterprising and career-minded students find keys to future self-advancement and economic self-sufficiency.

We look forward to the achievements of our students and bring out the best from within them so that sparkling minds can face the baffling challenges of the modern day world and make it a better place to live. We also looking forward to meeting the demands of fresh studies 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	http://www.mmccollege.co.in/Page/Vision%20and%20Mission
Upload any additional information	View File

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

6.1.2 - 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

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.

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. IQAC is responsible for the holistic development of the college and recommends the enhancement of student facilities, students' life, and experiences at the Institute.

File Description	Documents
Paste link for additional information	http://www.mmccollege.co.in/Test/Home#
Upload any additional information	View File

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 to ensure 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 2020-21 in the midst of the pandemic was to shift from offline/physical mode of interaction to online interaction.

1. Admission and examination procedure was made online
2. College office was digitized .
3. Digitisation of Library had been initiated.
4. IQAC organized training to effectively use the Google and other platforms.
5. The website was revamped and downloadable e-contents were made

available on the website.

6. Webinars were held online to keep the students and staff engaged and motivated throughout the year.

7. Covid relief programmes had been organized with the help of students , teachers and VISION, a registered NPO.

8. Dengue awareness camp had been organized by the NSS of the college.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.mmccollege.co.in/Page/Library%20Facilities
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.

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 which is reflected through policy implementation, administrative setup, appointment, and service rules. 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 topmost body to oversee, execute and monitor the academic activities of the college. The principal is also the ex officio secretary of the Academic Committee, Finance Committee, College administrative office, and Students' Union .

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	View File

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	View File
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

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 Benifit fund) which provides loan facilities to teaching and non-Teaching staff when needed
- Teaching staff can avail loan from Provident Fund as per Government rules.
- 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 for teachers.
- 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 Benifit fund) which provides loan facilities to teaching and non-teaching staff when needed.

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

00

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

00

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)	No File Uploaded

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

09

File Description	Documents
IQAC report summary	View File
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 Institute 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	no file
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

6.4.1 - Maharaja Manindra Chandra College conducts both internal and external financial audit of the college. Books of accounts each financial year.

- **Internal Audit:** The financial affairs are managed and monitored by the Bursar, Accountant, Finance Committee headed by the Principal and 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 under 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/32%20AFinance%20Audit%202020-2021.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)

NA

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

Mobilisation of funds:

- Maharaja Manindra Chandra College receives major funds from UGC, 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 non-recurring, are incurred through Cheques/Electronic mode. Tally Software is used. Fees received from students are used for development and payment of salary to staff .Documents are properly audited.
- Physical and academic facilities like library, laboratories, IT infrastructure and Sports are strengthened.
- Online lectures and virtual field trips are organized.

File Description	Documents
Paste link for additional information	Nil
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

- 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.
 - The IQAC analyzes the departmental performances and gives feedback for internal quality enhancement and external agency evaluates the fulfillment of institutional parameters. .
 - Review of teaching-learning-outcome is carried out by collecting online feedback from students regarding curriculum delivery and implementation.
 - 1. 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
 - . Student feedback of teachers is conducted and analysed regularly and communicated to the teachers.
- The initiatives regarding institutional implementation of teaching learning reforms:
 - The IQAC encourages departments to organize webinars, innovative pedagogical methodologies like projects, virtual field trips, online student seminars.

File Description	Documents
Paste link for additional information	http://www.mmccollege.co.in/FileNotice/44%20AAcademic%20Audit%20Report%20of%20Maharaja%20Manindra%20Chandra%20College%202020.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

- 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 e-resources Development of online examination portal.
- Usage of softwares 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 also organizes workshops and meetings for students to guide them in higher education, find proper employment after completion of under graduate courses.

File Description	Documents
Paste link for additional information	Nil
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)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.mmccollege.co.in/FileNotice/39%20Annual%20Report%202020-21-compressed.pdf
Upload e-copies of the accreditations and certifications	View File
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. MMC College provides a number of facilities for its female student 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 Girls' common room with necessary amenities.

