



20, Ramkanta Bose Street, Kolkata-700 003

Ph. : (Off) 2543-5687 / 2555-6325 (PL) 2530-2008

Fax : 2554-6500 E-Mail : mkcshyam@hotmail.com

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

The vision of the college is **M**-Mastery over various subjects, **K**- Kindle the minds of students and **C** – Champion various causes while the mission of the college is to **E**nlighten, **E**mpower and **E**nrich the students. The various plans and programmes of the college are framed by the Governing Body and the Principal together around the above vision and mission.

Various administrative and academic departments of the college are effectively governed through IQAC, Teachers' Council, Development committee, Research Cell, etc. to uphold the vision and mission of the college

Different committees under the convenorship of a teacher or a non-teaching staff assist the Principal to work for overall management of the various operations of the college, such as, admission, academic coordination, conduct of examinations, promotion of research and extension activities, development of infrastructure-facilities, appointment of staff, maintenance of service records, etc. The management mobilizes funds for upgradation of infrastructure, laboratory, library and office, along with creating environment friendly campus/premise.

Perspective plans toward accomplishing the vision and mission of MKC

- To enhance the quality of education, the college has introduced a number of new subjects and is trying to start post graduate courses as well as certificate courses.
- To broaden the exposure of students, the college has entered into MoU with other institutions, has arranged for faculty exchange, talks by eminent experts and has encouraged collaborations on research projects as well
- To inculcate a research oriented culture, faculty development programmes are arranged, financial support is provided for faculty participation in seminars and the faculty is encouraged to publish research papers.
- To cater to the changing needs of the students, classrooms and laboratories have been extended and upgraded with high speed internet facilities. Library facilities have been thoroughly upgraded with extensive provision of digital resources.
- To promote inclusivity, different awareness programmes, seminars on human rights, International Language Day are organized. Different gender sensitization drives are organized and International Women's Day are celebrated every year.

- For the holistic development of students, inter college and intra college extracurricular activities and cultural activities are organized.
- Sports infrastructure has been developed along with a well- equipped gymnasium and coaching facilities for maintaining the fitness of students.
- Psychological counselling, mentoring and awareness drives on mental health issues are arranged to ensure the overall well-being of the students.
- The Placement Cell organizes regular campus recruitment drives, workshops on job opportunities, and soft skills.
- To empower students in the job market, campus placement drives are arranged, soft skill development workshops are organized.
- To empower the girl students, in particular, the college arranges for Self Defence and Yoga courses.
- Workshops on nutrition and health also are conducted regularly.
- Health check-up camps, blood donation camps, sustainability programmes are also organized since the College believes in a holistic development of not only the students but also the teaching and non-teaching staff staff.
- The College has pledged to become a thalassaemia- free College and so regular testing is done with consent from parents/ guardians to secure the current as well as future generations.

Governing Body Composition:

GOVERNING BODY OF THE COLLEGE	
President	Prof. Sougata Ray, Honourable Member of Parliament, Govt. of India
Secretary	Dr. Sima Chakrabarti , Principal , Maharani Kasiswari College.
State Govt. Nominee	Dr. Urmila Ukil, Ex-Principal Sarojini Naidu College.
	Dr. Mallika Banerjee, Professor (Retired), Department of Psychology, University of Calcutta.
University Nominee	Dr. Atanu Kumar Dogra, Professor, Department of Psychology, University of Calcutta.
	Dr. Anita Mukherjee, Professor, Department of Sociology , University of Calcutta.
Nominee of WBCHSE	Dr. Mahua Das, Chairman of WBCHSE.
Teacher Representatives	Dr. Sushanta Kumar Bag, Assistant Professor, Department of Sanskrit.
	Dr. Anindita Roy (Chakravarti) Assistant Professor, Department of Food and Nutrition.
	Dr. Anindya Basu, Librarian, Maharani Kasiswari College.
Non-Teacher Representative	Sri Subrata Kundu , Clerk
Students' Representative	Students' Union Representative

IQAC members list:

1. Dr. Sima Chakrabarti, Principal,
2. Dr. Tapan Kumar Chand, Convenor, IQAC.
3. Heads of All Departments- Academic Committee.
4. Dr. Manidipa Mitra, Associate Professor, Department of Education.
5. Lieutenant Shukla Sarkar, Associate Professor, Department of History.
6. Dr. Susanta Kumar Bag, Assistant Professor , Department of Sanskrit.
7. Dr. Anindya Basu, Librarian.
8. Dr. Shyam Prasad Ram, Librarian.
9. Dr. Uttam Kumar Sardar, Associate Professor, Department of Geography.
10. Dr. Chandrima Karmakar, Assistant Professor, Department of English.
11. Mr. Sourav Dutta Mustafi, Assistant Professor, Department of Commerce.
12. Dr. Abul Salam (External Member).
13. Prof. Sanjeev Pakhira (External Member).
14. Sri Subrata Kundu, Clerk.

