



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution

**MICHAEL MADHUSUDAN MEMORIAL
COLLEGE**

- Name of the Head of the institution **DR. GOLAM MD. HELALUDDIN**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **03432566700**
- Mobile No: **9474367176**
- Registered e-mail **principalmmmc@gmail.com**
- Alternate e-mail **iqacmmmc1996@gmail.com**
- Address **Kabi Guru Sarani, City Centre**
- City/Town **Durgapur**
- State/UT **West Bengal**
- Pin Code **713216**

2.Institutional status

- Type of Institution **Co-education**
- Location **Semi-Urban**
- Financial Status **Grants-in aid**

- Name of the Affiliating University **Kazi Nazrul University**
- Name of the IQAC Coordinator **DR. KIRAT KUMAR GANGULY**
- Phone No. **03432566700**
- Alternate phone No. **9830213495**
- Mobile **9830213495**
- IQAC e-mail address **iqacmmmc1996@gmail.com**
- Alternate e-mail address **kirat.1982@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

<https://madhusudancollege.in/wp-content/uploads/2021/08/AQAR-2019-20.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://madhusudancollege.in/wp-content/uploads/2022/01/ACADEMIC-CALENDAR-2020-21.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.10	2008	16/09/2008	15/09/2013
Cycle 2	B	2.40	2016	05/11/2016	04/11/2021

6. Date of Establishment of IQAC

02/01/2012

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
None	NA	NA	NA	0

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 **3**

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

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

The college purchased ERP portal became fully functional. Complete online teaching through our LMS. Attendance of students and faculties was recorded in the ERP-LMS portal following class routine. To keep the mobility of education more than twenty Webinars were organized by IQAC in collaboration with different departments. Faculties received tablets and digital pens for the smooth running of online teaching. The community kitchen, slam area support, and blood donation camp were organized with the students' union and NSS dept. of this college.

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
Auditorium has to be renovated and redesigned	Auditorium has been entirely renovated, sound system and presentation accessories has been organised
Conference room has to be completed and electrical gadgets has to be installed as needed	conference room became functional with sound system and presentations set ups
ERP-LMS has to be updated with faculty publications, and other details.	ERP-LMS was made fully functional. Faculties are regularly updating their profile following AQAR & NAAC guidelines
Class taking has to be fully initiated on LMS software after required configurations	All the online classes are taken through LMS, attendances are being recorded automatically in the portal
Library books has to be procured	Could not be procured due to COVID-19 social restrictions.
OPAC has to be fully configured and working	Cataloging has been completed

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	01/10/2021

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount			
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14. Whether institutional data submitted to AISHE
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Year	Date of Submission
AISHE 2019-2020	19/03/2020

15. Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):
17.Skill development:
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
20.Distance education/online education:

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	33
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	2432
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	1254

File Description	Documents
Data Template	View File
2.3	706
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	68
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	68
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	60
Total number of Classrooms and Seminar halls	
4.2	4184000
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	125
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

As the Institution is affiliated to the Kazi Nazrul University both UG and PG Syllabi are provided by the University which is thoroughly followed in teaching, learning and evaluations. Faculties from many Departments are members of University Syllabus Committees, University Examination monitoring Committee, University Admission Monitoring Committee, Boards of Studies, etc and many of the teachers participate actively in Curriculum & Syllabus design Workshops where they give their valuable suggestions about the framed Syllabi, which are taken into account before finalizing the Syllabi. From this Session, the LOCF Format of the Syllabus was implemented.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://madhusudancollege.in/ug-courses/

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

College classes, Continuous Assessments (CA), End Semester Examinations (ESE) are conducted following University academic calendar and institutional academic calendar.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.knu.ac.in/get-page-details-category/17

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/

A. All of the above

**Diploma Courses Assessment /evaluation
process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

33

File Description	Documents
Any additional information	View File
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)

20

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

271

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**271**

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

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

MMMC curriculum effectively integrates cross-cutting issues relevant to gender, environment and sustainability, human values and professional ethics and leads to a strong value-based holistic development of students. Various activities are organized throughout the year as part of the curriculum that helps in this endeavor.

1. Gender Sensitivity:

Students are sensitized and encouraged to work towards gender equity from a cross-cultural perspective. Free counseling services are provided through a Counselling Cell. Gender sensitization camps are organized in slums and rural areas that include, women's rights, human rights, child rights, gender justice, and gender equality.

Community outreach programs that include health and hygiene camps, and village adoption, enable exposure to real-life situations. MMC annually organizes seminars, conferences, guest lectures, exhibitions, and literary activities that help in gender sensitization.

1. Environment and Sustainability:

MMMCs strong community-orientated work culture is based on the Sigma-Six Q sustainable way of life, which involves the integration of water quality, air quality, education and healthcare, innovation and human values. A compulsory core course on Environment studies is included in all UG programs. Environment awareness camps, seminars, workshops, guest lectures, industry

visits, and field excursions are organized.

Environment Day, Earth Day, and Water Day are annually celebrated. MMMC accords great importance to research in inter-disciplinary areas focused on environmental pollution, education, and healthcare.

1. Human Values and Professional Ethics

The following activities are conducted which are especially focused on the development of human values and professional ethics:

1. Quiz Programs are organized to General Knowledge and Current Affairs: (to nurture a scientific temper and be aware of contemporary developments).
2. Rural Development: (to foster a fuller understanding of rural life by adopting a village by the NSS Department).
3. Social Service: (to engender the spirit of brotherhood of man and to facilitate the establishment of a casteless and classless society, which is conducted through various Campus and off-Campus activities of the NSS Department.).
4. Co-curricular Activities (for all-round development of personality)
5. Environment Studies (for environmental consciousness and its impact on everyday life)
6. Disaster Management (introduced in the LOCF Curriculum of Geography)

Links:

Core Courses Syllabus

<https://madhusudancollege.in/wp-content/uploads/2022/01/UG-Syllabus.pdf>

Committees

<https://madhusudancollege.in/academic-committee/>

<https://madhusudancollege.in/admission-committee/>

<https://madhusudancollege.in/cultural-committee/>

<https://madhusudancollege.in/sports-committee/>

<https://madhusudancollege.in/anti-ragging-cell/>

<https://madhusudancollege.in/gender-sensitization-cell/>

<https://madhusudancollege.in/research-advisory-committee/>

Prospectus

<https://madhusudancollege.in/wp-content/uploads/2021/07/Prospectus-2021-2022.pdf>

National Social Service

<https://madhusudancollege.in/department-of-national-service-scheme/>

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

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

25

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

44

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	D. Any 1 of the above
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File Description	Documents
URL for stakeholder feedback report	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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://madhusudancollege.in/wp-content/uploads/2022/01/SSS-2022.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

1565

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

551

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Strategies for-

Advanced learners Students

Advanced learners Students are encouraged and supported with short Depth of topics, Project Work, Assignments, Seminar, Extended Library Use, Engagement in Peer to Peer Teaching, small Academic recognition, one-to-one Feedback Sessions on the topics taught, guided solutions of more challenging questions in the Examination Question Paper, Writing Assignments on more Challenging Topics

Slow Learners

Slow learners are supported to grab the subject with Extra mentoring classes, Compensatory teaching classes, one-to-one basis discussions of their problems, Remedial teaching, Developing self-learning materials (SLM), peer-to-peer tutoring by high ability classmates, Encouraging them to articulate orally in the class & providing more chances for classroom participation, Teaching learning skills such as note-taking, outlining, and active listening, encouraging them to spend more time on reading in libraries outside the class hours, Additional learning opportunities through online video or visual sources like Youtube, Whatsapp, etc.