The 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. However, no such grievances have been reported till date.

The college is taking initiative to install a sanitary napkin vending machine.

File Description	Documents
Annual gender sensitization action plan	http://www.mmccollege.co.in/FileNotice/01%20Manindra_gender_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	http://www.mmccollege.co.in/FileNotice/42%20Facilities_for%20Girl_student_20_21.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	View File
Any other relevant information	No File Uploaded

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

Solid Waste:

Solid wastes like papers, glass goods, metals, broken woods etc. are collected from all the departments and disposed. 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

Liquid Waste:

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

Biomedical Waste:

Biomedical Waste like sanitary napkins, 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 Radioactive Waste:

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 CBCS curriculum heading towards 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	http://www.mmccollege.co.in/FileNotice/33%20AWaste-bin_20_21.pdf
Any other relevant information	No File Uploaded

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	View File
Any other relevant documents	No File Uploaded

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

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

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	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

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. International Mother Language Day

The Institute celebrated International Mother Language Day online to create awareness about Mother Language of each linguistic community.

2. Hindi Diwas

Our college celebrates Hindi Diwas every year to commemorate the adoption of Hindi as the official language of India.

2.Cultural competitions

Every year the college and students arrange Fresher's Welcome, College Social and 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 (Rabindra Jayanti and Baishe Sraavan), respectively, in online mode.

3. National Librarians' Day

National Librarians' Day is celebrated by the teachers and students through an online quiz contest.

Most of the programmes have been organized online because of covid days.

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	No File Uploaded

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.

Major Initiatives

The NSS unit of the college organizes an activity in the college and its neighboring area for cleaning and sprinkling of bleaching powder.

The students, teachers and non-teaching staff of the college participated in an Awareness Rallies for the prevention of DENGUE with the Kolkata Municipal Corporation.

The college celebrates the 125th birth centenary of Netaji Subas Chandra Bose.

The students, teachers and non-teaching staff have celebrated the republic day.

The students of the Institution have been motivated by organising Covid relief programmes in association with Vision, a NPO.

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

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. 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.

4. Maharaja Manindra Chandra College celebrates its Foundation Day on 15th July. The students, teachers and non-teaching staff all participate in cultural program.
5. The students of the college pay tribute to all the teachers on Teachers' Day. They arrange cultural program
6. On 12th August, the college library organizes quiz competition to celebrate the National Librarians' Day.

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. TitleofthePractice

Free ship and concession for the students having financial difficulties

2. Objectives ofthePractice

This practiceprovides the financial support to the students having financial difficulties.

3. TheContext

The college receives meritorious students from various backgrounds,who are not capable of paying tuition and other fees due to their financial conditions.

4. ThePractice

Scholarship are provided to the needy students.

5. Evidence of Success

A large number of students are able to pursue higher education because of these practice.

6. Problems Encountered and Resources Required

The number of students having financial difficulties is large, due to lack of sufficient funds, it becomes difficult to provide financial help to all of them.

Best Practice II:

1. Title of the Practice

Prize distribution to encourage the students

2. Objectives of the Practice

In order 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 3rd in each subject taught in the final as well as intermediate year students. Many teachers and the alumni association of the college donate prizes.

5. Evidence of Success

This practice encourages 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	No File Uploaded

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 teaching-learning 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

1.1.1.1 - 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 the commencement 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 and 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, projects and 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) Biometric Attendance will be implemented for all the academic and non-academic staff.

(vii) The college imposes an effective online feedback system in every semester for quality enrichment.