**LIST OF SUB –COMMITTEES WITH MEMBERS
FOR THE ACADEMIC YEAR: 2018-19, 2019-20 & 2020-21.**

SL NO.	NAMES OF THE SUB-COMMITTEES	CONVENOR(S)	OTHER TEACHING MEMBERS	NTS SUPPORT
01	Academic	SM1	ALL HODs	OFFICE STAFF
02	Admission	SB , LD	SM1, SG, AB (CS), AB (Lib), AH1, AH2, SG2, BB, SD (Geo).	OFFICE STAFF
03	Prospectus & Academic Calendar	SM1 , MM2	DC, SC, RC, SKB, LD, SD (F&N), SPR, SK (Edu), AD (EDU).	ACCOUNTANT& CASHIER
04	Class Routine	SM1, MM2	SS2, AB (COM), AH2, BB, SD (GEO), ES (GEO), UB (PSY).	SUBRATA KUNDU
05	Exam conduct (College + University)	SS2, AB(COM)	SM1, RC, SD (F&N), AB (CS), RY, AH2, AFH,NT.	ZAKIR ALAM
06	Library	SPR, AB(LIB)	CP, KB, SKB, SG, LD, TS, CK, PR, A.Seth, JB (SOCIO).	NUPUR CH. GHOSH
07	Magazine & others Publications	RC, SG	MM1, KB, RM, SKB, SM (H), RY, GM, SDB, AFH, SK (Edu).	NUPUR CH. GHOSH
08	Study Circle & Seminar	AC, CK	MM1, KB, CP, CD, SB, SG, SPR, AH1, SK (Edu), SK (F&N), SD (GEO), SH (GEO), UB (PSY), AG (PSY).	SATYAJIT SAMANTA
09	Students' Concession & Welfare	SC, TS, SD(F&N)	MM1, RM, SS2, MB, SDB (SOCIO), JB(SOCIO)	OFFICE STAFF
10	Academic Performance (Status & Progress)	SS1, MB, SD(F&N)	DC, SC, MM1, SS1, SM(H), TKC, CK.	OFFICE STAFF
11	SC/ST/OBC/BPL Cell	RM, TS	SS2, LD, CK, PR, AH1, GM, MB, AFH.	SOUMEN SARDAR
12	Discipline, Grievance Redressal & Counselling	DC , PR	SM(H), SB, TKC, GM, AB(LIB), UB(PSY), AG(PSY)	OFFICE STAFF
13	Sexual Harassment &	MM1 , KB	RC, SB, AB (CS), SDB, SG2, SK	OFFICE STAFF

	Redressal cell		(Edu), UB (PSY),	
14	UGC	RY , AH2,SD(F&N)	MM2, AC, AB (CS),SPR,AB(Lib),AH1,CK.	OFFICE STAFF
15	AISHE	AB(CS), AB(LIB)	CD, SM (H), SD (F&N).	OFFICE STAFF
16	IQAC	TKC	SM1, MM2, SS2, SKB, AC, AB(Lib), SPR ATANU KUMAR DOGRA (EXTERNAL MEMBER), SANJIB PAKIRA (EXTERNAL MEMBER), MD. ABUL SALAM (EXTERNAL MEMBER).	FULL OFFICE
17	NAAC	SKB,TKC	SM1, SC, KB, CD, CP, MM2, SS1, RC, SS2, SKB, LD, AC, SB, SG, PR,AB(CS), AB(Lib), SPR, GM, AH1, MB, CK, MG, AH2, AFH, UKS,SD(GEO), AG(PSY), SOURAV DUTTA MUSTAFI (EXTERNAL MEMBER), PRADIP HAZRA (EXTERNAL MEMBER).	FULL OFFICE
18	NSS, Community extension & Social Welfare	GM	DC, SS2, SKB, SM(H), LD, SB, AC, SG, TS, SD(F&N), PR, AH1, AH2, RY, AFH, BB,NT, SK(F&N), SD(GEO), UB(PSY).	OFFICE STAFF
19	NCC	SS2	TS, SD(F&N)	OFFICE STAFF
20	Career Development & Placement Counselling	SPR, AFH	DC, RC, SM (H), AC, SG, AB (Lib), MG, VL.	AVRADEEP SAHA
21	Election	CP , SKB	SM1, SC, KB, SS1, SM (H), LD, TKC, AH1, BCS (Phil).	OFFICE STAFF
22	Part-Time	AB(COM)	ALL GOVT. APPROVED PTTs	PULAK DAS
23	Building Committee for Campus Renovation & Extension	SKB , SPR	TKC, NT, FC MEMBERS (INTERNAL), BURSAR, SD (GEO).	HEAD CLERK
24	Class room Beautification & Development	SS1 , CD	KB, MM1, RM, SM (H), PR, SDB, MB, CK, AD (EDU).	ANJAN BHOWMICK
25	Website & Computer maintenance	AB(CS), SPR	SM1, CP, RC, SB, AB(Lib), AB(COM), SD(GEO)	SUBRATA KUNDU
26	Alumni Co-ordination	AC, AH1	ALL HODs, MM1, MG, PG, A Seth, ES (GEO), GS (STUDENTS' UNION).	SATYAJIT SAMANTA
27	Hostel	SDB , AH2	CD, RM, SKB, AC, SB, TKC, GM, PR, MB, AG(PSY)	ANJALI MONDAL, JAYEETA DAS
28	Cultural	SM(H), SS1	AB(CS), MB, SD(GEO), AFH, MG, CK, SG2,VL, SK(F&N) A Seth	ARCHITA DAS
29	Sports	RM , TS, SS2	MM2, SS1, SS2, LD, MG, SK(F&N), S DEB (PHYSICAL INSTRUCTOR)	KOUSHIK DUTTA, SWAPAN BARUA
30	Sarasvati Puja	AH1, MG	TS, GM, RY, PR, MB, AH2, SG2,	AVRADEEP SAHA,

			NT, SS3, PG, BCS (Phil), ES (GEO).	SANDHYA SETTY
31	Picnic	SB, AFH	RM, TS, AH2, AFH, MG, PR, CD, SG2, SD (GEO).	SATYAJIT SAMANTA
32	Leave record & Service Book maintenance	SKB, SG	CP, RY, SPR, AB(Lib), AH1, MG,AH2,UKS	ARCHITA ROY, NUPUR CH, GHOSH,ZAKIR
33	Yoga/Gym/ Self Defence	SS2	RC, SB, TS, SD(F&N), TKC, SH(GEO), SD (PHYSICAL INSTRUCTOR)	BAISAKHI BAIDYA
34	Excursion/Educational tour	SS2, TS	SKB, SB, MG, AFH, BB,SD (GEO), DB (TTMV), AD (TTMV).	SATYAJIT SAMANATA, MADHURI BARUA, SANDHYA SETTY
35	Feedback Cell	SKB, TKC	ALL HODS,BURSUR, Convenor of Part Time COMMITTEE , One External member of IQAC & Another External Member of NAAC	PULAK DAS
	SSS	MM2 , SG		
36	Research Cell	SG, SD(F&N)	SB, TKC, AB (Lib), AH2, UKS.	OFFICE STAFF

