

MUC Women's College, Burdwan

Notice No. 074

For the new website of our college, the in-charges of all the department, conveners of different committees, and nodal officers of different Government bodies are here by requested to submit the necessary information as provided in the table within 25th February, 2023 positively to the IT Committee (Dr. Milan Mondal & Dr. Pritam Chattopadhyay) through e-mail (milanmondal2055@gmail.com, pritam.biotechnol@gmail.com).

Main Link	Sub-link	Drop-down menu	Information Provided By
Home			
About			
	Heritage History		Department of History
	Vision & Mission		IQAC Coordinator
	Code of Ethics	For teachers	Principal Sir
		For NTS	
		For Students	
	Principal's Desk*		Principal Sir
	Administration (GB)		Principal Sir
	Teaching staff		Principal's office
	Non-teaching staff		Principal's office
	IQAC members list		Principal Sir
	College Committees		Principal Sir
	Distinguished Alumni		'Chirayota'
	Mandatory disclosure		
Academics			
	Departments	About the department	Each Department
		CO, PO, PSO	Each Department
		Teaching faculties	Each Department
		Support staff	Each Department
		Student intake capacity (Honors/General)	Each Department (Please refer prospectus 2022)
		Eligibility criteria for admission	Each Department (Please refer prospectus 2022)
		Syllabus	Each Department
		Course module	Each Department
		Mentoring	Each Department
		Time table (Routine)	Each Department
		Departmental Achievements (Teachers & Students)	Each Department
		Previous year questions (Honors/General)	Library
		Facilities	Each Department
		Students feed back	Each Department
	Sanctioned posts		Principal's Office
	Academic calendar (List of		Principal's Office

	holidays)		
	Students learning outcome	Course outcome of various subjects	IQAC
		Students progression	IQAC
Library			
	Know your library		Library
	E-books		Library
	Syllabus and previous years questions		Library
	Services & facilities		Library
	Web OPAC/KOHA		Library
	Books	Text (Subject wise)	Library
		Reference (Subject wise)	Library
	Journals & Periodicals		Library
	Archives		
	News papers		Library
Admission*			
	UG	Honors	Admission committee
		General	Admission committee
	PG		English Department (PG)
	E-prospectus*		Admission committee
	Important instructions		Admission committee
	Online admission & fees payment		Admission committee
IQAC			
	Objectives		IQAC coordinator
	Procedure & policy framing		IQAC coordinator
	Members		IQAC coordinator
	AQAR*	Year wise data	AQAR coordinator
	SSR	Year wise data	SSR coordinator
	Criterion specific supporting documents (AQAR/SSR)	Criterion 1 to 7	AQAR & SSR coordinator
	Academic audit report		IQAC coordinator
	Initiative taken		IQAC coordinator
	Meeting resolutions		IQAC coordinator
	Programmes organized		IQAC coordinator
	Quality enhancement		IQAC coordinator
	Audit reports		IQAC coordinator
Students Support & Progression			
	Notice		Principal's Office (time to time)
	Curriculum transaction		IQAC coordinator
	Routine (Master)		IQAC coordinator
	Result	Comparative statement of last three years (%)	IQAC coordinator
	Ranks and awards		IQAC coordinator
	Discipline: Declaration		IQAC coordinator
	Gender sensitization/ audit		IQAC coordinator
	Value education		IQAC coordinator
	Holistic development		IQAC coordinator
	Students feed back		IQAC coordinator

	Students progression (towards higher education)		IQAC coordinator
	NSS activities		NSS coordinator
	National solidarity initiatives		IQAC coordinator
	Indian culture & heritage		Department of History
	Promoting Indian languages		IQAC coordinator
	Social justice: JanajatiGourav		IQAC coordinator
	AzadikiAmritMohathsov		NCC coordinator
	NCC activities		Sports committee convener
	Sports		IQAC & Cultural committee
	Cultural activities		Student welfare committee
	Vocational training		Accounts section (scholarship)
	Scholarships		Respective committee
	Counseling	Carrier counseling	Respective committee
		Psychological counseling	Respective committee
		Academic, social, legal counseling	Respective committee
	Students credit card		SCC nodal officer
Notice Board			
Research			
	Initiatives		Research committee
	Research Investigator/Supervisors/Sc holars		Each department
	Research ethics & institutional ethics committee		Each department
	Approved projects		Each department
	Running projects		Each department
	Completed projects		Each department
	Facilities & equipment		Each department & Research committee
	Research outcome & publication		
Feed back			
	Students feed back	Survey outcome	Each department
		Action report	Each department
	Guardians feed back	Survey outcome	Each department
		Action report	Each department
	Alumni feed back	Survey outcome	Each department
		Action report	Each department
Log in			
	Principal login		
	Teacher login		
	Staff login		
	Students login		
Contact us			
Campus			
	Campus map		Building committee

	Over view		Department of History
	Residence	Hostel	Building committee
		Staff quarter	Building committee
	Heritage		Department of History
	College museum		
	You tube channel		Cultural committee
	Campus live*		Cultural committee
Grievance redressal			
	Institutional values		IQAC coordinator
	University ordinances		IQAC coordinator
	Legislations		IQAC coordinator
	Grievance committee		Principal's office
	Anti-ragging wing		Principal's office
	Information under RTI act		
ICC*			
	Legislation		IQAC coordinator
	UGC directives		IQAC coordinator
	Declaration		IQAC coordinator
	ICC committee		Principal's office
Curriculum transaction			
	Course structure		Each department
	Course module		Each department
	Diagnostic tests		Each department
	Continuous Internal Assessment		Each department
	Midterm tests		Each department
	Terminal semester exam. (B.U.)		Each department
	Workshops/Seminar/Webinar/Special lecture		Each department & seminar committee
	Field visit/Excursion		Eligible departments
	Teaching-learning		Each department
	Add-on/certificate courses		Each department
Eco-campus*			
	Policies & ethics		IQAC coordinator
	Plastic free zone		IQAC coordinator
	Eco-club		Environment & Natural resource management committee
	Waste management		Building committee
	Rain water harvesting		Building committee
	Ground water recharge		Building committee
	Alternative energy resources		Building committee
	Medicinal plants		Environment & Natural resource management committee
	Gardening and landscaping		Environment & Natural resource management

			committee
	Battle against carbon emission		Environment & Natural resource management committee
	Green audit*		IQAC coordinator
Achievements			
	Institutional		Principal's office
	Teacher's & non-teacher's		Each department
	Student's		Each department
	Alumni's		Chirayota
Archives			
	E-newsletter*		Principal's office
	Notice*		Principal's office
	Tender*		Principal's office
	Gender audit report		IQAC coordinator
	Academic audit report		IQAC coordinator
	AQAR reports (year wise)*		AQAR coordinator
	SSR reports (year wise)*		SSR coordinator
	NIRF reports (year wise)*		NIRF coordinator
Gallery			Principal's office

Chattopadhyay
12.02.2023

Chattopadhyay

Convener(s)

I.T. Committee

MUC Women's College, Burdwan

M. J. 17.02.2023

Principal

MUC Women's College, Burdwan

Principal
M.U.C. Women's College
Purba Bardhaman