File Description	Documents
Link for additional Information	Nil
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
2432	67

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

In this college in addition to the classical chalk and talk method of teaching faculties use several teaching aids. To enhance learning experiences and output, the faculty members adopt many ways, for example, lecture method, interactive method, project and field work method, computer-assisted method, experiment method etc. Teachers especially in mathematics, commerce and economics, where they teach mathematics and statistics as numerical problem solving. In addition to this, some teachers use power point presentations and computer-based materials. Besides the conventional oral presenting methods many faculties use the lectures and graphics or animations from youtube to make learning interesting.

Some Student centric methods are given below:

Project based: The project work induces student's interest on the subject and provide student an opportunities of freedom of thoughts and free exchange of different views. As per the requirement of syllabi, the project work is done. For example, the Projects are done in Microbiology, Geography, Physics, Chemistry, Computer Science, BCA etc in addition to the syllabus content to promote interest to the students, when and wherever required.

Interactive methods The faculty members make learning interactive with students by motivating student participation in group discussion, role-play, subject quiz, news analysis, educational games, discussion and questions and answers on current affairs, etc. Class room discussion in various topics are done under features. Especially, NSS, Political science department and sociology department organize interactive methods many times in a year. **ICT Enabled Teaching:** ICT enabled teaching includes Wi-Fi enabled class rooms with LCD, Language Lab, Smart Class rooms, etc. The institution adopts modern pedagogy to enhance teaching-learning process. The institution has the essential equipments to

support the faculty members and students. Especially, the PGDCA class and Botany department adopts these services. Experiential learning: Experimental/Laboratory method is used in science subjects to acquaint the students with the facts through direct experience individually. Students verify the facts and laws of the subject with the help of experiments. Especially, the department of Chemistry, Physics, Botany, Zoology and Geography uses this method. Students take interest and learn things via experiential learning. Student Seminars: The Student seminars are organized where in the papers are presented by students on contemporary topics to enrich their learning experience. Summer Internship Program: The NSS Swachh Bharat Summer Internship is organized for NSS students. Only 50 student can participate in this program, where they learn about the importance of cleanliness. They do their job of 100 hours in the selected villages. No other academic Summer Internship Program is organized by the college except NSS. Group Learning Method: Group Learning method is now being adopted through whatsapp group. Student share their notes and study material through this method. Whatsapp group are made by an student or by the contract teacher. They share the information to each other. Black-board presentation: In this method, each student is given a certain question. And student has to solve this problem in the black-board. The department of mathematics this method.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	https://madhusudancollege.in/wp-content/uploads/2022/01/UG-Syllabus.pdf

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

At present age, it is indispensable for the students to learn and master the latest machinery in order to be academic & corporate ready. As a significance, educators are combining technology with the traditional mode of instruction to engage students in long-term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education.

The following tools are used by the Institute ICT Tools:

1. LMS- ERP is fully functional for taking online classes,

attendances, sharing notes, online examination taking, faculty information updating etc.

2. Projectors- 23 projectors are available in different classrooms/labs
3. Desktop and Laptops- 110 Arranged at Computer Lab and Faculty cabins and used for academic purposes. Other than those 25 are used for administrative purposes all over the campus.
4. Printers- They are installed at Labs, HOD Cabins, and all prominent places.
5. Photocopier machines - Multifunction printers are available at library, Principal's chamber, and administrative offices in the institute. There are four photostat machines available on campus.
6. Scanners- Multifunction printers are available at all prominent places.
7. Seminar Rooms- One Auditorium, a smart classroom, a virtual classroom are equipped with a digital board, high definition sound systems, LCD projectors, and other digital facilities.
8. Smart Board- two smart board is installed on the campus in smart class room and virtual class room.
9. Auditorium- It is digitally equipped with mike, projector, cameras, sound system with control panels and computer system.
10. Online Classes through Zoom, Google Meet, Microsoft Team, Google Classroom)
11. Digital Library resources (OPAC, NLIST- INFLIBNET)

Use of ICT by Faculty

1. PowerPoint presentations- Faculties are exhilarated to use power-point presentations in their teaching by using LCDs and projectors. They are also equipped with a digital library, online search engines, and websites to prepare effective presentations.
2. Industry & Research Institute Connect- Seminar and Conference room are digitally equipped where guest lectures, expert talks and various competitions are regularly organized for students.
3. Online quiz- Faculties prepare an online quiz for students after the completion of each unit with the help of Google Forms. These are used to increase the direct participation of students in the classroom and online teaching.
4. Video Conferencing- Students have been counseled with the help of Zoom / Google meet applications.
5. Video lecture- Recording of video lectures is made available

to students for long-term learning and future referencing.

6. Students' seminar- To increase familiarities of students with technical modalities of teaching they present a seminar per semester preparing PowerPoint. This also increases their presentation, defending questions, lecture delivering abilities, etc.
7. Workshops- This college has signed MoU with a company to arrange bioinformatics training, projects, workshops. This gave the college bioinformatics excellence centre. Teachers use various ICT tools for conducting workshops on the latest methods such as Bioinformatic tools, SPSS, Programming languages, simulations etc.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://madhusudancollege.in/virtual-classroom/ ; https://madhusudancollege.in/virtual-classroom/ ; https://madhusudancollege.in/wp-content/uploads/2020/07/mmmc-e-learning-hub.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

67

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
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

67

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

20

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

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.

The efficient and smooth conduct of examinations and timely declaration of the results can be ensured only with the cooperation of all the stakeholders including teaching, non-teaching, and administrative staff of the KITS. They are expected to be aware of the various procedures and time schedules to which they should adhere to. Invigilators are requested to acquaint with the following procedures:

Schedules are followed as provided by affiliating University for End Semester Examination (ESE) theory and practical examinations. Internal Examinations are arranged by the department itself.

Some of the strategies and guidelines for offline examination:

1. Carrying mobile phones or any reading material by the invigilator is strictly prohibited. The invigilator is expected to be vigilant and make frequent rounds in the exam hall. The invigilators should not chit-chat with each other as it will distract the student's concentration in writing the Examination.
2. Invigilators shall make an announcement in the Examination hall that the use of electronic devices by the students shall not be permitted in the Examination hall. In this context, electronic devices include and are not limited to mobile phones, tablet devices, laptops, data storage watches ('smart-watches') with means for inputting or storing information and or capable of transmitting or receiving information.
3. The invigilator is expected to be tactful while dealing with complex situations and not to disturb the tranquility in the exam hall. In case of any problem, he/she may bring the matter to the notice of the College Principal.
4. Disclose to the Controller of Examinations, well in advance, any conflicts of interest (e.g. immediate family member/close relative is a candidate for the exam) in doing a particular examination duty. This is essential to maintain transparency in the Examination system and avoid unnecessary complications/allegations and litigation following the Examination.
5. Only teaching staff are to be drafted as invigilators with one supporting official of the college depending on student strength of the room. Subject teachers should not be posted as invigilators in the examination halls where the students are writing/writing the examination in that subject.
6. Adjustments/ interchanging duties among the invigilators are

not permitted. If necessary the Principal and Examination-in-charge will take care of the adjustments.

7. Insist the candidate entering the examination hall as soon as possible and do not allow the candidates to stand in the corridor outside for last-minute revision. Let the candidate deposit their bags, wallets, books, laptops, etc. in the designated area before going to their allocated desk.
8. Insist the candidate displaying ID card and Hall ticket on the top right-hand corner of the desk, so that an invigilator can check it. Do not grant permission to the candidate to go to the toilet during the Examination, especially either in the first 30 minutes or in the last 15 minutes, of the examination. In case of any emergency in this regard, Invigilator should accompany the candidate.
9. Complete taking the attendance and other formalities in the first half an hour of starting of the examination. Please do not pass on the signature sheets among the students. The invigilator has to go to each student and verify the details entered in the signature sheet, answer booklets and affix your signature on the hall ticket, answer booklet, and signature sheet.