Maharani Kasiswari College
List of Sub-Committees, w.e.f May, 2023

SL NO	NAME OF THE SUBCOMMITTEES	CONVENOR(S)	OTHER TEACHING MEMBERS	NTS SUPPORT
01	Academic	CP	ALL HODs	OFFICE
02	Admission	SB, SDM	SG, AC, AB(CS), PR, AH1, AH2, AH3, SD(Geo), All teachers, Dept. of Computer Science	OFFICE
03	Prospectus and Academic Calendar	SS1, MM2, SKB	DC, CP, RC, SD(F&N), SPR, PG, NT, PD(EDU), NG(ED)	SUBRATA KUNDU, ARCHITA ROY
04	Class Routine	CP (Overall Supervision & Room Allotment)	SDM, NT	SUBRATA KUNDU, ARCHITA ROY
		MM2, AH2 (ARTS)	SS1	
		SD(F&N) SCIENCE	CK, MG	
		HOD (COMMERCE)	LD	
05	Exam Conduct (College+ University)	CP, SS2, SDM	RC, AB(CS), MG, SD(F&N), AFH, SG(SOC), NT	ZAKIR ALAM, SATYAJIT SAMANTA
06	Library	SPR, AB(LIB)	KB, SKB, LD, SD, RY, SDB, CK, MG, SK(EDU), NT, BCS, PG(SANS), AS, SB(TTMV), JB(SOC), PG(ENVS), NUPUR CH. GHOSH	ARCHITA ROY
07	Magazine (including Campus magazine, e-magazine) and other Publications	RC, GM, DS(HIN)	MM1, KB, RM, SKB, SM(H), SG, RY, SDB, MB, AFH, PG(SANS), AB(CS), AS	OFFICE
08	Study Circle & Seminar	AC, CK	MM1, KB, CP, LD, SPR, AB(LIB), SK(EDU) MG, SK(F&N), SH(GEO), AG(PHY)	OFFICE
09	Students' Welfare & concession	TCS	SM(H), LD, AC, AB(CS), SDB, PR, AH1, GM, AH2, MG, SG2, SK(EDU), SK(FNT), BCS, PG(SANS)	OFFICE
10	Academic Performance (Status & Progress)	SS1, SD(F&N), MM2	DC, MM1, SB, LD, SM(H), MB, PG, BB, AH3, AD(COM), SD(GEO), ES(GEO)	OFFICE




Dr. SIMA CHAKRABARTI
 Principal
 MAHARANI KASISWARI COLLEGE
 Ramkanta Bose Street, Kol-700003.

19-06-2023

Maharani Kasiswari College
List of Sub-Committees, w.e.f May, 2023

11	SC/ST/OBC/BPL Cell	RM, TS, RY	SS2, LD, SPR, CK, PR, AH1, GM, MB, AFH, SK(F&N), All teachers of reserved category	SOUMEN SARDAR
12	Discipline, Grievance Redressal and Counselling	DC, PR	KB, SD, SB, TKC, GM, AB(LIB), SPR(LIB), CK, AFH, MG, SG2, AS, VL, NT, AH3, TP(F&N), AS(PSY)	ARCHITA ROY
13	Sexual Harassment & Redressal Cell/ ICC	MM1, KB	DC, CP, RC, SB, AB(CS), SDB, AC, CK, UB(PSY)	ARCHITA ROY
14	UGC	SG, SD(F&N), AH2	MM2, SKB, TKC, AC, AB(CS), SPR, AB(LIB), AH1, CK, UKS, SDM	HEAD CLERK & ASIF SAHAB
15	AISHE	AB(CS), AB(LIB)	SM(H), SD(F&N), SK(EDU)	HEAD CLERK
16	IQAC	TKC	CONVENOR, ACADEMIC COMMITTEE, MM2, SS2, SKB, AB(LIB), SPR, UKS, CK, SDM, ABUL SALAM (EXTERNAL MEMBER), TWO EXTERNAL MEMBERS	FULL OFFICE
17	NAAC	SKB, TKC	REVIEW: SD(F&N), CK, AFH, AB(LIB), SPR, GM, SDM CP, CD, KB, RC, SS1, MM2, SS2, LD, AC, SB, SG, PR, AB(CS), AH1, MB, MG, AH2, UKS, SG(SOC), BCS, SK(F&N), BB, SK(EDU), AS, NT, VL, PG, AH3, ABUL SALAM (EXTERNAL MEMBER)	FULL OFFICE
18	NSS, Community Extension & Social Welfare	GM (In-House) - AH2, SDM	DC, SKB, SG, TS, LD, AC, SB, PR, AH1, AFH, MB, SG2, NT, BB, AH3, RM(BEN), SOUMENDRA SIKARI, SD(GEO), NUPUR CH, GHOSH	OFFICE
19	NCC	SS2	TS, SD(F&N), SK (FNT), VL, BCS, NAMITA DAS, MOUMITA DAS	OFFICE