(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	http://www.mmccollege.co.in/FileNotice/56%20Academic%20Calender%202020-2021%20.pdf

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 Credit System (CBCS). 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	Nil

<p>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</p>	<p>C. Any 2 of the above</p>								
<table border="1"> <thead> <tr> <th data-bbox="92 689 531 757">File Description</th> <th data-bbox="539 689 1394 757">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="92 757 531 936">Details of participation of teachers in various bodies/activities provided as a response to the metric</td> <td data-bbox="539 757 1394 936" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="92 936 531 1003">Any additional information</td> <td data-bbox="539 936 1394 1003" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Details of participation of teachers in various bodies/activities provided as a response to the metric	View File	Any additional information	No File Uploaded			
File Description	Documents								
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File								
Any additional information	No File Uploaded								
<p>1.2 - Academic Flexibility</p>									
<p>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</p>									
<p>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</p>									
<p>30</p>									
<table border="1"> <thead> <tr> <th data-bbox="92 1339 531 1406">File Description</th> <th data-bbox="539 1339 1394 1406">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="92 1406 531 1473">Any additional information</td> <td data-bbox="539 1406 1394 1473" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="92 1473 531 1574">Minutes of relevant Academic Council/ BOS meetings</td> <td data-bbox="539 1473 1394 1574" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="92 1574 531 1686">Institutional data in prescribed format (Data Template)</td> <td data-bbox="539 1574 1394 1686" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Any additional information	No File Uploaded	Minutes of relevant Academic Council/ BOS meetings	No File Uploaded	Institutional data in prescribed format (Data Template)	View File	
File Description	Documents								
Any additional information	No File Uploaded								
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded								
Institutional data in prescribed format (Data Template)	View File								
<p>1.2.2 - Number of Add on /Certificate programs offered during the year</p>									
<p>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</p>									
<p>0</p>									

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
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

0

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

01

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

1.3 - Curriculum Enrichment

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

The curriculum in different UG programs integrates social services, comparative study of religion, cultural education, rural development, and scientific methodology. The college also celebrates commemorative days to nurture the moral, ethical, and social values in the students with help of the NSS unit of the college.

Gender Sensitization: The college has a Sexual Harassment prevention cell and Grievance Redressal Cell to provide counseling to students which actually promotes gender equity among students and also deals with related issues of safety and security of female students, staff, and teachers. The college campus is well-secured with CCTV . There is a Girls' common room for providing a safe environment for all female students. The percentage of girls student is more than 50 and it implies the Institutional support towards gender equality.

Environment and Sustainability: The curriculum already integrates a compulsory project work on environment and sustainability for all the students in their 2nd-semester course (AECC-2) where students learn about water and waste management, renewable energy, agriculture, and environment and green technology. Apart from this, different department and NSS unit of the college also organizes environment awareness camps, seminars, workshops, guest lectures, industry visits, and field excursions. The college has also done some collaborative social programmes with Vision, NPO to encourage students and staff of the college.

.

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

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

12

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

1253

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

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)	No File Uploaded

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.mmccollege.co.in/FileNotice/01%20A1.4%20Student%20Teacher%20and%20Alumni%20feedback%20report%202020-2021.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

1694

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

430

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 institution follows a mentor-mentee system for both the honors and general students. This practice allows students to meet with their respective mentors and discuss any problem, they might be facing. It could be a medical issue or study related problems or personal issues also.

Through this system, we are able to detect the slow learners and advanced learners and accordingly slow learners are mentored through remedial classes, extra study materials, question-answer based trainings; whereas advanced learners are encouraged to participate in seminars, advanced quizzes and prepare for advanced-level exams for their future endeavors. At Maharaja Manindra Chandra College, we believe that, each student is unique and we take care of their individual needs accordingly.

