



YEARLY STATUS REPORT - 2021-2022

| 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. | 0332555565 |
| • Mobile No: | 9477327558 |
| • State/UT | West Bengal |
| • Pin Code | 700003 |
| 2.Institutional status | |
| • Affiliated / Constitution Colleges | Affiliated |
| • Type of Institution | Co-education |
| • Location | Urban |
| • Financial Status | UGC 2f and 12(B) |
| • Name of the Affiliating University | University of Calcutta |
| • Name of the IQAC Coordinator | Dr. Partha Dutta |
| • Phone No. | 0332555565 |
| • Alternate phone No. | 9433464396 |
| • IQAC e-mail address | principalmcccollege@gmail.com |
| • Alternate e-mail address | par_dut@yahoo.com |
| 3.Website address (Web link of the AQAR (Previous Academic Year)) | http://www.mmccollege.co.in/FileNotice/50%20AAQAR%202020-21.pdf |
| 4.Whether Academic Calendar prepared during the year? | Yes |
| • if yes, whether it is uploaded in the Institutional | http://www.mmccollege.co.in/FileNotice/13%20AAcademic%20Calender%202021-2022.pdf |

| | | | | | |
|--|---|---------------------------|---|-----------------------------|----------------|
| website Web link: | | | | | |
| 5.Accreditation Details | | | | | |
| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
| Cycle 1 | B | 2.51 | 2011 | 27/03/2011 | 26/03/2011 |
| 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. Shyamal Mondal, Physics | Data/results analysis / interpretation and writing of reports / research articles in the field of ion implantation and surface nano-structuring with focussed ion beams | | Fondazione Bruno Kessler, Trento, Italy | 2021, for 2 years | 3500 Euro |
| 8.Whether composition of IQAC as per latest NAAC guidelines | | Yes | | | |
| • Upload latest notification of formation of IQAC | | View File | | | |
| 9.No. of IQAC meetings held during the year | | 1 | | | |
| • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | | Yes | | | |
| • If No, please upload the minutes of the meeting(s) and Action Taken Report | | No File Uploaded | | | |
| 10.Whether IQAC received funding from any of the funding agency to support its activities during the year? | | No | | | |
| 11.Significant contributions made by IQAC during the current year (maximum five bullets) | | | | | |
| 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. New rented building of college at Bagbazar has been inaugurated and Bio General , Journalism and Mass Communication Departments have been shifted to that building. 4. Repairing works in the various places of College have been done and Renovation of College Office, Principal's Chamber and Drainage line of Chemistry Lab have been carried out along with the infrastructural change of Room No 8 to College Seminar Hall through e-tendering processes. 5. Natural Disaster relief programmes and Dengue outbreak awareness programmes 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 introduce a NEW CAMPUS / NEW Rented Building to incorporate few departments as Vidyasagar Building (Annex Building) of the | | | 1. New rented building of college at Bagbazar has been inaugurated and Bio General , Journalism and Mass Communication Departments have been shifted to the new building. | | |

| | |
|---|--|
| college has been declared dangerous by the Kolkata Municipality Corporation. | |
| 2. To complete the infrastructural change of the Seminar Hall of the college | 2. Room no 8 of the college has been infrastructurally changed to the Seminar Hall of the college through proper e-tendering process. |
| 3. To complete the renovation of various parts of the college specially Principal's Room, College Room and Drainage line of Chemistry Laboratory. | 3. Renovation of College Office, Principal's Chamber and Drainage line of Chemistry Lab have been carried out. |
| 4. To take initiatives to collect the feedbacks from students, teachers, alumni and employers for the year 2021-22. | 4. Feedbacks have been taken from students, teachers, alumni both on curriculum and the college. |
| 5. To analyse the feedbacks collected from students, teachers, alumni and employers. | 5. Analysis have been made on the feedback received from different sections.i.e. students, teachers, alumni |
| 6. To introduce Energy, Academic cum Administrative, Finance Audits. | 6. Energy, Academic cum Administrative and Finance Audits preparation have been initiated by the college. |
| 7. To arrange webinars on different interdisciplinary matters. | 7. Interdisciplinary webinars on various topics have been performed through out the year. |
| 8. To create subjective and academic youtube videos and power point presentations for the benefit of students | 8. 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. |
| 9. To extend the mentoring system to students of all semesters to make the system all inclusive. | 9. To extend the mentoring system to students of all semesters to make the system all inclusive. |
| 10. To encourage all departments to discuss in depth on Discipline Specific Elective Courses and Skill Enhancement Courses. | 10. 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. |
| 11. To participate in the Natural Disaster relief programmes and to organize HIV awareness program | 11. Natural disaster (Yaas) relief programmes and HIV awareness program has been arranged as part of social welfare programmes. |
| 12. To transform the Library into the Digital Mode. | 12. The Installation of KOHA in college library has been started and it is functioning partially. |
| 13. To participate in the Vaccination Drive to prevent Covid Pandemic | 13. Vaccination drive for the students and staff in free of cost has been organized by State Government and College has participated actively in that programme. |