Sima Chakrabarti
Dr. SIMA CHAKRABARTI
Principal

Maharani Kasiswari College
List of Sub-Committees, w.e.f May, 2023

20	Career Development and Placement Counselling	SPR, AFH	SM(H), AB(LIB), SPR(LIB), RY, CK, AFH, SK(EDU), SK(FNT), VL, BB, PM, RC(GEO), AKB(GEO), RM(BEN)	AVRADEEP SAHA
21	Election	CP, SKB	GB MEMBERS (INTERNAL), OFFICE CO-ORDINATOR, IQAC CO-ORDINATOR, TCS	OFFICE
22	SACT/ Part-Time	SOUMI MITRA, SOHA HOSSAIN	ALL GOVT. APPROVED SACT & COLLEGE PAID TEACHERS	PULAK DAS
23	Building Committee for Campus Development, Renovation & Extension	SKB, SPR, SDM	TKC, FC MEMBERS (INTERNAL), BURSAR, TS MB BB	HEAD CLERK
24	Class Room Beautification and Development	SS1, CD, AS(BEN)	DC, MM1, RM, KB, SM(H), PR, SDB, MB, SK(F&N), VL, AD(ED), PG(EVS), SG(EVS)	ARCHITA ROY, SUBRATA KUNDU
25	Website and Computer Maintenance	AB(CS), SPR	AB(LIB), CK, SDM, NT, TSK(MATHS), All teachers, Dept of computer Science.	SUBRATA KUNDU, ARCHITA ROY
26	Alumni Co-ordination	SM(H), AS, SG(SOCIO), SDB	ALL HODS, GS (STUDENTS' UNION)	AVRADEEP SAHA
27	Hostel	SDB, JB(SOCIO)	CD, RM, SKB, AC, SB, TKC, PR, MB, SM(SAN)	ANJALI MONDAL, JAYEETA DAS
28	Cultural	AFH, GM, DS(HIN)	MG, PG, SG(SOC), MB, SD(GEO), RS(GEO), RC(GEO), DS(POL), MC(PHIL), AKB(GEO), RM(BEN), SS(BEN)	JAYEETA DAS, SOUMEN SARDAR
29	Sports	RM, SS2, TS	SS1, LD, SD(F&N), MG, BCS, BB, SK(EDU), NT, VL, SUBIMAL DEB, AD(SOCIO)	KAUSHIK DUTTA SWAPAN BARUA
30	Saraswati Puja	SG(Socio), PG	TS, GM, RY, PR, MB, AH2, MG, AH3(F&N), ES(GEO), MM(SAN)	AVRADEEP SAHA, SANDHYA SETHI



Sima Chakrabarti
Dr. SIMA CHAKRABARTI
Principal
MAHARANI KASISWARI COLLEGE
20 Ramkanta Bose Street, Kol-700003

19-05-2023

Maharani Kasiswari College
List of Sub-Committees, w.e.f May, 2023

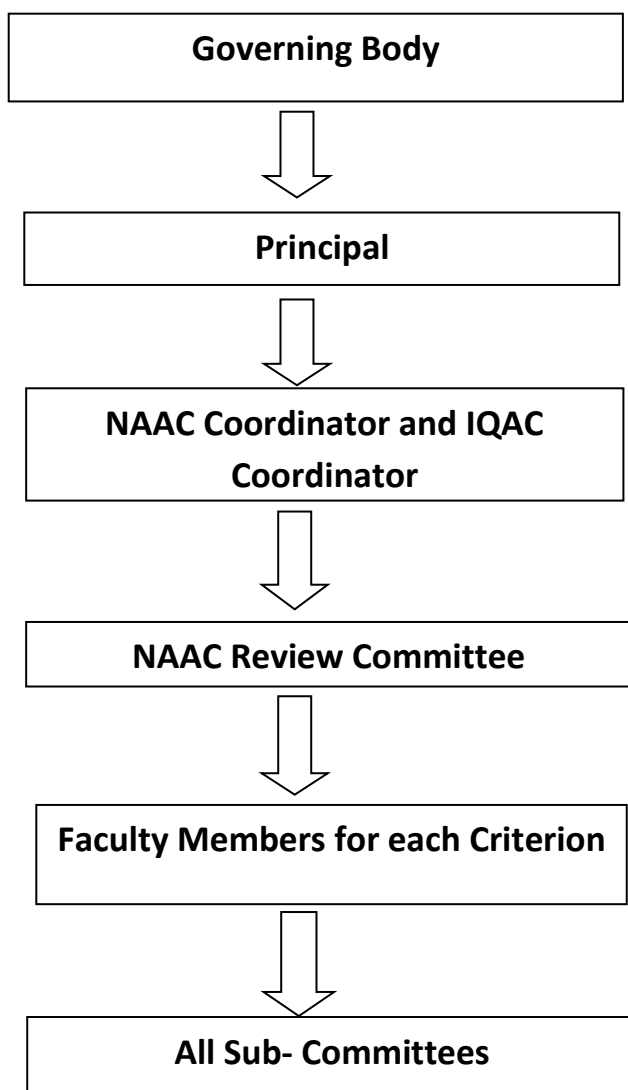
31	Picnic	AFH, SPR, GM, SDM	CD, RM, SS2, TS, PS(POL), JD(SANS), PR, AB(CS), SG2(SOCIO), BCS, RM(BEN), SOHA HOSSAIN (GEO), Avik Bayen (GEO), RC(GEO)	SATYAJIT SAMANTA, NUPUR CH. GHOSH
32	Leave Record, Personal File and Service Book Maintenance	SKB, SG	CP, UKS, SPR, AB(LIB), AH1, AH2, RY MG, SK(EDU), NT	ARCHITA ROY, ZAKIR ALAM, SOUMEN SARDAR
33	Yoga / Self-Defence	SS2, SB, NT	KB, RC, UKS, TS, SD(F&N), TKC, VL, NAMITA DAS, MOUMITA DAS, KHUSBU SINGH, BAISAKHI BAIDYA	SUBRATA KUNDU, SOUMEN SARDAR, NUPUR CH. GHOSH
34	Excursion/ Educational Tour	SPR, AFH, SOHA HOSSAIN(GEO)	UKS, DB(TTMV), SB(TTMV), SM(GEO), AKB(GEO), PM, RC(GEO), SDM (AS ADVISOR), NUPUR CH. GHOSH	SUBRATA KUNDU, SOUMEN SARDAR,
35	Feedback Cell	SKB, TKC	CONVENOR, ACADEMIC COMMITTEE, BURSAR, ONE EXTERNAL MEMBER, IQAC, ONE EXTERNAL MEMBER NAAC, SDM, D.KAR (STAT)	OFFICE
	SSS	MM2, SG		
36	Research Cell	SD(F&N), CK	RC, SB, TKC, SG, GM, AB(LIB), AH2, AFH	SOUMEN SARDAR
37	GYM	SPR, AFH	KB, UKS, MB, SUBIMAL DEB, BCS, SM(GEO), RC(GEO)	JOYEETA DAS
38	NIRF	CK, AB(LIB)	BB, SK, SM(H), AFH, AG(PSY)	SOUMEN SARDAR, SUBRATA KUNDU
39	Add-On/ Certificate/ Diploma Courses Committee	CP, NT	BURSAR, CDPC (CONVENORS), OFFICE- COORDINATOR, ALL COURSE COORDINATORS	JOYEETA DAS <i>Sherin</i> 19-05-2023 Dr. SIMA CHAKRABARTY Principal