For online examination following guidelines are followed-

1. Online End Semester Examinations (Theory) will be conducted strictly as per the Final Schedule (Date and Time) published on the University website.
2. Without examination enrollment/approval, no result will be processed.
3. Question Papers will be distributed (From University to College) [30 minutes before the starting of the examinations] centrally through the group created by University.
4. Group consists of all concerned Principals, Examination Coordinators, and all the heads of various disciplines. All the Principal Madam/Sir and Examination Coordinators are requested to verify the same.
5. Students will receive the Question Papers from their respective Teachers/HoDs of the respective Department of their colleges 15 minutes before the starting of the examinations.
6. Students are informed to keep in touch with their head of the department of the colleges for both-way communications during examinations.
7. Students will submit the Answer Booklets to the respective senders within 30 minutes after completion of Examinations.

Guidelines regarding End Semester Examinations conduction and Evaluation process of Under Graduate

1. End Semester Practical Examinations for 40% marks will be at Home Centre for all practical-based papers under the faculty of Science.[Core Course (CC), Generic Elective (GE) Course, Discipline Specific Elective (DSE) Course, Ability Enhancement Courses (AEC) Skill Enhancement Courses (SEC)]
2. List of Convenors/HES with contact details will be provided to all colleges from the Office of the Controller of Examinations in due time for each examination
3. No Convenor/HE list will be prepared for practical based Skill Enhancement Courses (SEC)

Convenor/HE will prepare the list of External examiners and instruction to conduct Practical

- These will be forwarded to all concerned Colleges/ Examiners. No separate questions will be provided to the venue (except Geography).
- Both External and internal examiners will be responsible to set the question (if required), conducting the examinations, and evaluating as per the instruction.
- After evaluation Marks are to be submitted to Concerned Principal/Teacher-in Charges. Finally, both the marks i.e continuous assessment (60% marks) and end semester assessment (40 % marks) to be submitted (Online) to the portal from the user id of the concerned colleges.

Continuous Assessments (CA) are taken upon notification from the Principal of the college and schedules developed by HODs.

Note:

- Convenor / HE's are not applicable for all examinations conducted at Home Centre like
- Ability Enhancement Core Course (AECC) or Ability Enhancement Elective Course (AECE), Skill Enhancement Courses (SEC), etc.
- Supervision of all examinations conducted at Home Centre to be done by the Principal of the concerned Colleges

File Description	Documents
Any additional information	View File
Link for additional information	https://www.knu.ac.in/get-page-details-sub-category-item/rules-regulations/rr---ug/138

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

A crystal clear, time-bound, and efficient method is being followed in MMMC in terms of dealing with internal examination/ Continuous Assessment (CA) related grievances. CA is conducted in several modes throughout the semester. Some of them are- assignments, lab continuous evaluation, project evaluations, etc. CA are conducted mainly in three modes-

- Written Examinations
- Students' Seminar
- Viva voce and/or Practical

Immediately, after the internal test, the solution of the test along with question wise marking scheme is recorded and discussed with the students maintain transparency and uniformity in the assessment of the internal tests.

The faculty evaluates the papers within a week of conducting of the test. The evaluated answer sheets are shown to students in class and faculty undertakes individual grievances with a student on the paper if required by the student.

Seminar: During the Seminar students' loopholes are marked as well as praising the positive attitudes. If any discrepancies are reported by the students, then they are resolved by the faculty immediately.

Assignments: The key features for assignments, consist of criteria- timely submission, clarity, neatness, etc. The evaluated assignments are given back to students thus maintaining the transparency of the marks assigned and resolving grievances is.

Lab experiments: The experiment performed in the lab by the student is immediately evaluated by the faculty and the performance marks are assigned based on the lab rubric designed by the faculty. The lab rubric is given in the lab manual which is

shared with the students well in advance before the lab is conducted. The lab submissions are taken in LMS, e.g. college LMS portal, departmental email and the marks given by the faculty are available to the students immediately, thus providing a transparent way for students to reflect on their strengths and areas of improvement.

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.

Student Performance and Learning Outcomes

Programme Outcome: B.A

BA

Bengali (Hons.)

(Prog.)

1) Student must have a vast knowledge about History of Bengali Literature. Which helps them to know about Religion and Socio- Cultural development of the Bengali Literature.

2) To make students interested in Socio- Economic- Cultural history of medieval period of Bengal, Chandimangal, Chaitanya Vagbat, Vaishnava Padavali & Shakta Padavali will provide a lot of information.

3) The narratives, used in the Prose, Poetry, Drama, Short Story and Novel strengthen the mental health and values of the students. Our vision is to see our own literature, manifestation of our nationality transformation of content, style of writing technique through ages and indication of future direction in literature.

4) Studying of origin of Bengali language is the most essential

aspects for Students, which helps to understand the Bengali language in an historical context and they learn how it originates from Indo-European or Aryan Family of Languages and changed over time and how it varies from situation to situation and place to place.

5) Bengali Grammar also helps in making the foundation of language stronger and improves the practical and intellectual skills. Students should learn ornamental use of language in constructing sentences while speaking and writing.

6) Introducing the foundation of Rhetoric and Prosody along with the basic knowledge of poetry will help them to be more creative and to aware the aesthetics of language.

BA

English (Hons.)

(Prog.)

1) The learning outcomes are designed to help learners understand the objectives of studying BA (Honours) in English, that is, to analyze, appreciate, understand and critically engage with literary texts written in English, approaching them from various perspectives and with a clear understanding of locations.

2) To this end, the texts mentioned in the LOCF document are indicative. Similarly, the organization of divisions / themes / genres / periods / authors / areas, etc. is specific to contexts identified in the course(s) and does not pre-empt further rethinking or selection with clear justification for the choices exercised therein.

3) The organization of the courses/papers may be worked into semesters/years keeping in consideration the credit load in a given semester with the ultimate end of outcomes of the course/programme. However, it makes sense to include courses/papers that demand more attention in the second and

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://madhusudancollege.in/wp-content/uploads/2022/02/2.6.1-2.6.2.pdf
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.

Attainment of Programme outcomes and course outcomes are evaluated by both the institution and affiliating university

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://madhusudancollege.in/wp-content/uploads/2022/02/2.6.2.pdf

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

686

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://madhusudancollege.in/wp->

<content/uploads/2022/01/SSS-2022.pdf>

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)

0

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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

9

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

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

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

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

10

File Description	Documents
Any additional information	View File
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

Michael Madhusudan Memorial College extended its services to

society during this COVID-19 pandemic situation and social restrictions, through its NSS unit and Students' Union in the 2020-2021 session with the motivation and active support from the Principal, Dr. G.M. Helaluddin. Some examples of those activities are as follows-

- NSS unit conducted Swachha Bharat In collaboration with Dhabani village Work on digital literacy
- NSS unit conducted Swachh Bharat at ARRAH VILLAGE CASHLESS INDIA
- NSS unit conducted Swachh Bharat at Baghat Singh Area, Kabiguru Area Plastic free
- They handed over cakes to 100 small children on 25th December 2020.
- In April 2021, a program was started to distribute umbrellas to 100 small children. Hon'ble Kaushik Mandal, President of West Burdwan District Students' Union, and Hon'ble Anindita Mukherjee, Deputy Mayor of Durgapur Municipal Corporation were also present.
- From May 5, 2021, Michael Madhusudan Memorial College NSS in collaboration with the Students' Union conducted community kitchens for 25 days in a row to provide food to the backward people of the society. In presence of Former Mayor, MLA Hon'ble Apurba Mukherjee and Deputy Mayor Councilors were present.
- On March 25, 2020, the Michael Madhusudan Memorial College Students' Union in collaboration with NSS distributed essential items to the backward students of the college for 30 consecutive days and to the homes of the backward people of the society.
- Blood Donation Camp was organized on behalf of the NSS & Student Council of Michael Madhusudan Memorial College, in presence of Principal & Hon'ble Minister for Law, Government of the State of West Bengal Malay Ghatak, and Deputy Mayor, Mayor's Council, Chairman, and Councilors of Bara. Students donate 100 units of blood.