File Description	Documents
Link for additional Information	http://www.mmccollege.co.in/NoticePage/SCIENCE
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
3032	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 follows a student-centric approach for the overall development of the students. The students are first introduced to their respective courses through example-based ICT-driven tools and then encouraged to grasp harder concepts through participative learning. Students are encouraged to present seminars both in online and offline mode. More importantly, they are motivated to have regular group discussions with fellow students as well as teachers. Such student-centric approaches help in develop their critical thinking and problem-solving skills. There are various departments in our institution, which conducts regular field visits and educational tours, which also sparks inquisitiveness among the students and acts as a catalyst for their overall holistic development.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

Maharaja Manindra Chandra College has adequate ICT facilities that are frequently updated and are rigorously used for teaching-learning:

1. There are a total number of 27 class rooms in the college. Out of these 27 classrooms, 3 classes are ICT enabled with adequate LMS facilities. Out of these 27 classrooms, 3 classes are designated as smart class rooms, 3 the classrooms are equipped with projectors, 1 room have mounted projectors.

2. The college has 3 portable projectors which can be used whenever required in whichever classroom, as per requirement.

3. There are 110 computers for teachers, students and office staff, which are updated as and when required.

4. Seminar rooms-8 have been upgraded and virtual classes set up in a room.

5.The college has a Wi-Fi-enabled campus with 8 access points introduced with 100 MBPS bandwidth.

6.The library uses 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	http://www.mmccollege.co.in/NoticePage/Infrastructure

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

77

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**

991

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 to the University of Calcutta and therefore strictly follows the syllabus and examination protocols, as set by the university. Very recently in 2017-18, the CBCS system has been implemented in University of Calcutta and as an affiliated college of this University, all the internal evaluation processes are followed by our college. As guided by the Board of Studies of every subject, the question papers for the internal examination are prepared and an internal examination for each paper is taken within the stipulated date, defined by the University. The internal evaluation process also carries 10 marks, which is reserved for

the attendance of the student and marks are awarded according to the percentage of attendance.

Also, there is an exam-sub committee, which constructs the examination schedule and supervises the overall internal examination process centrally.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.mmccollege.co.in/FileNotice/03%20AInternal%20exam%202020-21%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 centrally supervised by the exam-sub committee, which is constituted under the Teachers' council. Along with this sub-committee, there is another body, namely the "Grievance Redressal cell", which deals with the complaints related to the internal examination process. However, in this pandemic situation, both the students, teachers and the administration had to undertake a rigorous makeover towards the online mode, which also led to different types of issues, such as, problem in downloading question papers, problems in submitting answer scripts online etc. In order to get an overall view, we have taken a feedback from the students regarding their experience as an user of the examination portal of Maharaja Manindra Chandra College and the measures are taken accordingly.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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 to the University of Calcutta and strictly follows the course curriculum, as prescribed by the University.

1. Our college offers 3 broad streams, namely Science, Arts and Commerce. Among these streams, both UG-honours and UG-general programmes are offered. Presently, under the CBCS system, UG-honours and general programs are running from 13 departments, along with only UG-general programs from 4 departments. The honours programmes are constituted of 14 core courses, 2 skill enhancement courses, 4 discipline-specific elective courses, and 2 Ability Enhancement Compulsory Courses. Whereas, the general programs have 4 core courses, 2 skill enhancement courses, 2 discipline-specific elective courses, and 2 Ability Enhancement Compulsory Courses.

2. After following these programs and courses, the students develop their critical thinking ability and an analytical and solution-driven mindset. They become a socially responsible citizen, having an ethical mindset, who are motivated to be a self-directed learner. They also learn to work as a team and manage projects independently and efficiently.

3. Also, the Ability Enhancement Compulsory Courses train them to have an effective communication skill and develop an environment-friendly 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 attainment of Programme outcomes and course outcomes are evaluated by our institution on regular basis. In order to do so, we mainly look for 4 key datasets. These are, i) pass percentage of the outgoing students, ii) tendency for progression in higher studies, among the final year students iii) job placement of the students and iii) student satisfaction survey

Our institution studies these datasets, learns from the student's feedback and takes necessary actions for further betterment of our academic abilities.