All Convenors of previous sub-committees are requested to restore copies of all the documents properly. A set of the documents (photocopies) should be handed over to the subsequent convenors, if needed. Convenors and members of the previous sub-committees are to furnish and submit any documents of events held during the tenure of the committee at any point of time to the college authorities. Convenors & other the committee members (both previous & new) should undertake positive initiatives for proper documentation, updation and restoration.



MAHARANI KASISWARI COLLEGE
Sankha Bose Street, Kol, 700009

Organogram of DELEGATION OF NAAC WORK



NAAC Review Committee members:

Convenor: Dr. Susanta Kumar Bag, Assistant Professor , Department of Sanskrit.

Criterion 1:

1. Mr. Abu Farah Hoque, Assistant Professor, Department of English.
2. Dr. Anindita Hore, Assistant Professor, Department of Political Science.

Criterion 2:

1. Dr. Manidipa Mitra, Associate Professor, Department of Education
2. Prof. Arpita Bhaduri , Assistant Professor Department of Computer Science.

Criterion 3:

1. Dr. Sudipta Ghosh, Assistant Professor, Department of Commerce.
2. Prof. Suryatapa Das, Assistant Professor, Department of Food and Nutrition.

Criterion 4:

1. Dr. Anindya Basu, Librarian.
2. Dr. Chandrima Karmakar, Assistant Professor, Department of English.

Criterion 5:

1. Dr. Gobinda Mandal , Assistant Professor, Department of Bengali.
2. Prof. Amrita Haldar, Assistant Professor, Department of Political Science.

Criterion 6:

1. Prof. Sourav Dutta Mustafi, Assistant Professor, Department of Commerce.
2. Dr. Sayanti Bhaumik, Assistant Professor, Department of Education.

Criterion 7:

1. Dr. Rita Chatterjee, Associate Professor, Department of English.
2. Prof. Sudeshna Mitra, Assistant Professor, Department of History.

Sub Committee meeting report:

Sl. No.	NAME OF SUB COMMITTEE	ANNUAL REPORT (2018- 2019)
1	ACADEMIC	<p>Academic Sub Committee is entirely in charge of all the academic activities of the College. It includes preparation of academic calendar, introduction of new curriculum as proposed by the UGC and University and implementation of exam guidelines led down by the University. It looks after the lesson planning set by the various departments and exam related issues. It also supervises the Internal, Tuorial and University exams.</p> <p>The college's academic session begins in July each year and concludes in June of the subsequent year, encompassing three distinct terms: the First Term spanning from July to the Puja Vacation, the Second Term extending from after the Puja vacation to the Winter Recess, and the Third Term running from January to June.</p>

2	ADMISSION	<p>The consolidated work of the committee are as follows:</p> <p>1. Provisional Admission: All admissions are provisional and subject to final scrutiny and acceptance by the appropriate authorities, including Calcutta University, through the issuance of a Registration Certificate.</p> <ol style="list-style-type: none"> 1. Online Process Only: Admission process is exclusively conducted online; no offline requests are entertained. 2. Subject Combinations: Separate application forms are required for each combination of subjects. 3. False Information: The college does not accept responsibility for admission cancellation due to false statements or suppression of facts by students during the online application process. 4. University's Decision: Admission cancellation by Calcutta University for any reason will not be the responsibility of the college. 5. Merit List: Inclusion in the merit list does not guarantee admission. Admissions close once seats in each subject are filled. 6. Merit List Preparation: The merit list is based on marks submitted online by candidates. While efforts are made to prevent mistakes, the college is not liable for any inadvertent errors. 7. Admission Fees: Admission is completed upon payment of prescribed fees based on the merit list and seat availability. 8. Document Verification: Original document verification of admitted candidates is conducted at the beginning of the session. 9. Discrepancies: Any discrepancy or withholding of relevant information regarding original documents may result in admission cancellation. 10. Elective Subject Seats: Seats in elective subjects are limited; candidates may need to choose another subject if seats are unavailable. 11. Reservation Policy: Reservation for SC/ST/OBC/PH categories is in accordance to university rules. SC/ST/OBC candidates from states other than West Bengal can only apply under the General category.
3	CLASS ROUTINE	<p>The Routine sub-committee of Maharani Kasiswari College works on a regular basis. At the beginning of every odd and even semester (under 1+1+1, CBCS, CCF) this committee prepares the routine for the college (for the B.A, B.Sc. B.Com) .The committee also tries to meet the varied demands of different departments in terms of number of classes.</p> <p style="text-align: center;">https://online.publuu.com/543522/1218904</p>
4	LIBRARY	<p>The committee discusses the following agenda items:</p> <ul style="list-style-type: none"> • Budget allocation for each department • Emergency expenditures • Recommendations for book purchases • Library management system automation project
5	IQAC	<p>The Institutional Quality Assurance Cell (IQAC) is responsible for planning, guiding, and monitoring quality assurance and enhancement activities within colleges. It serves to organize and streamline institutional efforts towards achieving academic excellence. The various meetings and agenda taken by committee are discussion regarding upcoming promotion of teachers, finalisation of method of implementation of feedback system etc(in detail consult link below) Chrome-</p>

