

# **MAHARAJADHIRAJ UDAY CHAND WOMEN'S COLLEGE**

**B.C. Road, Burdwan- 713 104      Phone- (0342) 2533168 / 2531900**

**Government Sponsored Degree College Estd-1955**

**E-mail <[mucwcburdwan@gmail.com](mailto:mucwcburdwan@gmail.com)>**

**A Constituent College of the University of Burdwan**

**Reaccredited by NAAC (Grade-B+ CGPA2.64)**

## **NOTICE No. 102**

The Conveners and Joint Conveners (where applicable) of the committees & subcommittees of the college, which are yet to start functioning in a proper and regular way, are requested to arrange meetings and ensure effective activities so that the purpose for making those committees are fulfilled and both quality enhancement and higher Score in NAAC can be achieved through a systematic operation of all wings. It is expected that, as notified earlier, each committee will submit its quarterly report on or before 20.04.2022 (date extended). A list of the committees are attached herewith for ready reference, along with the guideline for preparation of Committee reports and Reports of Observations/programmes.

  
Principal

*Principal*  
**M.U.C WOMEN'S COLLEGE**  
**PURBA SARDHAMAN**



**MUC WOMEN'S COLLEGE**

**PURBA BARDHAMAN**

**Points/Aspects to be emphasized in the Committee Report (To be submitted quarterly)**

- 1. Period of the Activity (From:      To:    )**
- 2. Name and Signature of the members involved:**
- 4. Objectives Fixed for the Activities/Functions of the Committee:**
- 5. Brief description of the resolutions (major) taken and possible outcome:**
- 6. Photo Images/ Video clips/ audio files/ documentation related with the activities:**
- 7. Problems/Challenges (pending and new) faced:**
- 9. Short Analysis: whether the objectives have been fulfilled and how these will enhance quality of service and score in NAAC. If not, mention the reasons and the steps to overcome the problems.**
- 10. Record of Finance Related recommendations and expenditure incurred:**
- 11. Suggestions for further improvement of quality and service and feedback derived :**
- 12. Signature of the Convener and Joint Conveners (where applicable):**
- 12: Signature of the Principal:**

*P. Jom* 04/4/2022  
**Principal**  
**M.U C WOMEN'S COLLEGE**  
**PURBA BARDHAMAN**



**MUC WOMEN'S COLLEGE**

**BURDWAN**

**Points to be included for preparing the**

**REPORT OF**

**OBSERVATIONS/EVENTS/COMPETITIONS/SEMINARS/WORKSHOPS/INVITED  
LECTURES/OTHER ACADEMIC & COCURRICULAR ACTIVITIES**

1. Day/s of the programme/Activity:
2. Organizing Department/Committee:
3. Name and Signature of the members involved/participated:
4. Objective/s of the activity:
5. (Academic) Relevance:
6. Brief description of the Activity/Programme:
7. Image/Photograph/Video graph/News paper report/Documentation:
8. Record of Attendance & participation in the Activity/Programme:
9. Problems Faced:
10. Short analysis whether the stated objectives have been fulfilled. If not, reasons.:
11. Suggestions for improvement & feedback derived:
12. Description of detailed Expenditure incurred under various heads:
13. Signature for the clearance of Accounts Section:
14. Signature of Convener & Joint Conveners (where applicable)
15. Signature of Principal

*B. Jomir*  
Principal  
M.U C WOMEN'S COLLEGE  
PURBA BARDHAMAN

04/4/2022