File Description	Documents
Paste link for additional information	Nil
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**1**

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

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**

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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**

File Description	Documents
Report of the event	View File
Any additional information	View File
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

0

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

2

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Classrooms

Due to the functioning of the new academic building the shortage of classrooms in this college has satisfied a lot. The cleanliness of classrooms is ensured by a group of Grade -IV workers and sweepers. After the admission process in every semester, it is ensured that all the classrooms have adequate desks, benches. Checking of fans, teaching aids etc in the classroom are done regularly. Seminars, workshops, lecture sessions are also conducted in these rooms. The classrooms boards and furniture facilities are utilized regularly by the students but sometimes it is also made available for the other governmental and non-governmental organizations for conducting the exams like scholarships etc.

Computers

There are total 110 computers including 54 computers in the computer lab for academic purposes. Students utilize the lab as their needs. All repairs and maintenance expenses of the lab are borne by the college. They also look into the College website, up-gradation, biometric services, procurement of hardware and software, and other items related to computers. There are dedicated maintenance facilities for computer laboratories including PCs, printers, scanners, photocopiers, LCD projectors, sound systems, CCTV cameras etc. The fixed agency is there to work for us on a demand on-call basis. Also, this system is included the maintenance of the conference room, auditorium, administrative office, virtual & smart classroom networking system, etc.

Laboratory

There are ten laboratories in the College. Each laboratory has one teacher as lab-in-charge, a Lab Assistant, and an attendant. The lab in charge is responsible to maintain and upgrade the laboratory with necessary equipment from time to time to cope with changes in the syllabus. The laboratory equipment, specimens, and other necessary chemicals are purchased by the office of the principal and purchase committee as per the requirements of the teaching departments of the college.

Library

The Library Advisory Committee with the Principal as the chairperson and librarian as member secretary along with two senior faculties tackle all issues relating to the smooth and efficient functioning of the library. At the time of admission, students are issued digitized library cards which will be valid till their final semester. For maintenances of library infrastructure and facilities, the library committee and administration have been given the responsibility to purchase, procure books, manuscripts, and other materials, as per the recommendations received from the departments of the colleges. The departments of the colleges have a good stock of texts and references in their departmental libraries. For enriching the library, the committee procures some good publications from national and international publishers. The library committee organizes reading sessions and competitions among students and teachers appeals to and organizes students, teachers, alumni, guardians to donate books.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://madhusudancollege.in/gymnasium/ https://madhusudancollege.in/#

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

Sports complex (indoor and outdoor)

Our College has a standard ground including volleyball and basketball courts where outdoor sports activities are held. The sports committee of the College is in charge of the sports complex and equipment. The committee supervises the Grounds-men and Grade IV staff assigned for maintenance and repair works. Students' union sports secretary and his/her advisor takes the responsibilities of the maintenances of the sports facilities. The necessary goods and sports articles are purchased by the office of the principal as per the recommendations of the sports secretary and the advisor of the Student Union of the college. Students with excellence and achievements are publicly felicitated and also supported financially to the extent possible.

Auditorium

The auditorium can accommodate around 200 spectators. It was renovated into a state-of-art facility recently. It is used for all types of cultural eventstoo. It has a very fine sound system with control panels.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://madhusudancollege.in/sports/

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

22

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

22

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://madhusudancollege.in/college-campus/
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)

4184000

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Library

The Library Advisory Committee with the Principal as the chairperson and librarian as member secretary along with two senior faculties tackle all issues relating to the smooth and efficient functioning of the library. At the time of admission students are issued digitized library cards which will be valid till their final semester. For maintenances of library infrastructure and facilities the library committee and administration have been given the responsibility to purchase, procure books, manuscripts and other materials, as per the recommendations received from the departments of the colleges. The departments of the colleges have a good stock of texts and references in their departmental libraries. For enriching of the library, the committee procures some good publications from national and international publishers. The library committee organizes reading sessions and competitions among students and teachers, appeals to and organizes students, teachers, alumni, guardians to donate books.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://madhusudancollege.in/central-library-michael-madhusudan-memorial-college/

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	View File
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

0.06

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

30

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

4.3 - IT Infrastructure

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

Total Computers

Computer Labs

Internet

Browsing Centres

Computer Centres

Office

Departments

Available band width (MGBPS)

Others

Existing

75

07

14

06

0

14

60

100

0

Added

26



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

4.3.2 - Number of Computers

135

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

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	No File Uploaded

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)**

4184000

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The College infrastructure committee headed by the Principal looks after the development, maintenance and utilization of the College physical facilities. These Committees are constituted to plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized. For maintenance of a clean campus environment, grade IV staffs are assigned to various jobs and duties - cleaning of all rooms, corridors, toilets,

compound, etc on regular basis. Skilled workers are hired for repair works relating to buildings, furniture etc. The Policy of the college is to fulfil and upgrade the infrastructural requirements as and when the need arises.

Physical facilities include :

- i) maintenance and repairing of civil works,
- ii) electrical maintenance and repairing works,
- iii) plumbing maintenance and repairing works,
- iv) maintenance of furniture,
- v) maintenance of laboratories equipment including computers, printers, scanner, photo copiers,
- vi) maintenance of networks connectivity, CCTV cameras, LCD projectors etc.

Regarding repair and maintenance works of above-mentioned facilities and support systems on regular basis different committees are there and also supervisors are there to look after the matters and solve. Following committee are existing to function properly,

- a. Building maintenance committee
- b. Campus maintenance committee
- c. Other infrastructure maintenance committee

These committee have responsibility to fix the procedure and guide the supervisors to works properly to extend the facilities to different stake holders. Also requisition placed by them before the governing body of the college. After financial allocation of the estimated expenditures year wise, the matter is placed before governing body for approval and implementation. Definite policy is adapted through annual maintenance scheme (AMC) as per government rules. Particular agencies are selected with lowest maintenance cost to provide services to the stakeholders.

College authority has appointed different supervisors for regular maintenance works to contact with agencies under AMC to resolve the issues like electrical power supply, water supply, gas supply

in laboratories, green generators, refrigerators and many such other physical instruments immediately. For cleaning, gardening and campus maintenance there are seven (07) regular appointed sweepers, two (02) gardeners and seven (07) securities personals and two (02) supervisors are there to for looking after or monitor their jobs in proper and effective manner. Interior space of college building including class rooms, teachers' room, staff room, laboratories, administrative building, library space, students' council office etc are kept clean and maintain by them on regular basis. Gardens, hostel, guest house, outside the building are also maintained by them and NSS unit of the college do activities to maintain cleanliness of entire campus.

Laboratory

There are ten laboratories in the College. Each laboratory has one teacher as lab-in-charge, a Lab Assistant and attendant. Lab in-charge is responsible to maintain and upgrade the laboratory with necessary equipments from time to time to cope with change in the syllabus. The laboratory equipments, specimens, and other necessary chemicals are purchased by the office of the principal and purchase committee as per the requirements of the teaching departments of the college.