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

678

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	http://www.mmccollege.co.in/FileNotice/39%20Annual%20Report%202020-21-compressed.pdf

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)

<http://www.mmccollege.co.in/NoticePage/2020-21>

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)

36.72

File Description	Documents
Any additional information	No File Uploaded
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

3

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://icssr.org/; https://www.fbk.eu/en/; https://www.ictp.it/; https://nationalcentreforwriting.org.uk/british-centre-for-literary-translation/

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

6

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

14

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

11

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

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 NSS unit was conceived as an instrument to transform the social and economic life of the surrounding community as a

whole cutting across caste, religious and economic differences. The College premise and peripheral neighborhood cleanliness program was carried out by the unit, which is an integral part of the Government Flagship program of Swachh Bharat Mission.

The NSS unit in collaboration with the Kolkata Municipal Corporation participated in a program for Dengue Prevention and Control, which included intersectoral collaboration and coordination with community-based and nongovernmental organizations. The community engagement intervention was intended to target high-risk areas through prevention and control strategies at the local level.

File Description	Documents
Paste link for additional information	http://www.mmccollege.co.in/FileNotice/26%20A20201219.pdf
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

0

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

3.3.3 - 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

3

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

322

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

NIL

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

NIL

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

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.

Maharaja Manindra Chandra College has adequate infrastructure and physical facilities for teaching-learning. The college has two buildings - a four storied and a three storied. There are a total number of 27 class rooms in the college. Out of these 27 classrooms, 3 classes are ICT enabled with adequate LMS facilities. Out of these 27 classrooms, 3 classes are designated as smart class rooms, 1 is seminar halls and 12 classrooms are fully equipped laboratories. 3 classrooms are equipped with projectors and smart boards, 1 rooms have mounted projectors. The college has 3 portable projectors which can be used whenever required in whichever classroom, as per requirement. There are a total number of 110 computers. Out of these 110 computers, 75 are solely designated for the students. The college campus is Wi-Fi enabled with 8 access points.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.mmccollege.co.in/FileNotice/21%20APictures%20of%20Rooms%20of%20MMC%20College-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), a gymnasium etc.

In adherence to the policy of ensuring the holistic development of students, Maharaja Manindra Chandra College maintains adequate facilities for cultural activities, sports, and a gymnasium(male and female). Regular cultural activities are organized; the college organizes Annual Sports every year with the active participation of students, teachers and non-teaching staff.

- There is a understanding with Deshbandhu Park Play Ground and Shyam Park, which enables the college to use the ground for Annual Sports, playing football and other outdoor games.

- The college has equipment for other outdoor games like cricket, badminton, volleyball, discus throwing, shot put, javelin, high jump, etc.

- Indoor games facilities include table tennis, carom, etc.

- The students are guided under a Game Teacher

- There are facilities for medical support, drinking water, and jerseys for college team members.

- The Cultural Committee is in charge of mobilizing students and organizing different cultural activities throughout the year.

- The Committee arranges programs on dance, music, photography, debate etc. But there was no activities due to lockdown.

- The college has a sound system, 2 microphones, and a still/video camera.

In this context it should be noted that due to COVID situation, no sports and cultural programmes can be arranged in this session.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.mmccollege.co.in/FileNotice/21%20APictures%20Of%20Rooms%20Of%20MMC%20College-compressed.pdf

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

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.mmccollege.co.in/FileNotice/24%20AICT%20Enabled%20Class%20Room.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)

0.92

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
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 operated partly electronically

Maharaja Manindra Chandra College proposed to buy KOHA, a library automation software .

The college library was equipped with the following features in the system:

- i. Library has a collection of 42,000 books on different subjects.
- ii. Library also subscribes to different types of periodicals, magazines and newspapers.
- iii. Library has institutional membership with the British Council Library and the American Library.

iv. SERVICES OF LIBRARY

Lending Service

- Reading Services
- Reference service
- Electronic Reference service (via e-mail)
- Online Digital Library (INFLIBNET-NLIST)
- Current Awareness Service (CAS)

- SDI service
- Library Extension and Promotional Activities
- Academic and Instructional Activities

v. The library collection, regularly and judiciously updated, meets the general academic purpose of the students as well as teachers and research scholars attached to this institution.

vi. Books are presently accessible through card catalogue.

vii. Apart from home borrowing, students and teachers can consult reference books and periodicals in the Library reading room.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	http://www.mmccollege.co.in/FileNotice/21%20APictures%20Of%20Rooms%20Of%20MMC%20College-compressed.pdf

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

D. Any 1 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)

0.08	
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

04

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

Maharaja Manindra Chandra College has adequate ICT facilities that are frequently updated.