		extension://efaidnbmnnnibpcajpcglclefindmkaj/https://cdn.mkc.ac.in/wp-content/uploads/2024/02/IQAC-NOTICEUTES-2018-2019.pdf
6	NCC	<p>The NCC Committee main agenda is to make the student physically and mentally strong to serve the nation. it helps in development of life skills such as discipline, leadership, secular outlook, spirit of adventure, and ideals of selfless service to the country. The various events of participation by the NCC are:</p> <ol style="list-style-type: none"> 1. Swachh Bharat Abhiyan 2. Life skill training 3. World environment day 4. World AIDS day
7	NSS	<p>The committee agenda is participation of students in social service and participation in various national and international events for the welfare of the society .The student should gain skills in mobilising community participation. The committee facilitates students to play role in various areas as-</p> <ol style="list-style-type: none"> i) To understand the community in which they serve. ii) To understand their own role and relation within the community. iii) To identify the needs and issues of the community and engage in problem-solving efforts. iv) To foster a sense of social and civic responsibility among participants. v) To apply their knowledge towards practical solutions for individual and community challenges. vi) To develop the necessary skills for group collaboration and sharing of responsibilities. <p>The various events organised by them are-</p> <ol style="list-style-type: none"> 1. Thalassaemia test and awareness programme. 2. Dengue awareness and mosquito net distribution. 3. Spoken English class. 4. NSS Special camp.

Sl. No.	NAME OF SUB COMMITTEE	ANNUAL REPORT (2019-20)
1	ACADEMIC	<p>The Academic Sub Committee oversees all academic activities within the College, which include preparing the academic calendar, adopting new curricula proposed by the UGC and University, and implementing examination guidelines provided by the University. It manages lesson planning across departments and addresses examination-related matters. Additionally, it supervises both Internal and University examinations. The college's academic year commences in July and concludes in June of the following year, consisting of three terms: the First Term from July to the Puja Vacation, the Second Term from after the Puja vacation to the Winter Recess, and the Third Term from January to June.</p>
2	ADMISSION	<p>The committee oversees various aspects of the admission process, including provisional admission subject to final scrutiny by Calcutta University, which is conducted solely online. Separate application forms are required for different subject combinations. The college disclaims responsibility for admission cancellation due to false information provided by students. Admission closure occurs upon filling subject seats, as per the merit list based on online submissions. Admission is completed upon payment of prescribed fees, with document verification conducted at the</p>

		<p>session onset. Any discrepancies may lead to admission cancellation. Limited elective subject seats may necessitate alternative choices. Reservation adheres to university rules, with SC/ST/OBC candidates from states other than West Bengal applying under the General category.</p>
3	CLASS ROUTINE	<p>The Routine Sub-committee of Maharani Kasiswari College consistently prepares schedules for the college at the onset of every odd and even semester, catering to various departmental needs regarding class allocations for B.A, B.Sc. and B.Com programs.</p> <p>https://online.publuu.com/543522/1218920</p>
4	LIBRARY	<p>The committee will discuss the following agenda items:</p> <ul style="list-style-type: none"> • Budget allocation for each department • Emergency expenditures • Recommendations for book purchases • Library management system automation project
5	IQAC	<p>The Institutional Quality Assurance Cell (IQAC) is responsible for planning, guiding, and monitoring quality assurance and enhancement activities within colleges. The meeting of IQAC is held in regular intervals on the basis of various agenda with action taken according to progress report, preparation of asset register etc(in detail click downward link) chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://cdn.mkc.ac.in/wp-content/uploads/2024/02/IQAC-NOTICEUTES-2019-2020.pdf</p>
6	NCC	<p>The National Cadet Corps (NCC) Committee focuses on enhancing students' physical and mental strength to serve the nation. It aims to develop life skills like discipline, leadership, a secular outlook, a spirit of adventure, and a commitment to selfless service to the country. Some of the events the NCC participates in include:</p> <ol style="list-style-type: none"> 1. Social Service Programs such as Blood Donation Drives and Cleanliness Campaigns 2. Earth Day Celebration 3. Raj Bhawan Peace Run
7	NSS	<p>The committee aims for student participation in social service and national/international events to benefit society. It encourages students to develop skills in community mobilization. The committee facilitates student involvement in various areas, including:</p> <ol style="list-style-type: none"> 1. HIV AWARENESS 2. VISIT TO INNER STRENGTH 3. COVID FUND 4. COVID AWARENESS PROGRAMME