Library

The Library Advisory Committee with the Principal as the chairperson and librarian as member secretary along with two senior faculties tackle all issues relating to the smooth and efficient functioning of the library. At the time of admission students are issued digitized library cards which will be valid till their final semester. For maintenances of library infrastructure and facilities the library committee and administration have been given the responsibility to purchase, procure books, manuscripts and other materials, as per the recommendations received from the departments of the colleges. The departments of the colleges have a good stock of texts and references in their departmental libraries. For enriching of the library, the committee procures some good publications from national and international publishers. The library committee organizes reading sessions and competitions among students and teachers, appeals to and organizes students, teachers, alumni, guardians to donate books.

Sports complex (indoor and outdoor)

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There are 54 computers in computer lab. Students utilize the lab as their needs. All repairs and maintenance expenses of the lab are borne by the college. They also look into the College website, up-gradation, biometric services, procurement of hardware and software and other items related to computers.

There is dedicated maintenance facilities for computer laboratories including PCs, printers, scanner, photo copiers, LCD projectors, sound systems, CCTV cameras etc. Fixed agency is there to work for us demand on call basis. Also, this system is included the maintenance of conference room, auditorium, administrative office, virtual & smart class room networking system etc.

Classrooms

There are sufficient classrooms in our college. The cleanliness of classrooms is ensured by a group of Grade -IV workers and sweepers. After the admission process in every semester it is ensured that all the classrooms have adequate desks, benches. Checking of fans, teaching aids etc in the classroom are done regularly. Seminars, workshops, lecture sessions are also conducted in these rooms. The classrooms boards and furniture facilities are utilized regularly by the students but sometime it is also made available for the other governmental and the non-governmental organizations for conducting the exams like scholarships etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://madhusudancollege.in/wp-content/uploads/2022/02/4.4.2-procedures-for-maintaining-and-utilizing-physical-academic-and-support-facilities.pdf

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support****5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year****940**

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefitted 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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year****2370**

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
---	----------------------------

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

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year
0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year
0

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student	A. All of the above
--	----------------------------

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	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

6

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

665

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

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

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.

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
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)

Due to the Covid-19 Pandemic situation Institutional election committee not organized any students election but they coordinated with students and play an active role in the development of students and institutions, Maintain academic etiquette among students and administration, Organize event observations, such as Basant Panchami (Saraswati Puja), Pachise (25th) Boishak (Rabindra Jayanti), Independence Day, Republic Day and organize, Annual social-cultural events for freshers.

They Actively participate in the university annual sports and annual cultural projects, actively participate in various social and outreach programs, such as awareness-raising programs, health

and hygiene awareness campaign, tree planting program, blood donation camp, and help college authorities to organize vaccination programs with collaboration of Municipality.

Provide financial assistance to social and economically backward groups

through college authority. The student union cooperates with college authorities when they need help. The Council is its representative in the administrative and academic institutions. The Secretary of the Student Union is a member of the Academic Subcommittee, National Service Program (NSS) committees, and government agencies. When necessary, he also serves as a member of other committees. By participating in administrative and academic affairs, the council strives to ensure that pays due attention to the interests of students.

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

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

6

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

An Alumni group has been created with 132 members. Details have been gathered (find in upload). Gathered many suggestions which will be discussed in meetings. The meeting will be organized to strategic planning for future contribution from their side and activities.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Michael Madhusudan College is a West Bengal Govt Aided co-educational institution. The College is located in the heart of the city Durgapur has produced thousands of graduates. The College ensures decentralized and participatory governance. It emphasises on collaborative administration by incorporating all its stakeholders. The College functions under the chairmanship and guidance of the Committee Governing Body President, Principal and other stakeholders of the college. The College functions in compliance with the directions given by UGC, Government of West Bengal, and Kazi Nazrul University to which it is affiliated. The Institution is inspired by its vision of "Serve & Develop students and society". IQAC monitors to activities of different subcommittees under the values guidance of Principal. Notable subcommittees include- anti-ragging, gender sensitisation, academic and exam committees, research advisory committees, grievance redressal cell placement committee etc. these committees serve their independent manner which is then presented and discussed in IQAC followed by GB. Students also participate in the governance of the Institution through effective representation through Student Council. The Student Council acts as an interface between the administration and the students in curricular and extracurricular endeavours responsibly. This hierarchical structure makes sure of delegating the power and allocation of responsibilities for the smooth functioning of the College.

Vision & Mission of our institution is to be recognized as an exemplary leader committed to excellence in education, research and innovation that meets the needs of the global community. Michael Madhusudan Memorial College has a specific target and destination. The college aims at unfolding to the fullest potentialities of the students. We are motivated by the vision to produce good citizens, developed both in brain and brawn. The college offers a wide spectrum of courses like Honours in Bengali, English, Geography, History, Philosophy and Education in Arts, Accountancy in Commerce, Computer Science, Microbiology, Mathematics and Physics in Science, Professional course like BCA, BBA equip the students to face the present-day world professionalism and confidently. Apart from the academic aspects, the college endeavours to sensitize the students to the condition of the country and its problems through various cultural programs. The college always fosters the spirits of mutual tolerance, peaceful co-existence of different communities, castes and creeds and respect for the national heritage and national integration of an institution is to provide a scholarly and professional

environment to the faculty members, students, staff and all stakeholders to make lasting contributions to the advancement of knowledge. Everybody should be dynamic, innovative and flexible in devising academic programmes, structures and mechanisms as they may globally competent graduates having creative skills and ethical values and they must carry out cutting-edge research and development for the benefit of society.

Link for Additional Information

- Governing body composition:

<https://madhusudancollege.in/governing-body/>

- IQAC Composition <https://madhusudancollege.in/iqac-naac/>

- About us: History, Vision & Mission <http://mmmcollege.ac.in/>

File Description	Documents
Paste link for additional information	https://madhusudancollege.in/governing-body/
Upload any additional information	View File

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

Michael Madhusudan College is committed for creation, archiving and dissemination of knowledge in Science, Arts, Business Administration and Computer Application for the service to the humanity. The Institution has undertaken a mission to carry out high quality of education as well as develop adequate powers and autonomy are given to Heads of the Institutes/Departments to this effect. All the academic bodies are composed of teaching faculty along with external experts. Students are empowered to express their academic concerns through mentorship program. The institute promotes a culture of participative management by involving the staff and students in various activities. All decisions of the institution are governed by facts, information's and objectives. professionally groomed manpower with sound knowledge and skill, respect for profession, social and national values and ethics. Both students and faculty are allowed to give any feedback and suggestions to appropriate authorities. The administrative officers and faculty members are involved in defining the policies and procedures, framing guidelines and rules & regulations

pertaining to admission, placement, discipline, grievance, counselling, training & development, library services etc. Students also play a role in conduction of academic events such as seminars, exhibition and extracurricular activities. Administrative head has discretionary power to sanction allocated amount for expenditure and purchases. The details of financial planning, investments, budgeting and audits are discussed, planned and Monitored by several committees and thereafter placed before Finance Committee for finalizing the budget, after approval of finance committee the details are placed before the Governing Body for deliberations and final approval for implementation.

This commitment is translated into practice through:

- Ensuring topical and relevant curriculum;
- Adapt excellent service mechanism;
- Professional and intellectual fulfilment of faculty and staff Involving all stake holders in growth and development of the College;
- Continuous augmentation and renewal of infrastructure and facilities;
- Creating friendly and conducive work environment.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Over the past 25 years, the college has shown tremendous growth. If this is to be sustained, strategies must be formulated, communicated and implemented effectively. Several plans have been implemented like-

- Planned to introduce job-oriented courses.
- Offering certificate and diploma courses through various excellences.
- Extension activities were carried out through NSS.
- Extension activities were carried out through NCC.
- More students from the socially deprived society were admitted with a nominal fee, merit scholarships.
- The college organized various skill development training.