1. There are 110 computers for teachers and office staff, which are updated as and when required.

2. Seminar rooms no.8 have been upgraded and virtual classes set up in 3rooms.

3. The college has a Wi-Fi-enabled campus with 8 access points introduced with 100 MBPS bandwidth.

4. KOHA software has been planned to introduce.

5. Complete online admission has been introduced since 2017; Online submission of marks and result declaration.

The college website is maintained and upgraded regularly under an annual maintenance contract.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.mmccollege.co.in/FileNotice/24%20AICT%20Enabled%20Class%20Room.pdf

4.3.2 - Number of Computers

110

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)**

10.32360

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

Maharaja Manindra Chandra College ensures the availability of the latest equipment and up-to-date infrastructure for the overall benefit of the students. There are dedicated committees and a provision for a budget for the maintenance and upkeep of different facilities. Maharaja Manindra Chandra College has 13 departments. To meet departmental requirements like laboratory equipment, stationary goods, furniture, etc., in charge of the concerned departments submit written requisitions. Day-to-day cleaning and maintenance of classrooms and laboratories (often used as classrooms) is accomplished by the supporting staff of the college. The corridors and washrooms are also cleaned up regularly. Adequate number of Computers with internet connections and utility software are apportioned by the service provider. Computers are facilitated with anti-virus software for the cyber safety of the database. Equipment like an electricity generator, water purifier, air conditioning machine, close circuit cameras, pump, sound system, microphones, projectors, etc. is taken care of and repaired as and when required by authority.

There is a Purchase Committee in the college to manage all the purchase and maintenance-related responsibilities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.mmccollege.co.in/FileNotice/21%20APictures%20of%20Rooms%20of%20MMC%20College-compressed.pdf

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	
584	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
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	
2356	
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	E. none of the above

hygiene) ICT/computing skills	
File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
47	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
47	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	B. Any 3 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	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

7

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

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

25

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

7

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)

The college has an elected student union with a General Secretary and a bunch of office bearers from the students/class representatives. The General Secretary is a member of the College Governing Body. Therefore, the student union is an integral part of the college administration and the union deploys its representatives in all the cocurricular and extra curricular events of the college.

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

3

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of the College called Praktanee is a registered organisation under West Bengal society's Registration Act 1961, with Registration Number S/95669 of 99-2000. It has a Governing Body of which the Principal is the ex-officio President and the other members are the ex-students of the college. Students are free to become members of this association by paying a nominal fee after graduating from this college. The Association keeps itself engaged through out the year in different social and humanistic activities and support the college to arrange different programmes, The Association also contributes to its alma mattar by sponsoring a few annual prizes every year to the students. But the activities of Praktanee including sponsorship of a quota of the above said annual prizes have been suspended due to the unexpected Covid 19

emergency.

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

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

GOVERNANCE, LEADERSHIP AND MANAGEMENT 6.1 - Institutional Vision and Leadership 6.1.1 -

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 uplift 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 enterprising and career-minded students find keys to future self-advancement and economic self-sufficiency.

We look forward to the achievements of our students and bring out the best from within them so that sparkling minds can face the baffling challenges of the modern day world and make it a better place to live. We also looking forward to meeting the demands of fresh studies 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	http://www.mmccollege.co.in/Page/Vision%20and%20Mission
Upload any additional information	View File

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

6.1.2 - 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 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.