Sl. No.	NAME OF SUB COMMITTEE	ANNUAL REPORT (2020-21)
1	ACADEMIC	The Academic Sub Committee oversees all academic activities in the college, such as creating the academic calendar, adopting new curricula from UGC and the University, and implementing examination guidelines. It manages lesson planning and addresses examination-related issues across departments. The academic year runs from July to June, divided into three terms: First Term (July to Puja Vacation), Second Term (after Puja vacation to Winter Recess), and Third Term (January to June).
2	ADMISSION	The committee oversees various facets of the admission process, encompassing provisional admission, subject to final scrutiny by Calcutta University, which is exclusively conducted online. Separate application forms tailored to different subject combinations are requisite. The college explicitly absolves itself of any responsibility for admission cancellation resulting from erroneous information furnished by students. Admission closure ensues upon the occupancy of subject seats, in accordance with the merit list derived from online submissions. Completion of admission mandates the payment of prescribed fees, with document verification conducted at the commencement of the session. Any discrepancies identified during this process may precipitate admission cancellation. The availability of elective subject seats being limited, necessitates contemplation of alternative choices. Reservation adheres strictly to university regulations, with SC/ST/OBC candidates from states other than West Bengal required to apply under the General category
3	CLASS ROUTINE	The Routine Sub-committee of Maharani Kasiswari College consistently prepares schedules for the college at the outset of every odd and even semester, catering to various departmental needs regarding class allocations for B.A, B.Sc. and B.Com programs. Due to covid pandemic we used the earlier (19-20) routine for online classes.
4	LIBRARY	The committee will discuss the following agenda items: <ul style="list-style-type: none"> • Budget allocation for each department • Emergency expenditures • Recommendations for book purchases • Library management system automation project.
5	IQAC	The Institutional Quality Assurance Cell (IQAC) is responsible for planning, guiding, and monitoring quality assurance and enhancement activities within colleges. The meeting of IQAC was held in regular basis on various agenda as planning of conducting of webinar during pandemic period .The details of various meetings on various agendas are known by clicking the link below chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://cdn.mkc.ac.in/wp-content/uploads/2024/02/IQAC-NOTICEUTES-2020-2021.pdf
6	NCC	The National Cadet Corps (NCC) Committee focuses on enhancing students' physical and mental strength to serve the nation. It aims to develop life skills like discipline, leadership, a secular outlook, a spirit of adventure, and a commitment to selfless service to the country. Some of

		<p>the events the NCC participates in include:</p> <ol style="list-style-type: none"> 1. Independence Day(virtual mode) 2. International Yoga Day(virtual mode)
7	NSS	<p>The committee aims for student participation in social service and national/international events to benefit society. It encourages students to develop skills in community mobilization. The committee facilitates student involvement in various areas, including:</p> <ol style="list-style-type: none"> 1. Orientation programme 2. HIV & Thalassemia Awareness Programme(online) 3. Digital Awareness Programme via Zoom

Sl. No.	NAME OF SUB COMMITTEE	ANNUAL REPORT (2021-22)
1	ACADEMIC	<p>The Academic Sub Committee oversees all academic activities within the College, which include preparing the academic calendar, adopting new curricula proposed by the UGC and University, and implementing examination guidelines provided by the University. It manages lesson planning across departments and addresses examination-related matters. Additionally, it supervises both internal and University examinations. The college's academic year commences in July and concludes in June of the following year, consisting of three terms: the First Term from July to the Puja Vacation, the Second Term from after the Puja vacation to the Winter Recess, and the Third Term from January to June.</p>
2	ADMISSION	<p>The committee oversees various aspects of the admission process, including provisional admission subject to final scrutiny by Calcutta University, which is conducted solely online. Separate application forms are required for different subject combinations. The college disclaims responsibility for admission cancellation due to false information provided by students. Admission closure occurs upon filling subject seats, as per the merit list based on online submissions. Admission is completed upon payment of prescribed fees, with document verification conducted at the session outset. Any discrepancies may lead to admission cancellation. Limited elective subject seats may necessitate alternative choices. Reservation adheres to university rules, with SC/ST/OBC candidates from states other than West Bengal applying under the General category.</p>
3	CLASS ROUTINE	<p>The Routine Sub-committee of Maharani Kasiswari College consistently prepares schedules for the college at the outset of every odd and even semester, catering to various departmental needs regarding class allocations for B.A, B.Sc, and B.Com programs. Online classes are also taken in this period with offline classes.</p> <p style="text-align: center;">https://online.publuu.com/543522/1218936</p>

4	LIBRARY	<p>The committee will discuss the following agenda items:</p> <ul style="list-style-type: none"> • Budget allocation for each department • Emergency expenditures • Recommendations for book purchases • Library management system automation project
5	IQAC	<p>The Institutional Quality Assurance Cell (IQAC) is responsible for planning, guiding, and monitoring quality assurance and enhancement activities within colleges. The meeting of IQAC is held regularly on various agenda of college. Eg. Preparation of service book of employees, discussion on LMS and integration of KOHA etc.</p> <p>For more details click the link below chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://cdn.mkc.ac.in/wp-content/uploads/2024/02/IQAC-NOTICEUTES-2021-2022.pdf</p>
6	NCC	<p>The National Cadet Corps (NCC) Committee focuses on enhancing students' physical and mental strength to serve the nation. It aims to develop life skills like discipline, leadership, a secular outlook, a spirit of adventure, and a commitment to selfless service to the country. Some of the events the NCC participates in include:</p> <ol style="list-style-type: none"> 1. Beti Bachao Beti Padoo 2. Yoga day 3. Exhibition of waste management craft
7	NSS	<p>The committee promotes student engagement in social service and national/international events for societal welfare. It fosters skills in community mobilization and facilitates student involvement in diverse areas, including:. The committee facilitates student involvement in various areas, including:</p> <ol style="list-style-type: none"> 1. Celebration of International yoga day. 2. Seven Days Special Camp 3. Orientation Programme

Sl. No.	NAME OF SUB COMMITTEE	ANNUAL REPORT (2022-23)
1	ACADEMIC	<p>The Academic Sub Committee oversees all academic activities within the College, which include preparing the academic calendar, adopting new curricula proposed by the UGC and University, and implementing examination guidelines provided by the University. It manages lesson planning across departments and addresses examination-related matters. Additionally, it supervises both internal and University examinations. The college's academic year commences in July and concludes in June of the following year, consisting of three terms: the First Term from July to the Puja Vacation, the Second Term from after the Puja vacation to the Winter</p>