- Motivate the Faculty to enroll in Ph.D.
- To encourage the students to participate in co-curricular/ extracurricular activities.
- To encourage the Faculty for Paper publishing in UGC approved national and international journal
- As per the needs of the students and job prospects value-added and Add-on courses are conducted.
- The committee also ensures well planned educational development under IQAC
- The IQAC ensures the overall college development for curriculum implementation.
- The management has an active and lead role in the implementation of feedback as well as proper action is taken after feedback analysis. The online, as well as manual feedbacks, are taken from students.
- The internal and continuous assessment is done as per guidelines issued by the KNU.
- The academic planning and management committee develops, designs an academic calendar every year.
- The examination committee conducts meetings prior to University Examination in order to ensure smooth conduction of the examination.
- Internal marks are allotted based on the assessment test marks and the student's attendance Percentage. Theory and practical examinations consist of two components Namely, External evaluation (ESE) and internal (continuous) evaluation (CA).
- Remedial classes and Counselling are provided for slow learners.
- Encouraging faculty to organize, attend and present papers at state/national/international conferences and seminars.
- Faculty members are motivated to publish their research papers in reputed national and international journals/conferences.
- The library is well equipped with reference books, textbooks, journals, periodicals newspapers, etc. And housekeeping operations are automated through software with a subscription to NLIST -NFLIBNET, through which teachers & Students can access & download many E-resources in respective subjects.
- Library Collection: The College has a rich collection of 19145 texts & 793 reference Books across all the streams. For E-books, Journals/Periodicals & E-Journals - the college on the yearly subscription of NLIST-INFLIBNET. Library regularly subscribes 8th of most circulated local newspapers in Bengali, English & Hindi other than job

oriented publications like Karmasketra, Employment News, etc. Educational CDs/DVDs which are obtained with books are archived in the library in subject-oriented Patten. Total 8 computers are connected with access to central internet of 30 MBPS Bandwidth connection.

- Infrastructural facilities

Facilities

Number

Classrooms ICT enabled

20

Normal

26

Virtual Classroom

1

Smart classroom

1

laboratory

12

Building area

76000 sq ft

- Medical leave provision is given to the faculty and staff members based on the request.
- On duty is provided for pursuing higher studies, attending Refresher courses/seminars/conferences/workshops, and exam duties.
- The college established MOUs with reputed core industries to enhance Industry-Institute Interaction activities like industrial visits, in-hand training. College with its Department of Microbiology has signed MoU with CSIR - Central Mechanical Engineering Research Institute, Durgapur, WB, India and Next Generation Scientist Pvt. Ltd., Gomti Nagar Extension, Lucknow.
- The admissions of the students are followed as per rules and regulations based on the KNU norms.
- Admission Committee works for the Framework of the admission process. It frames a committee for admission in the month of May every year; the committee involves the Principals, H.O.Ds, Teacher, and Non-Teaching staff. This Committee decides about the admission process, fees structure Merits of students for admission, the last date of admission, etc.
- Counseling of students is also done regarding different programs based on merit.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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.

Michael Madhusudan Memorial College is administered by the Governing Body. Based on the need, and according to the policy of Higher Education, Guidelines and Procedures are formulated by the College and get approval from the Higher Education Commission. The overall planning and development of the college are done by the Governing Body under the Presidentship of a locally nominated person. The day-to-day administrative affairs of the College are managed by the Principal and the faculty members. The President is the administrative head of the institution shouldering the

responsibilities of administration, appointments, and infrastructure. The Principal is the academic head, ensuring the proper conduct of all the academic, research, and extension activities. The bursar is responsible for all financial matters. The Statutory Bodies are constituted and meetings are conducted as per the UGC, MHRD, State Government, and University guidelines. The Non-statutory Bodies are constituted by the G.B members to complement the functions of the Statutory Bodies. The Governing body members nominate other academicians and experts into these Bodies to strengthen the functioning of the College. The programs, courses, and activities are periodically evaluated by the University and reported in the appropriate Bodies for proper implementation. The executive leadership is shared with the Principal, IQAC Co-ordinator, and all the Heads of the Departments. The Principal is also assisted by the faculty members in academic and administrative affairs of the Self-financed stream. The Grievance redressal committees have been formed for both staff and the students. The power delegation and decentralization of authority enrich the effective and efficient functioning of the institution in all its spheres of planning, decision-making, and implementation. The Management plays a crucial role in enriching the bottom-up approach in planning and execution of various academic activities.

- Organisational hierarchy
- Principal
- Governing Body
- IQAC Co-Ordinator
- Head Of The Departments
- Teachers' council
- College subcommittees
- Student Council
- Alumni Association
- Career Guidance Cell
- Grievance Redressal Cell

File Description	Documents
Paste link for additional information	https://madhusudancollege.in/governing-body/
Link to Organogram of the Institution webpage	https://madhusudancollege.in/anti-ragging-cell/
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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Teaching and non-teaching staff are directly benefited by financial support from the college. This includes Festival advance, PF loan. Other than these in urgent need of any staff, financial supports are made upon the discussion in the finance committee and from the Principal's end, as and when required. West Bengal health scheme and Sasthya Sathi are offered where it's applicable. Other than financial supports college extends support for developing academic and professional aspects of staff by allowing them to attain several programs arranged by Govt. as well No-Govt bodies. For the students' WB student credit cards are offered along with other different Govt. and No-Govt financial supports (Swami Vivekananda Scholarship (SVMCM), Kanyashree (K1, K2) Aikyashree, West Bengal Backward Class, Chief Ministers Scholarship). Financial Aid to BPL students financially weak and

meritorious students. Due to Covid-19 Pandemic Principal recommends 2370 students for BPL equivalent concession.

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

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

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

3

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

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

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	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

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Michael Madhusudan Memorial College, Durgapur has a systematic performance appraisal system for its teaching and non-teaching staff.

- **Teaching Staff: Academic Performance**
- **Academic Audit:** a team will assess the performance of each department. The principal has to submit an action taken report on the remarks pointed out by the academic audit team.
- **Student feedback:** faculty at the end of every year students' feedback is taken to assess the performance.
- **Performance Appraisal for Non-teaching Staff:** The Principal directly monitors the non and regularly conducts meetings to take supervise the teaching staff's administrative and financial aspects such as fee collection, scholarship status, etc. The Non teaching staff have to keep a record of their work in the prescribed format.
- There are two types of Performance-based evaluation. The first is called "PBAS [performance based appraisal system]" and the second is called "annual secret-report". The PBAS provides feedback to the faculty member. It helps them in understanding the changing needs of students. All teaching faculty members fill the prescribed format of PBAS for self-appraisal. This system encourages them to make excellent performance in teaching and learning. The institution has PBAS for the assessment of teaching staff. The appraisal report is based on the annual performance of the employee on the basis of their academic, research, and other extracurricular activities. This format [PBAS] is filled by the employee in a given prescribed proforma, which includes all the above sets related to points and sub-points. Students' feedback is taken following NAAC suggested SSS format. The last part is the evaluation by the Principal. It is then sent to higher authority of the Higher Education Department of the Government of West Bengal.

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

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

Internal financial audits are done after discussion with governing body and finance committee. The external audit is done by WB

Govt., nominated personnel. The final report is submitted to the Directorate of Public Instruction, Govt. Of West Bengal.

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

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

Internal financial audits are done after discussion with governing body and finance committee. The external audit is done by WB Govt., nominated personnel. The final report is submitted to the Directorate of Public Instruction, Govt. Of West Bengal.

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

6.5 - Internal Quality Assurance System

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

Curriculum Development : Complete CBCS (up-to 6th Sem) curriculum for each course has been developed by respective syllabus committee. LOCF (Learning Outcome- based Curriculum framework) have been implemented for the 1st Sem for all the courses.