13. Whether the AQAR was placed before statutory body?

Yes

- 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 |
| 2021-22 | 18/01/2023 |

15. Multidisciplinary / interdisciplinary

Few interdisciplinary programmes in the form of webinars had been arranged by departments. In those webinars, both the faculties and students have presented different multidisciplinary topics. Renowned external persons also delivered their important inputs in those webinars

College had actively participated in the vaccination drive organized by State Government and also organized Yaas relief program to arrange a support to the severe natural disaster affected peoples. A Dengue prevention awareness rally has been arranged by the NSS unit of the college as a part of social outreach programs.

Because of Covid outbreaks again in 2021 the planning of various programmes i.e. cultural programmes, intra and inter college competitions, interdepartmental seminars have been postponed.

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 improve 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.Student | |
| 2.1 Number of students during the year | 3164 |
| File Description | Documents |
| Data Template | View File |
| 2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | 771 |
| File Description | Documents |
| Data Template | View File |
| 2.3 Number of outgoing/ final year students during the year | 836 |
| File Description | Documents |
| Data Template | View File |
| 3.Academic | |
| 3.1 Number of full time teachers during the year | 74 |
| File Description | Documents |
| Data Template | View File |
| 3.2 Number of Sanctioned posts during the year | 53 |
| File Description | Documents |
| Data Template | View File |
| 4.Institution | |
| 4.1 Total number of Classrooms and Seminar halls | 27 |
| 4.2 Total expenditure excluding salary during the year (INR in lakhs) | 39.94834 Lakhs |
| 4.3 Total number of computers on campus for academic purposes | 110 |

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 as per the central academic calendar made in accordance with the University is displayed on the college website for admission each year. In addition to that, the institution takes the following measures to ensure proper implementation of the curriculum:

(i) An effective central routine/timetable is made by the Academic Sub Committee and the Routine Sub Committee 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 theoretical subjects, classroom Lectures are complemented with practical classes, hands-on training, projects

(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 library

(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/13%20AAcademic% |

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: calendar consisting of various curricular, extra and co-curricular activities. All the classes and extra-curricular activities are included in the calendar. It is updated and revised with respect to any changes suggested by the university. Apart from 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 system as prescribed by the University for each course in each semester which is a part of the newly-implemented Choice Based Credit System (CBCS) internal evaluation at University level, the college also implements various ways for CIE at the institution level 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 |
| Upload relevant supporting documents |
| Link for Additional information |

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 |
| Details of participation of teachers in various bodies/activities provided as a response to the metric |
| Any additional information |

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 | Docur |
| Any additional information | |
| Minutes of relevant Academic Council/ BOS meetings | |
| Institutional data in prescribed format (Data Template) | |

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 |
| Any additional information |
| Brochure or any other document relating to Add on /Certificate programs |
| List of Add on /Certificate programs (Data Template) |

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 |
|------------------|

Any additional information

Details of the students enrolled in Subjects related to certificate/Add-on programs

1.3 - Curriculum Enrichment

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

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

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

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

File Description

Any additional information

Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the system.

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

12

File Description

Any additional information

Programme / Curriculum/ Syllabus of the courses

Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses

MoU's with relevant organizations for these courses, if any

Number of courses that include experiential learning through project work/field work/internship (Data Template)

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

1294

File Description

Any additional information

List of programmes and number of students undertaking project work/field work/ /internships (Data Template)

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

URL for stakeholder feedback report

Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management

Any additional information(Upload)

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/03%20A1.4%20Student%20Teacher%20Action%20Taken%20Report%202022.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 | |
| Institutional data in prescribed format | |

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

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

423

| | |
|---|--|
| File Description | |
| Any additional information | |
| Number of seats filled against seats reserved (Data Template) | |

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 involves respective mentors and discuss any problem, they might be facing. It could be a medical issue or study related issue also.