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. IQAC is responsible for the holistic development of the college and recommends the enhancement of student facilities, students' life, and experiences at the Institute.

File Description	Documents
Paste link for additional information	http://www.mmccollege.co.in/Test/Home#
Upload any additional information	View File

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 to ensure 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 2020-21 in the midst of the pandemic was to shift from offline/physical mode of interaction to online interaction.

1. Admission and examination procedure was made online
2. College office was digitized .
3. Digitisation of Library had been initiated.
4. IQAC organized training to effectively use the Google and other platforms.
5. The website was revamped and downloadable e-contents were made available on the website.
6. Webinars were held online to keep the students and staff engaged and motivated throughout the year.
7. Covid relief programmes had been organized with the help of

students , teachers and VISION, a registered NPO.

8. Dengue awareness camp had been organized by the NSS of the college.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.mmccollege.co.in/Page/Library%20Facilities
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.

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 which is reflected through policy implementation, administrative setup, appointment, and service rules. 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 topmost body to oversee, execute and monitor the academic activities of the college. The principal is also the ex officio secretary of the Academic Committee, Finance Committee, College administrative office, and Students'

Union .

File Description	Documents
Paste link for additional information	http://www.mmccollege.co.in/Page/Governin%20Body
Link to Organogram of the Institution webpage	http://www.mmccollege.co.in/PageBanner/21%20AOrganogram.pdf
Upload any additional information	View File

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	View File
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

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 Benifit fund) which provides loan facilities to teaching and non-Teaching staff when

needed

- Teaching staff can avail loan from Provident Fund as per Government rules.
- 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 for teachers.
- 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 Benifit fund) which provides loan facilities to teaching and non-teaching staff when needed.

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	
00	
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	
00	
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)	No File Uploaded
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	
09	

File Description	Documents
IQAC report summary	View File
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 Institute 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	no file
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

6.4.1 - Maharaja Manindra ChandraCollege conducts both internal and external financial audit of the college. Books of accounts each financial year.

- **Internal Audit:** The financial affairs are managed and monitored by the Bursar, Accountant, Finance Committee headed by the Principal and 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 under 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/32%20AFinance%20Audit%202020-2021.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)

NA

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

Mobilisation of funds:

- Maharaja Manindra Chandra College receives major funds from UGC, 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 non-recurring, are incurred through Cheques/Electronic mode. Tally Software is used. Fees received from students are used for development and payment of salary to staff .Documents are properly audited.
- Physical and academic facilities like library, laboratories, IT infrastructure and Sports are strengthened.
- Online lectures and virtual field trips are organized.

File Description	Documents
Paste link for additional information	Nil
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

- 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.
 - The IQAC analyzes the departmental performances and gives feedback for internal quality enhancement and external agency evaluates the fulfillment of institutional parameters. .
 - Review of teaching-learning-outcome is carried out by collecting online feedback from students regarding curriculum delivery and implementation.
 - 1. 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
 - . Student feedback of teachers is conducted and analysed regularly and communicated to the teachers.
- The initiatives regarding institutional implementation of teaching learning reforms:
 - The IQAC encourages departments to organize webinars, innovative pedagogical methodologies like projects, virtual field trips, online student seminars.

File Description	Documents
Paste link for additional information	http://www.mmccollege.co.in/FileNotice/44%20Academic%20Audit%20Report%20of%20Maharaja%20Manindra%20Chandra%20College%202020.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

- 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 e-resources Development of online examination portal.
- Usage of softwares 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 also organizes workshops and meetings for students to guide them in higher education, find proper employment after completion of under graduate courses.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);

D. Any 1 of the above

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)

File Description	Documents
Paste web link of Annual reports of Institution	http://www.mmccollege.co.in/FileNotice/39%20Annual%20Report%202020-21-compressed.pdf
Upload e-copies of the accreditations and certifications	View File
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. MMC College provides a number of facilities for its female student 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 Girls' common room with necessary amenities.

The 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. However, no such grievances have been reported till date.