Teaching and Learning: a) Teaching, learning, internal assessment all are done through Canvas Technology b) Guardian and student feedback is taken yearly c) Extra classes are taken for slow learners through multimedia coaching technique for all semesters.

Examination and Evaluation: Semester system examinations are taken according to University Guidelines as per University's academic calendar. Internal examination for both practical and theory is taken as a continuous assessment procedure. The internal examination online has been done in the period of lockdown including viva-voce. LOCF has been introduced.

Research and Development: a) Teachers are encouraged to submit minor and major research projects. b) Information about seminars and workshops is provided to teachers and they are encouraged to participate in them. c) Faculties are advised to arrange national and international levels seminars, workshops, and conferences.

Library, ICT, and Physical Infrastructure / Instrumentation: a) NLIST- INFLIBNET service has been renewed b) 18000 books have already been converted into e-books through KOHA. c) Students' records are maintained on a software basis d) e-cataloging of books are on the verge of automation.

Human Resource Management: a) Faculties are motivated to develop themselves by participating in different workshops. b) The college encourages them for qualifying in the NET and SET examinations and to participate in Ph.D. programs. c) The college releases the teachers concerned for Refresher Courses, Orientation Courses, Workshops, Seminars and Conferences d) Professional development finance like HRM e) Health development scheme like WBHS, SS f) All faculties and student details have been registered in Institutional LMS portal in Campus Technology g) student's attendance is recorded in Campus Technology also.

Industry Interaction / Collaboration: Students of the Dept of Microbiology were sent to CSIR-CMERI in regular intervals to attain a two/ three days workshop.

Admission of Students: Fully online through college online portal,

verifications, counseling, publication of merit list all have done as per guidelines provided by Kazi Nazrul University and Higher Education Department, WB.

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

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

The success of an institution is the result of the combined efforts of all who work towards attaining the vision of the institution. The institution focuses keenly on decentralization by intending equal opportunity and equal role to The mission statement by taking into account the needs of the society -the institute is established as the center of excellence in the locality. Right from the President of the Management Committee to the staff and students, all the stakeholders have a role to play in the building of the college. The highest authority of the college is the governing body which consists of Govt. the nominee, the University nominee, teaching representative, Nonteaching representative, and Students' representative. Their involvement and cooperation in devising and implementing decision-making policies for academic and administrative affairs through various bodies and committees have contributed to the growth of the college. Different committees like academic sub-committee, finance committee, purchase committee, anti-ragging cell, research, and advisory committee, etc. There are other committees like sports committee, cultural committee, where students take active participation.

Planning and Development:

a) Internet access is through the WIFI system of the college. b) CCTV cameras are placed in nodal zones. c) Syllabus, classes, enrolment of the students have

been done in Campus Technology.

Administration: updating of LMS-ERP portal CAMPUS TECHNOLOGY and Website has been launched.

Finance and Accounts: Govt. of West Bengal financial audit.

Student Admission and Support: Student admission form fillup, fees submission, semester fee submission, notice circulation are now online.

Examination : Examinations are done fully online, evaluation and marks capturing are also done fully online, during this pandemic situation

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)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

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

Measures initiated by the institution for the promotion of gender

equity during the last session:

NSS unit of this college started exclusively to encourage the girl students and the unit is successfully conducting various activities to serve society. A great proportion of the NSS unit is girl students. Who gets involved in the same works with boys. Eg

- Slum Development and up-gradation process at Arhai chanda village near Durgapur, WB: This project is carried out entirely by the NSS department. Gender equity awareness is implemented within the concepts of the team. The main objectives of this endeavour were to study the educational, basic hygiene, sewage level of people who live in these slums, what can be done to improvise their living standards, supplying drinking water, living and sanitation standards.
- The health centre is provided on the campus with a separate medical room and basic emergency first aid.
- Kanyashree, Beti Bachao, Beti Padhao like programmes are implemented through college

NCC unit also involves girl students

Separate Ladies common room with attached toilet is available

The Sanitary Napkin Vending machine is placed at an easily accessible place and the linked incinerator is placed toilet of the girls' common room.

File Description	Documents
Annual gender sensitization action plan	https://madhusudancollege.in/gender-sensitization-cell/
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	a. Safety and security b. Counseling c. Common Rooms
7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	E. None of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
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

There are different types of wastes disposed of in the college for which there is a proper system functioning.

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and waste management

There are different types of wastes disposed of in the college for which there is a proper system functioning. The following wastes are being disposed of by the college:

Solid Waste Management: Solid wastes are collected in dedicated bins at all the departments, corners of corridors, and administrative sections. The college has two big dumping carts provided by Durgapur Municipal Corporations on its campus where the solid wastes materials are disposed of. Those carts are conveyed at regular intervals to the particular dumping ground for the solid waste as a protocol by the state of West Bengal keeping. It is to be noticed that there is the flagship program of the state government that comprises the concept of solid waste management. Keeping this in view, the college also manages its solid waste management system.

Liquid Waste Management: The wastewater is carried out through the organized drainage system and pipeline. This system is made by the Public Welfare Department of the state government.

Biomedical Waste Management: Biological wastes from the biological science departments of the college are first incinerated and disinfected and then disposed of following a waste management system by the municipal corporation from the college.

E-waste Management: Initially those are dropped in a dedicated room in college. There is no e-waste management system in the college yet, but the college is in process with an external organization to dispose of those.

The e-medical Waste Management: There is no e-medical waste management system in the college.

Hazardous chemicals waste management- There are dedicated pits on the college campus where Hazardous chemical waste is disposed of under the ground.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

E. None of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

A. Any 4 or All of the above

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

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	C. Any 2 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
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	View File

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).

Our motto signifies our commitment towards the development of society with continuous traditional values

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- Invocation from Taittiriya Upanishad

"Let us together be protected and let us together be nourished by God's blessings / Let us together join our mental forces in strength for the benefit of humanity /Let our efforts at learning be luminous and filled with joy, and endowed with the force of purpose/Let us never be poisoned with the seeds of hatred for anyone / Let there be peace and serenity in all the three universes."

- To build a nation of youth who are noble in their attitude and morally responsible, MMM college organizes and conducted several activities to build and promote an environment for ethical, cultural, and spiritual values among the students and staff. To develop the emotional and religious feelings among the students and the faculty, commemorative days are celebrated on the campus with the initiative and support of

the management for not only recreation and amusement but also to generate the feeling of oneness and social harmony.

- Harmony of Genders, religions, ideologies is maintained and transmitted to the students, to build their moral characters.
- The college and its teacher and staff jointly celebrate the cultural and regional festivals, like Independence Day, Republic Day, Saraswati Puja, New-year's day, Fresher day, Teacher's day, orientation and farewell program, Induction program, rally, Annual social, plantation, Youth day, Women's day, Yoga day, Holi Milan celebration, religious ritual activities are performed in the campus.
- Motivational lectures of eminent Swamis of Ramkrishna mission are arranged for all-round development of the students for their personality development and to make them responsible citizens following the national values of social and communal harmony and national integration.
- Besides academic and cultural activities, we have built up many strong infrastructures for a variety of sports activities for the physical development of the students.
- In this way the institute's efforts/initiatives in providing an inclusive environment for Everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic, and other diversities.
- Annual sports are organized in the college's own ground to develop disciplines.

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

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

- Students must maintain strict discipline. They must be decently dressed and should refrain from any sort of activities, which are unbecoming of the students. Any sort of indiscipline activities would lead to rustication from college.
- Any sort of vandalism like breaking of furniture, college properties, or misappropriating any items of the college would lead to fines, punishments, or both. Students must

attend their classes regularly.