Through this system, we are able to detect the slow learners and advanced learners and accordingly slow learners are provided remedial classes, extra study materials, question-answer based trainings; whereas advanced learners are provided seminars, advanced quizzes and prepare for advanced-level exams for their future endeavors. At Maharaja Manindra Chandra College, 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/Not |
| 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 |
| 3164 | 74 |

| | |
|----------------------------|-----------|
| File Description | Documents |
| Any additional information | |

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for effective teaching-learning process.

Our institution follows a student-centric approach for the overall development of the students. The students are provided respective courses through example-based ICT-driven tools and then encouraged to grasp harder concepts. Students are encouraged to present seminars both in online and offline mode. More importantly, they are encouraged to have discussions with fellow students as well as teachers. Such student-centric approaches help in developing problem-solving skills. There are various departments in our institution, which conducts regular field visits and projects that sparks inquisitiveness among the students and acts as a catalyst for their overall holistic development.

| | |
|-----------------------------------|-----------|
| File Description | Documents |
| Upload any additional information | |
| Link for additional information | |

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 maintained.

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

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

3. There are 110 computers for teachers 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 |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | http://www.mmccollege.co.in/22%20Room%20No. |

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**

76

File Description

Upload, number of students enrolled and full time teachers on roll.

Circulars pertaining to assigning mentors to mentees

mentor/mentee ratio

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

74

File Description

Full time teachers and sanctioned posts for year (Data Template)

Any additional information

List of the faculty members authenticated by the Head of HEI

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 on**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**

28

File Description

Any additional information

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 y

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed acaden**2.4.3.1 - Total experience of full-time teachers**

1041

File Description

Any additional information

List of Teachers including their PAN, designation, dept. and experience details(Data Template)

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 as the university. Very recently in 2017-18, the CBCS system has been implemented in University of Calcutta. This University, all the internal evaluation processes are followed by our college. As guided by the University, question papers for the internal examination are prepared and an internal examination for each paper is defined by the University. The internal evaluation process also carries 10 marks, which is reserved for attendance. 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 process centrally.

File Description

Documents

Any additional information

[View File](#)

Link for additional information

<http://www.mmccollege.co.in/FileNotice/31%20AInternal>**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 Teachers' Council constituted under the Teachers' council. Along with this sub-committee, there is another body, namely Grievance Redressal Committee, which deals with the complaints related to the internal examination process. However, in this pandemic situation, the administration had to undertake a rigorous makeover towards the online mode, which also led to some problems in downloading question papers, problems in submitting answer scripts online etc. In order to address these issues, feedback from the students regarding their experience as an user of the examination portal of Maharaja Manindra Chandra College measures are taken accordingly.

File Description

Docume

Any additional information

Link for additional information

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 the University.

1. Our college offers 3 broad streams, namely Science, Arts and Commerce. Among these streams, both UG offered. Presently, under the CBCS system, UG-honours and general programs are running from 13 departments programs from 4 departments. The honours programmes are constituted of 14 core courses, 2 skill enhanced elective courses, and 2 Ability Enhancement Compulsory Courses. Whereas, the general programs have 4 core 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 mindset. They become a socially responsible citizen, having an ethical mindset, who are motivated to 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 mindset.

File Description

Upload any additional information

Paste link for Additional information

Upload COs for all courses (exemplars from Glossary)

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. We look for 4 key datasets. These are, i) pass percentage of the outgoing students, ii) tendency for promotion of 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 to improve academic abilities.

File Description

Upload any additional information

Paste link for Additional information

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**

805

File Description

Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)

Documents

[View](#)

Upload any additional information

No File

Paste link for the annual report

<http://www.mmccollege.co.in/FileN22>**2.7 - Student Satisfaction Survey****2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (result)**<http://www.mmccollege.co.in/NoticePage/2021-22>**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****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year**

2.39 Lakhs

File Description

Any additional information

e-copies of the grant award letters for sponsored research projects /endowments

List of endowments / projects with details of grants(Data Template)

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

1

File Description

List of research projects and funding details (Data Template)

Documents

| | |
|---|--|
| Any additional information | None |
| Supporting document from Funding Agency | None |
| Paste link to funding agency website | www.iimidr.ac.in |

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

3

| | |
|--|--|
| File Description | |
| Report of the event | |
| Any additional information | |
| List of workshops/seminars during last 5 years (Data Template) | |

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

7

| | |
|--|--|
| File Description | |
| Any additional information | |
| List of research papers by title, author, department, name and year of publication (Data Template) | |

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conferences

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

6

| | |
|---|--|
| File Description | |
| Any additional information | |
| List books and chapters edited volumes/ books published (Data Template) | |

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

The primary motive of the National Service Scheme is 'NOT ME BUT YOU'. The watchword echoes the essence of selfless service and to show consideration for fellow human beings. In lieu of this objective the college has organized various development programmes.