The college is taking initiative to install a sanitary napkin vending machine.

File Description	Documents
Annual gender sensitization action plan	http://www.mmccollege.co.in/FileNotice/01%20Manindra_gender_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	http://www.mmccollege.co.in/FileNotice/42%20AFacilities_for%20Girl_student_20_21.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	View File
Any other relevant information	No File Uploaded

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

Solid Waste:

Solid wastes like papers, glass goods, metals, broken woods etc. are collected from all the departments and disposed. 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

Liquid Waste:

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

Biomedical Waste:

Biomedical Waste like sanitary napkins, 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 Radioactive Waste:

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 CBCS curriculum heading towards 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	http://www.mmccollege.co.in/FileNotice/33%20AWaste-bin 20 21.pdf
Any other relevant information	No File Uploaded

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

E. None of the above

bodies and distribution system in the campus	
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: <ol style="list-style-type: none"> 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	View File
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following <ol style="list-style-type: none"> 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	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

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. International Mother Language Day

The Institute celebrated International Mother Language Day online to create awareness about Mother Language of each linguistic community.

2. Hindi Diwas

Our college celebrates Hindi Diwas every year to commemorate the adoption of Hindi as the official language of India.

2.Cultural competitions

Every year the college and students arrange Fresher's Welcome, College Social and 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 (Rabindra Jayanti and Baishe Sraavan), respectively, in online mode.

3. National Librarians' Day

National Librarians' Day is celebrated by the teachers and students through an online quiz contest.

Most of the programmes have been organized online because of covid days.

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	No File Uploaded

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.

Major Initiatives

The NSS unit of the college organizes an activity in the college and its neighboring area for cleaning and sprinkling of bleaching powder.

The students, teachers and non-teaching staff of the college participated in an Awareness Rallies for the prevention of DENGUE with the Kolkata Municipal Corporation.

The college celebrates the 125th birth centenary of Netaji Subas Chandra Bose.

The students, teachers and non-teaching staff have celebrated the republic day.

The students of the Institution have been motivated by organising Covid relief programmes in association with Vision, a NPO.

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

D. Any 1 of the above

monitor adherence to the Code of Conduct
Institution organizes professional ethics
programmes for students,
teachers, administrators and other staff
4. Annual awareness programmes on Code
of Conduct are organized

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

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

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. 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.
4. Maharaja Manindra Chandra College celebrates its Foundation Day on 15th July. The students, teachers and non-teaching staff all participate in cultural program.
5. The students of the college pay tribute to all the teachers on Teachers' Day. They arrange cultural program
6. On 12th August, the college library organizes quiz competition to celebrate the National Librarians' Day.

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. TitleofthePractice

Free ship and concession for the students having financial difficulties

2. Objectives ofthePractice

This practiceprovides the financial support to the students having financial difficulties.

3. TheContext

The college receives meritorious students from various backgrounds,who are not capable of paying tuition and other fees due to their financial conditions.

4. ThePractice

Scholarship are provided to the needy students.

5. EvidenceofSuccess

A large number of students are able to pursue higher education because of these practice.

6. ProblemsEncounteredandResourcesRequired

The number of students having financial difficulties is large, due to lack of sufficient funds, it becomes difficult to

provide financial help to all of them.

Best Practice II:

1. TitleofthePractice

Prize distribution to encourage the students

2. Objectives ofthePractice

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

3. TheContext

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. ThePractice

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

5. EvidenceofSuccess

This practice encourages the student to study more and acquire good grades to avail these prizes.

6. ProblemsEncounteredandResourcesRequired

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	No File Uploaded

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 teaching-learning 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

- Upgrade further the ICT-enabled teaching and learning facilities in the college.
- Make the college premises more Divyangjanfriendly.
- Introduce more value-added courses for the students.
- To introduce more skill-based courses in accordance to the needs of the industry so as to increase employability of students.
- To arrange for funding to promote research 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 sports