- If anyone is compelled to absent himself/herself for a number of days consecutively, he or she must inform the principal of the matter well in advance.
- If they fail to pay college fees within notified dates , fines, as fixed by the college authorities, would have to be paid College is the Alma matter, sacred temple of learning Students should bear this in mind and do nothing which would vitiate or taint the ambiance of the college.
- Loyalty to and love for the college is expected from the students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
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

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

and festivals

Institution celebrates/ organizes national and international commemorative days, events and festivals. National festivals play an important role in planting seeds of Nationalism and Patriotism among the people of India. Our institution celebrates these events with great enthusiasm to commemorate the ideology of nationalism and to pay tribute to our great National Leaders. The Faculty, Staff, and Students of the institution all come together under one umbrella to celebrate these occasions and spread the message of Unity, Peace, Love, and Happiness throughout.

Republic day: The institution celebrates Republic day on 26th January every year, commemorating the adoption of the Indian constitution and spreading the message that India is the largest democratic country in the world. This is a day to remind the students about the constitution of the country and the need to abide by it at all times. The celebration includes the hoisting of the national flag and spreading a warm message of nationalism in a speech by the Principal.

Independence Day: is celebrated every year on the 15th of August, parades and flag hoisting are organized and are celebrated to mark the freedom of India from British rule. The institution encourages students to remember our national leaders and their sacrifices.

Gandhi Jayanti: is celebrated every year on 2nd October as a holiday to pay our respect to him.

Martyr's Day: is observed to salute the Father of the Nation and the other martyr soldiers on 31st October every year.

Netaji Jayanti or Netaji Subhas Chandra Bose Jayanti: officially known as Parakram Diwas or Parakram Divas (lit.?'Day of Valour'), is a national event celebrated in India to mark the birthday of the prominent Indian freedom fighter Netaji Subhas Chandra Bose. It is celebrated annually on 23rd January. He played a pivotal role in the Indian independence movement. He was the head of the Indian National Army (Azad Hind Fouj). He was the founder-head of the Azad Hind Government.

International Yoga day: is celebrated on 21st June every year. In this session, yoga was organized online. In previous years it was celebrated on campus with the yoga instructors.

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.

Dealing with wastes on the campus.

Objectives of the practice:

A group to deal with waste management in the campus is formed constituting of students and staff of the college including NSS Department.

The objectives of this group are:

1. to generate awareness among students of managing waste.
2. to involve the students in cleaning their college campus.
3. to set up waste bins in sufficient numbers to avoid littering.
4. to generate consciousness among students about e-waste accumulation and disposal of e-waste from the college campus.
5. to promote a sense of hygiene among students.

Practice:

The activity was carried out on a large scale to clean Michael Madhusudan Memorial College (by NSS Department) campus and area around it in every Saturday. All plastic waste and garbage were cleaned thoroughly by the students and disposed of it in an appropriate manner.

Encouraging the faculty members and students to do online courses.

Objectives of the practice:

A group to deal with Encouraging the faculty members and students to do online courses is formed constituting of students and staff of the college.

The objectives:

To improve the quality of faculty members and to motivate the students for online courses like NPTEL, SWAYAM, Coursera.

The Context:

Now a day online courses have become immensely important for Engineering students. So to encourage the students, the college authority is emphasizing these online courses.

Practice:

The faculty members and the students are encouraged to pursue these courses for their development. In order to encourage the faculty members to pursue these courses, the management has decided to pay the entire exam fee if he or she passes the exam. Necessary infrastructure including smart boards and LCD projectors, Wi-Fi facilities, e-resources have been enhanced/created to use ICT facilities optimally. Teachers have also been trained in the use of technology which has resulted in better teaching-learning. There are provisions for online submission and assessment of projects

Evidence of success: - Number of students as well as faculty members pursuing these courses increasing steadily.

A few further best practices are carried out by Michael Madhusudan Memorial College:

The college has taken many steps to minimize energy consumption. There is the Replacement of energy-consuming tube lights & bulbs with energy-saving CFL. Tubes & LED bulbs.

This Govt. aided College, true to its legacy of pro-poor-student attitude since its inception, has taken a firm resolve to extend all possible financial support to deserving students and help them to realize their fond dream of acquiring higher education.

The matter of slow learners and advanced learners in this college are addressed with the following policies.

Advanced learners Students

Advanced learners Students are encouraged and supported with short Depth of topics, Project Work, Assignments, Seminar, Extended Library Use, Engagement in Peer to Peer Teaching, small Academic recognition, one-to-one Feedback Sessions on the topics taught, guided solutions of more challenging questions in the Examination Question Paper, Writing Assignments on more Challenging Topics. For advanced learners, Group discussion, seminar presentation, open book internal assessments, project works, Entrepreneurship etc.

Slow Learners

Slow learners are supported to grab the subject with Extra mentoring classes, Compensatory teaching classes, one-to-one basis discussions of their problems, Remedial teaching, Developing self-learning materials (SLM), peer-to-peer tutoring by high ability classmates, Encouraging them to articulate orally in the class & providing more chances for classroom participation, Teaching learning skills such as note-taking, outlining, and active listening, encouraging them to spend more time on reading in libraries outside the class hours, Additional learning opportunities through online video or visual sources like Youtube, Whatsapp, etc. As remedial classes, extra practice providing materials, and other means.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The prime motto of this college is to teach students to Gain, Giving Back to society and Environment

This society should sincerely serve the cause of the education needs of the common man of this cosmopolitan city. We believe in high standards of academic, professional, and societal performance.

We believe that college life is not all about academics, games, friends, and fun. It is also about learning to interact with other

people, being aware of social, environmental, and gender issues, and inequities in society. We provide an opportunity to every student to contribute to making the society in which they live a better place and to grow as better individuals.

- First of all, this college provides Bachelor's and Master's degrees to a large pool of first-generation learners of Paschim Burdwan, Birbhum, and Bankura districts.
- The location of this college is at the prime position of Durgapur city with the easiest communication.
- This Institute gives many toppers of the affiliating Kazi Nazrul University.
- Industry interaction and liaison is an ongoing process by making MoU with premier institutions of this region and other parts of the country. Activities which happen year-round in the form of student's industrial training, placements, Industrial visits, guest lectures, demonstrations, evaluation of competition etc.
- To give the students a first-hand update of the current practices, academicians and researchers from different national and international organizations visit and deliver seminars/webinars which increases the exposure of the students both to academia and industry.
- Faculty members attend refreshers training programs in various star hotels every year which intern help students to broaden their thinking capacities and current situations of academia and research as well as industry.
- A number of faculties are involved in the BOS of the respective subject which enables students to understand the flow of academics of this institute.
- Faculty members are regularly appointed on committees like the Board of Studies 'Syllabus Revision' and 'Examination' of the Universities.
- Faculty members are invited as resource persons for seminars, guest lectures, and workshops on Career Counseling, Research Methodology, and Accreditation procedures.
- The Principal was also appointed as a peer-review team member of NAAC. This helps in the overall quality increase of the college.
- The microbiology department of this College welcomes students from different pioneer universities to do summer internships.
- The students are given extra training to participate in the competitions for which dedicated faculty members are assigned in each department.

- During COVID pandemic Students' council and NSS department organized a number of social activities to teach students to serve thriving people next to them.
- Last but not the least; College solicits feedback from a student on teaching, facilities, and Infrastructure, provides extra emphasis on advanced and slow learners.

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

7.3.2 - Plan of action for the next academic year

1. Applying IIQA
2. Submitting SSR
3. Arranging NAAC peer team Visit
4. Purchase books for central library
5. Developing computer centre with 100 computers
6. Initiation of separate building for library
7. Building modular Laboratories for Microbiology, Chemistry, Zoology departments