The unit has participated in the Special Campaign by organizing cleanliness drives, embracing the idea to foster awareness among students, staff, and the general public. The NSS unit organised a cleanliness drive in 2021.

Confronting social disparity, division, and disregard, the College organized a seminar on HIV/AIDS awareness.

EFFORTS FOR COMBATTING COVID-19 situation:

VISION, a non-profit organisation, formulated and headed by the Department of Chemistry, Maharaja Mani Lal Bhausaheb University, purchased and distribute amongst local people, different medical requirements like pulse oximeters, sanitizers, cylinders, b.p. machines, PPE kits

The Corona relief programmes were carried out throughout the year.

INCLUSIVE DEVELOPMENT ACTIVITIES BY VISION

1. YASH RELIEF

To help the cyclone-distressed people of the Hingalgaon area VISION organized a camp where free food was provided to the locals on 20th June 2021.

2. DISTRIBUTION OF BOOKS VISION organized a book distribution programme for needy students on 6th August 2021.

| | |
|---------------------------------------|---|
| File Description | Documents |
| Paste link for additional information | https://www.facebook.com/photo/?fbid=4187608707985027&set=pcb.418761025_7984872&__cft__[0]=AZXkrQKyvG262FtE0BnaMYDD_7fzyxbd_7GOLQjlswoPcR6CvNihogdOWAFAaBV!QtU6Q8EW_w_4wH_D09ovsLvVO3LVzk6-R9NzHSMjDjmj8Lcqsi9vZtIsVA4WnzZ8wBtaZQg4kxPpuKwN7dMNQ_KI |
| Upload any additional | View File |

information

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

Any additional information

Number of awards for extension activities in last 5 year(Data Template)

e-copy of the award letters

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including 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 YRC etc., during the year**

4

File Description

Reports of the event organized

Any additional information

Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)

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 NCC/ Red Cross/ YRC etc., during the year**

350

File Description

Report of the event

Any additional information

Number of students participating in extension activities with Govt. or NGO etc (Data Template)

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

0

File Description

e-copies of linkage related Document

Details of linkages with institutions/industries for internship (Data Template)

Any additional information

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**

0

File Description

e-Copies of the MoUs with institution./ industry/corporate houses

Any additional information

Details of functional MoUs with institutions of national, international importance, other universities etc during the year

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, computer labs etc. during the year**

Maharaja Manindra Chandra College has adequate infrastructure and physical facilities for teaching-learning. viz., classrooms, laboratories, computer labs etc. during the year. The college has a four storied and a three storied building. There are a total number of 27class rooms in the college. Out of these 27 classrooms, 3 are ICT enabled with adequate LMS facilities.Out of these 27 classrooms, 3 classes are designated as smart classrooms. 12 classrooms are fully equipped laboratories. 3 the classrooms are equipped with projectors, 1 room has 3 portable projectors which can be used whenever required in whichever classroom, as per requirements. 110 computers are available in the college. Out of these 110 computers, 75 are solely designated for the students. The college campus is well maintained and has adequate greenery.

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%2 |
|---------------------------------------|---|

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

In adherence to the policy of ensuring the holistic development of students, Maharaja Manindra Chandra College provides 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 students to play football and other outdoor games.
- The college has equipment for other outdoor games like cricket, badminton, volleyball, discus throw, etc.
- Indoor games facilities include table tennis, carom, etc.
- The students are guided under sports sub committee
- 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.
- The Committee arranges programs on dance, music, photography, debate etc. But there was no activities in the year 2022-23.
- The college has a sound system, 2 microphones, and a still/video camera.

| | |
|---------------------------------------|---|
| 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%2 |

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/21%20APictures%20Of%20Rooms%2 |
| 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)

1.13339

| |
|---|
| File Description |
| Upload any additional information |
| Upload audited utilization statements |
| Upload Details of budget allocation, excluding salary during the year (Data Template) |

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is operated using Integrated Library Management System (ILMS)

The partially automated system of Maharaja Manindra Chandra College Library started in 2022 with KOHA (version 21.11.04.001), that was migrated to the Cloud and made the ILMS partially automated. The college provides the following features in the system:

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 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 .

| | |
|---------------------------------------|---|
| 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%20 |

| | |
|---|-----------------------|
| 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 |
| Upload any additional information |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) |