		Recess, and the Third Term from January to June.
2	ADMISSION	The committee oversees various aspects of the admission process, including provisional admission subject to final scrutiny by Calcutta University, which is conducted solely online. Separate application forms are required for different subject combinations. The college disclaims responsibility for admission cancellation due to false information provided by students. Admission closure occurs upon filling subject seats, as per the merit list based on online submissions. Admission is completed upon payment of prescribed fees, with document verification conducted at the session outset. Any discrepancies may lead to admission cancellation. Limited elective subject seats may necessitate alternative choices. Reservation adheres to university rules, with SC/ST/OBC candidates from states other than West Bengal applying under the General category.
3	CLASS ROUTINE	The Routine Sub-committee of Maharani Kasiswari College consistently prepares schedules for the college at the outset of every odd and even semester, catering to various departmental needs regarding class allocations for B.A, B.Sc. and B.Com programs. https://online.publuu.com/543522/1218996 (even semester) https://online.publuu.com/543522/1219012 (odd semester)
4	LIBRARY	The committee will discuss the following agenda items: <ul style="list-style-type: none"> • Budget allocation for each department • Emergency expenditures • Recommendations for book purchases • Library management system automation project
5	IQAC	The Institutional Quality Assurance Cell (IQAC) is responsible for planning, guiding, and monitoring quality assurance and enhancement activities within colleges. The meeting of IQAC was held in regular basis on various agenda as discussion on AQAR of 2021-22, initiatives were taken to complete the NIRF assessment of the college etc... For more details click link below... chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://cdn.mkc.ac.in/wp-content/uploads/2024/02/IQAC-NOTICEUTES-2022-2023.pdf.
6	NCC	The National Cadet Corps (NCC) Committee is dedicated to fostering the holistic development of students by augmenting their physical and mental prowess, thereby nurturing their capacity to contribute meaningfully to the nation. Its overarching goal is to instil invaluable life skills, including but not limited to discipline, leadership, a secular perspective, a penchant for adventure, and an unwavering dedication to selfless service for the betterment of the country. Some of the events the NCC participates in include:

		<ol style="list-style-type: none"> 1. Har Ghar Tiranga 2. Independence Day celebration 3. Preparation & exhibit of solid waste crafts
7	NSS	<p>The committee's overarching objective is to actively engage students in social service endeavours and participate in both national and international events aimed at fostering societal betterment. Emphasizing the cultivation of skills in community mobilization, the committee serves as a catalyst for student involvement across diverse domains. Here's an elaboration on some of the areas where student participation is encouraged:</p> <ol style="list-style-type: none"> 1. Orientation programme 2. No Tobacco Day 3. World environment day 4. International Yoga Day

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

The College believes in effective leadership and efficient work culture. This is done by a cooperative working ambience where the Principal works on the advice and active co-operation of the IQAC, Teachers' Council, Office and different subcommittees. Each of them is delegated distinct responsibilities which are carried out in cooperation with each other.

Decentralization in academic matters:-

The IQAC proposes different policies for quality improvement in teaching-learning. The Principal places the proposal to the management of the college and implements them with the help of the IQAC.

An active role is also played by the Teachers' Council. It is chaired by the Principal and an elected teacher is the secretary to the Council. It discusses different academic issues like examination, results, students' attendance, various decisions regarding teaching methods, upgradation of academic performance etc.

The Admission Committee and the Academic Sub-Committee together shoulder the responsibility related to admission. The Routine Committee prepares the timetable by co-ordinating with each of the departments. The Library Committee looks after the purchase, subscription, maintenance and upgradation of library facilities. The Sports Committee organizes Annual Sports and coordinates the participation of students in various sports events all round the year. The Cultural Committee organizes a number of creative cultural activities and competitions. Similarly all other committees function actively throughout the year.

The Departmental Heads of each department are the members of the Academic Committee headed by the Convenor who liaisons with the Principal and other faculty members of the various departments.

Decentralization in administrative matters :-

Three faculty members are selected/elected as Teachers' Representative in the Governing Body of the college. A senior faculty member acts as the Academic Convenor. A competent faculty member is selected as the Bursar. Few teacher members are often selected as coordinators of self-financed courses like Tourism and Travel Management

The distance learning centre of Netaji Subhas Open University also is coordinated by a teacher and office staff.

Teachers fulfill their executive responsibilities as members of Finance Committee, propose a budget and coordinate the financial disbursements

Teachers are also members of Anti-Ragging Cell, Discipline Committee, and also organize counselling for students

For upgradation and maintenance of facilities, the college has a Building Committee which oversees the maintenance and development of the College premises, the buildings and the entire area surrounding it.

Decentralization in extra-curricular activities :

Teacher representation and leadership is evident in extension activity committees like NCC, NSS, and other student-centric committees like Cultural Committee, Placement Committee, Student Welfare Committee.

Participative management is visible in students' representation in administrative bodies, IQAC, student affairs, sports, etc. Student office bearers are assigned responsibilities of leadership, and management of Annual Social, arranging seminars, Saraswati Puja, extracurricular activities like blood donation camps, etc. Non-teaching staff have representation in the Governing Body, IQAC, Admission Committee and all important committees.

Highlights :

- **Online access to study materials and implementation of Online classes during the pandemic :**
During the pandemic online classes and online examinations were conducted smoothly without any hinderance to help students to continue with their studies without a break.
- **LMS system for continuous education:** the College has an LMS which enables the teachers and the students to upload and access classes, study materials and other educational information which has proved extremely beneficial for the students
- **Digital groups for rapid communication:** there are digital groups , both centrally maintained and department-wise, that updates the teachers and students 24x7 regarding everything concerning the College; all notices, updates reach all the members of the College in few seconds due to this active system of communication




Dr. SIMA CHAKRABARTI
Principal
MAHARANI KASISWARI COLLEGE
20, Ramkanta Bose Street, Kol-3