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)

0.10

| |
|--|
| File Description |
| Any additional information |
| Audited statements of accounts |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) |

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 c

4.2.4.1 - Number of teachers and students using library per day over last one year

2

| | |
|---|-----------|
| File Description | Documents |
| Any additional information | |
| Details of library usage by teachers and students | |

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 Desktops in the college and 12 Laptops for teachers and office staff, which are updated

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

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

4. Complete online admission has been introduced since 2017; Online submission of marks and result dec 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/47%20ALabotory%20& |

4.3.2 - Number of Computers

110

| | |
|-----------------------------------|-----------|
| File Description | Documents |
| Upload any additional information | |

| | |
|--------------------------|--|
| Student - computer ratio | |
|--------------------------|--|

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

File Description

Upload any additional Information

Details of available bandwidth of internet connection in the Institution

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary compon****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding sala****10.38466**

File Description

Upload any additional information

Audited statements of accounts.

Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory etc.

Maharaja Manindra Chandra College ensures the availability of the latest equipment and up-to-date information for the students. There are dedicated committees and a provision for a budget for the maintenance and upgradation of infrastructure. Manindra Chandra College has 13 departments. To meet departmental requirements like laboratory equipment, etc., in charge of the concerned departments submit written requisitions. Day-to-day cleaning and maintenance of laboratories (often used as classrooms) is accomplished by the supporting staff of the college. The colleges are cleaned up regularly. Adequate number of Computers with internet connections and utility software are provided. Computers are facilitated with anti-virus software for the cyber safety of the database. Equipment like air purifier, air conditioning machine, close circuit cameras, pump, sound system, microphones, projector, etc. are purchased 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 | View File |
| Paste link for additional information | http://www.mmccollege.co.in/FileNotice/21%20APictures%20of%20Rooms%20and%20Rooms |

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****326**

File Description

Upload self attested letter with the list of students sanctioned scholarship

Upload any additional information

Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year****0**

File Description

Upload any additional information

Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)

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

Link to institutional website

Any additional information

Details of capability building and skills enhancement initiatives (Data Template)

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

259

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

259

File Description

Any additional information

Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)

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

Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee

Upload any additional information

Details of student grievances including sexual harassment and ragging cases

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**

4

File Description

Documents

Self-attested list of students placed

Upload any additional information

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**

28

File Description

Document

Upload supporting data for student/alumni

Any additional information

Details of student progression to higher education

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GM government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT government examinations) during the year**

12

File Description

Documents

Upload supporting data for the same

Any additional information

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / internatio 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 / interna counted as one) during the year.**

0

File Description

e-copies of award letters and certificates

Any additional information

Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During th

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activ 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 General Secretary is a member of the College Governing Body. Therefore, the student union is an i

administration and the union deploys its representatives in all the cocurricular and extra curricular

| | |
|---------------------------------------|---|
| File Description | D |
| Paste link for additional information | |
| Upload any additional information | |

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organised by the institution)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

3

| |
|---|
| File Description |
| Report of the event |
| Upload any additional information |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution) Template) |

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 other means

The Alumni Association of the College called Praktanee is a registered organisation under West Bengal Registration Number S/95669 of 99-2000. It has a Governing Body of which the Principal is the ex-officio member and other members are the ex-students of the college. Students are free to become members of this association by paying a nominal fee to this college. The Association keeps itself engaged through out the year in different social and humanistic activities. The college to arrange different programmes, The Association also contributes to its alma mattar by sponsoring various activities to the students. But the activities of Praktanee including sponsorship of a quota of the above said activities were suspended during the unexpected Covid 19 emergency.

| | |
|---------------------------------------|-----------|
| File Description | Documents |
| Paste link for additional information | |
| Upload any additional information | |

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

| | |
|-----------------------------------|-----------|
| File Description | Documents |
| Upload any additional information | |

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision

Our vision is to become a dynamic and vibrant institution of excellence in higher education. The College nurtures the students to create a human-centred, ecologically sustainable and equitable world through the advancement and application of knowledge and wisdom. We strive to impart strength of mind, expanded intellect, ability to stand on their own two feet and a deep sense of social responsibility. College nurtures the students to create a human-centred, ecologically sustainable and equitable world through 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 provide modern teaching learning and cater to job-oriented courses as well. The college try to ensure that enterprising and career-minded students find keys to future self-advancement.

We look forward to the achievements of our students and bring out the best from within them so that they can meet the challenges of the modern day world and make it a better place to live. We also looking forward to meet the modern areas of education, the departments of the college organise PowerPoint presentation, film shows, seminars etc. to improve student's receptivity.

| | |
|---------------------------------------|---|
| File Description | Documents |
| Paste link for additional information | http://www.mmccollege.co.in/Page/Vision |
| 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 matters. It has academic and administrative committees to monitor, plan and execute the smooth functioning of the Institution.

Administrative Decentralization: The governing body is the apex decision-making body of the college. The departmental heads to prepare the annual departmental budget. The HOD conducts departmental meeting and discuss relevant quotations, depending upon the need of the syllabus and current industry trends. For the acquisition of new equipment, the HOD prepares a proposal and submit to the governing body for approval.

including requisition preparation, funds approval, payments to suppliers, and follow-up inquiries, co-ordinating and providing operational autonomy to the departments. Further, HOD prepares a consolidated report and submits it to the Principal. The Principal consolidates the requirements of all the departments and forwards it to the Governing Body. The Governing Body consists of different committees under the teacher's council led by an elected Teachers' Secretary and there are sub-committees like Purchase sub-committees with well-defined functions that give academic and administrative leadership to the college. The Institute for the holistic development of the college and recommends the enhancement of student facilities, student welfare, etc. Institute.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.mmccollege.co.in/Page/Message |
| Upload any additional information | View File |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed to ensure the vision and holistic quality education to all sections of society the strategic and perspective plan of the institution amidst 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. Digitization of Library had been planned and KOHA installation procedure had been initiated.
4. The downloadable e-contents were made available on the website.
5. Webinars, invited lectures, workshops, motivational talks, awareness programs, quizzes, and various activities were held because of sudden Covid outbreak, few webinars held online to keep the students and staff engaged and motivated.
6. Yash programmes had been organized with the help of students, teachers and VISION, a registered NPO.
7. NSS had organized webinars in multidisciplinary themes.

| File Description | Documents |
|--|---|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | http://www.mmccollege.co.in/ |
| Upload any additional information | No File Upload |

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

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, and service rules. The effective and efficient functioning is governed through the different administrative sections as specified in the University Statute and Departmental Rules of Government of West Bengal. The governing body (GB) is the apex body of the college for academics and administrative affairs. The Calcutta and the directorate of higher education, the Government of West Bengal are the superior authorities for academic and administrative affairs respectively. The principal is the de facto secretary of the GB and the GB has representations from all stakeholders of the college like students, teaching and non-teaching staff, Government and University. The principal is the ex officio president of the Teachers' council and chairman of the Quality Assurance Cell (IQAC) of the college. IQAC is the topmost body to oversee, execute and monitor the academic and administrative affairs. The principal is also the ex officio secretary of the Academic Committee, Finance Committee, College administration committee, etc. which function in coordination with IQAC.

| File Description | Documents |
|---|---|
| Paste link for additional information | http://www.mmccollege.co.in/Page/Mes |
| Link to Organogram of the Institution webpage | http://www.mmccollege.co.in/PageBann |
| 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 |
|---|
| ERP (Enterprise Resource Planning) Document |
| Screen shots of user interfaces |
| Any additional information |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) |

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 Coop when required.
- There is a EBF (Employees Benifit fund) which provides loan facilities to teaching and non-Teaching staff.
- Teaching staff can avail loan from Provident Fund as per Government rules.
- ICT Facilities – Fully Wi-Fi enabled college campus Infrastructural support in Physics ,Chemistry facilitate research work by faculty.

Support Facilities –

- Canteen. Clean drinking water, refrigerator in Teachers' Room.
- Facilities such as ramps, for differently abled teachers.
- Recreational Activities for Physical and Emotional Wellbeing – Annual picnic for both teaching and non-teaching staff.
- Separate departmental rooms for all laboratory based subjects.
- 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.

Teaching Staff

- The performance of each faculty member is assessed according to the Annual Self Assessment for the year (PBAS) .
- Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) that is based on the performance of the faculty members.

Welfare measures for non-teaching staff

- GSLI Non-teaching staff are members of registered Employee's Benefit Fund and can avail loan facilities.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.mmccollege.co.in/Page/ViewFile.aspx?FileID=10 |
| 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 organizations

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional organizations

00

| File Description |
|---|
| Upload any additional information |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) |

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non-teaching staff

00

| File Description |
|--|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). |
| Reports of Academic Staff College or similar centers |
| Upload any additional information |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) |

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional 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 etc. during the year

07

| File Description |
|---|
| IQAC report summary |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) |
| Upload any additional information |
| Details of teachers attending professional development programmes during the year (Data Template) |

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 year (PBAS) .

- Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) that is based on the performance of the faculty members.
- The institute undertakes a wide range of activities besides academics, for which faculty members have various responsibilities, which are mostly voluntary. The Institute accords appropriate weightage for these activities.

assessment.

- The PBAS proforma filled by the Faculty Member is checked and verified by IQAC, and the Principal. due are recommended based on their API score and are required to appear before the screening-cum-
- All non-teaching staff members are also assessed time to time by the order given by State Government

| | |
|---------------------------------------|-----------|
| File Description | Documents |
| Paste link for additional information | |
| Upload any additional information | |

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 for settling audit objections within a maximum of 200 words

Maharaja Manindra Chandra College conducts both internal and external financial audit of the college. 1

- Internal Audit: The financial affairs are managed and monitored by the Bursar, Accountant, Finance, 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 Education Department, utilization certificates are prepared. Financial Data, prepared by the Accountant, is scrutinized by the Bursar and the Principal for authenticity, transparency and accuracy. Internal audits are conducted by a chartered accountant with approval from the Governing Body.

External Audit :The external audit takes place annually after the completion of every financial year and a recommended External Auditor. The bills and vouchers of the revenue expenditure, Departmental Accession 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/50%20AFinance |
| 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 1)

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

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|---|--|
| File Description | |
| Annual statements of accounts | |
| Any additional information | |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | |

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

Mobilisation of funds

- College receives major funds from UGC, Higher Education Department, Government of West Bengal, RUSA, etc.
- Funds are also generated from students' fees.
- Funds are also mobilized from various government and non government sources like DST, UGC for research, etc.
- Funds are received from government agencies, private donors, alumni and members of teaching staff.
- Purchase Committee and finance Committee in the preparation, allocation and utilization of funds.
- Purchases are done through a tender system.
- All transactions are supported by the vouchers and bills are processed by the accounts section, the Bursar.
- Collections are deposited in the bank and expenditure, recurring and non-recurring, are incurred from the bank.

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| File Description | D |
| Paste link for additional information | |
| Upload any additional information | |

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

1. Academic and Administrative Audit Annual Academic Audits- internally by IQAC and externally by representatives of the State Government

- The IQAC analyzes the departmental performances and gives feedback for internal quality enhancement and fulfillment of institutional parameters. .
- Review of teaching-learning-outcome is carried out by collecting online feedback from students regarding the implementation.
- Online Feedback system: The IQAC collects online feedback from stakeholders .
- Student feedback of teachers is conducted and analysed regularly and communicated to the teachers for the institutional implementation of teaching learning reforms: 1
- . Upgradation of teaching learning facilities Infrastructural development like building classrooms, organizing seminars, innovative pedagogical methodologies like projects, virtual field trips, online

laboratory equipment, books and learning resources

| | |
|---------------------------------------|---|
| File Description | Documents |
| Paste link for additional information | http://www.mmccollege.co.in/FileNotice/41%20Academic%20Audit%20Report%20of%20Maharaja%20Ma |
| Upload any additional information | View File |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periods recorded the incremental improvement in various activities

- Effective use of ICT in teaching-learning-evaluation methods
- . Digital library facilities like INFLIBNET-NLIST, different e-resources Development of online ex like GNU Plot, Origin, Dev C++, Oracle 10g, Visual Basic 6.0, JDK 8.3, NetBeans 8.2, Python 3.7, Py Windows 8, UBUNTU, C language. Seminar, Webinar, Workshop.
- The IQAC has organized seminar, workshops and webinars for the teachers for academic and administ: decided to appear for NAAC accreditation IQAC arranged workshop to guide teachers about SSR. The : webinars for students to guide them in higher education, find proper employment after completion of course.

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| File Description | D |
| Paste link for additional information | |
| Upload any additional information | |

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 |
| Upload e-copies of the accreditations and certifications | View F |
| Upload any additional information | No File Up |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View F |

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 their genders. MMC College provides a number of facilities for its female student and staff. To develop 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 monitor the girl students.

Students' Counseling Cell, Grievances Redressal Cell, Equal Opportunity Cell and Prevention of Sexual Harassment Cell address grievances related to gender biasness and any type of harassments in the college. However, no till date.

The college forms the Internal Complaint Committee (ICC) as per POSH Act, 2013.

The college authority has initiated the process to install a sanitary napkin vending machine.

| | |
|--|---|
| File Description | Documents |
| Annual gender sensitization action plan | http://www.mmccollege.co.in/FileNotice/52%20Manindra_ge |
| 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/ |

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|--|------------------------------|
| 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 | |
| Any other relevant information | |

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (with waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive

Solid Waste:

Solid wastes like papers, glass goods, metals, broken woods etc. are collected from all the departments. non-biodegradable wastes are segregated at source and collected in different waste bins. Both waste bins 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 college 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 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, organic solvents are not included in the new CBCS curriculum heading towards green chemistry.

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|---|---|
| File Description | Documents |
| Relevant documents like agreements/MoUs with Government and other approved agencies | No 1 |
| Geo tagged photographs of the facilities | http://www.mmccollege.co |
| Any other relevant information | No 1 |

| | |
|--|-----------------------------|
| 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 | |
| Any other relevant information | |

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 |
| <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 | |

| | |
|--|-----------|
| File Description | Documents |
| Geo tagged photos / videos of the facilities | |
| Any other relevant documents | |

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

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|--|------------------------------|
| 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 |
|--|------------------------------|

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| File Description | |
| Reports on environment and energy audits submitted by the auditing agency | |
| Certification by the auditing agency | |

| | |
|--|-----------------------|
| Certificates of the awards received | |
| Any other relevant information | |
| 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 |

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| File Description |
| Geo tagged photographs / videos of the facilities |
| Policy documents and information brochures on the support to be provided |
| Details of the Software procured for providing the assistance |
| Any other relevant information |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, other diversities (within 200 words).

The Maharaja Manindra Chandra College undertakes necessary initiatives to provide an inclusive environment for students, teachers, and staff members jointly celebrate the cultural and regional festivals and special days and festivals helps to inculcate the sense of peace, equality & harmony among students. We have organized in our institute to increase consciousness about tolerance and harmony. These activities are organized to increase awareness about 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 Day.

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 programs. Students, teachers and non-teaching staff celebrate cultural programs on the occasion of birth and death anniversary of Rabindranath Tagore (Rabindra Jayanti and Baishe Sraavan), respectively, in online mode.

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| File Description |
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) |
| Any other relevant information |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities

Activities

The college conducts various programs to inculcate values, rights, duties and responsibilities of citizens. NSS units, the college organizes several programs to generate awareness about social issues and duties. The college administers observation of Independence Day, Republic Day, National Youth Day to ensure the continuous inculcation of values with decision making processes and governance structures which ensure more responsible citizenship.

Major Initiatives

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

The students, teachers and non-teaching staff of the college participated in an Awareness Rallies for the 75th Independence Day, Azadi Ka Amrit Mahotsav, organized by Kolkata Municipal Corporation.

The college celebrates the 126th birth centenary of Netaji Subas Chandra Bose. A special webinar is organized on this occasion.

The students, teachers and non-teaching staff have celebrated the 75th Independence day, Azadi ka Amrit Mahotsav with pride.

The NSS Unit of MMC College organizes HIV / AIDS awareness seminar. The students, teachers, non-teaching staff participated in the awareness Seminar.

The Institution in association with VISION, NPO has organised Yash relief program and also books have been distributed to the needy. Responsibility.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

D. Any 1 of the above

File Description

Code of ethics policy document

Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the v support of the claims

Any other relevant information

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

- Flag hoisting ceremonies and other cultural activities are conducted on Independence Day and Republic Day.
- The birth day of Netaji Subas Chandra Bose is celebrated by hoisting our national flag, parade and special webinar is arranged on the life of Netaji Subas Chandra Bose.
- The college pays tribute to Kaviguru Rabindranath Tagore on his birth and death anniversary through students and the teachers from his repertoire.
- Maharaja Manindra Chandra College celebrates its Foundation Day on 15th July. The students, teachers and staff participate in cultural program.
- The students of the college pay tribute to all the teachers on Teachers' Day. They arrange cultural programmes.
- On 12th August, the college library celebrate the National Librarians' Day.

File Description

Annual report of the celebrations and commemorative events for the last (During the year)

Geo tagged photographs of some of the events

Any other relevant information

7.2 - Best Practices

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

Best Practice I:

1. Title of the Practice

Free ship and concession for the students having financial difficulties

2. Objectives of the Practice

This practice provides the financial support to the students having financial difficulties.

3. The Context

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

4. The Practice

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 a challenge to provide 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 prizes and certificates etc.

3. The Context

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

