



GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
Maulana Azad College



8, RAFI AHMED KIDWAI ROAD, KOLKATA 700013, INDIA
Phone: 033 2249-3737/2226-7814 e-mail: maulanaazadcollegekolkata@gmail.com
Website: <https://maulanaazadcollegekolkata.ac.in>

POLICY DOCUMENT OF PROCUREMENT/PURCHASE

A. The Policy:

As a government college, Maulana Azad College adheres to the Purchase Policy of the Government of West Bengal. This policy is governed by the following orders: No. 5400-F(Y) dated 26/06/2012, No. 3060-F(Y) dated 11/06/2014, No. 3876-F(Y) dated 14/06/2018, and No. 10005-F(Y) dated 19/11/2004.

B. Strategy:

At the beginning of each FY:

- ❖ Preparation of Budgetary Proposal by Accounts Department of the College.
- ❖ Requisitions are submitted by the respective HODs of the College to the office of the Principal/Purchase Advisory Committee
- ❖ Paper & Website Advertisement inviting Sealed Quotations from Govt. Registered/Authorized vendors, Corporations, Cooperative Society, & Organizations.
- ❖ Resolution & Purchase/Proposal prepared by the Purchase Advisory Committee, in consultation with the IQAC & the Principal
- ❖ Proposal sent to the Dept. of Higher Education, Govt. of W.B. for the issuance of administrative approval

After receiving Administrative Approval from the Dept. of Higher Education, Govt. of W.B., following Categories of purchases/procurements are made strictly following the G.O.s mentioned above:

1. General Low-value Purchase without inviting Tender Quotations from open market

- ▶ Procurement value below Rs. 10,000/- vide G.O. No -5400-F(Y) dt 26/6/12
 - ❖ Purchase or procurement up to Rs 10,000/- can be made without requiring a tender or quotation.
 - ❖ The purchasing authority must certify that the purchase has been made at a reasonable market price.
 - ❖ Splitting the purchase to avoid the Rs 10,000/- limit is not allowed.

2. Purchase Inviting Tender Quotations from at least four reliable Vendors against Paper Advertisement

- ▶ Procurement value above Rs. 10,000/- to below Rs. 1,00,000/- vide G.O. No -5400-F(Y) dt 26/6/12
 - ❖ Comparative Statement: Finalization of the Technical and Financial Comparison statements of Tender Quotations by the purchase committee to determine the L1 Supplier
 - ❖ Work Order: Work order is issued to the L1 bidder (Supplier) by the Office of the Principal
 - ❖ Procurement & Installation of the items
 - ❖ Submission of Tax Invoice/Bill & Certification of Installation/Supply of Items by the L1 Supplier
 - ❖ Stock Entry, tagging & Photographing of the Installed/supplied Items
 - ❖ Relevant Documents related to Procurement sent for the approval of Financial Sanction of fund to Dept. of Higher Education, Govt. of W.B
 - ❖ Financial Sanction of fund received & Payment made to the Supplier via WBIFMS (Pay & Accounts, Govt. of W.B.) following WBFR & WBTR
 - ❖ Utilization Certificate submitted to the Higher Education Dept. Govt. of W.B.

3. e-bidding via e-Procurement of Govt. of W.B.: <https://wbenders.gov.in>

- ▶ Procurement value above Rs. 1,00,000/- vide G.O. No -5400-F(Y) dt 26/6/12 & G.O. No.-3060-F(Y) dt. 11/06/14
 - ❖ Online e-Bidding via e-Procurement system of Govt. of W.B. consisting of 2 Packet Bid (Technical and Financial) & Period of submission 7-14 days depending on estimated value.
 - ❖ Advertisement of the Published e-Tender Bid (BOQ) on College Website

Principal
Maulana Azad College
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- ❖ Technical Bid evaluation by the purchase committee to finalize the qualified Bidder
- ❖ finalization of **Financial Bid** & preparation of comparison statements by the purchase committee to determine the L1 Bidder
- ❖ Work Order Work order is issued to the L1 Bidder by the Office of the Principal
- ❖ Procurement & Installation of the items
- ❖ Submission of Tax Invoice/Bill & Certification of Installation/Supply of Items by the L1 Supplier
- ❖ Stock Entry, Co-tagging & Photographing of the Installed/supplied Items
- ❖ Relevant Documents related to Procurement sent for the approval of Financial Sanction of fund to Dept. of Higher Education, Govt. of W.B
- ❖ Financial Sanction of fund received & Payment made to the Supplier via WBIFMS (Pay & Accounts, Govt. of W.B.) following WBFR & WBTR
- ❖ Utilization Certificate submitted to the Higher Education Dept. Govt. of W.B.

4. e-bidding via Govt. of India e-Marketplace (GEM): <https://gem.gov.in/> for computer peripherals

- ▶ Procurement value above Rs. 5,00,000/- vide G.O. No. 3876-F(Y) dt. 14/06/18
 - ❖ College has different levels of GEM platform users designated for different types of work in the portal, e.g., Primary User, Secondary Users: Buyer-Places Contracts, Consignee- Receipt of Stores, and DDO- Payment to Sellers
 - ❖ Online e-Bidding via GEM-India portal is done consisting of two Packet Bid (Technical & Financial) by the Buyer (GEM) of college & period of submission of the Bid by the recognised vendors in GEM portal depends on the estimated value of the Bid.
 - ❖ Advertisement of the published GEM e- Bid on the College Website
 - ❖ Technical Bid online evaluation via GEM portal by the GEM-Buyer & purchase committee to finalize the qualified Bidder
 - ❖ Work Order Work order is issued to the L1 Bidder by the Office of the Principal
 - ❖ Procurement & Installation of the items
 - ❖ Submission of Tax Invoice/Bill & Certification of Installation/Supply of Items by the L1 Supplier
 - ❖ Stock Entry, tagging & Geo-tagged Photograph of the Installed/supplied Items
 - ❖ Consignee's Receipt & Acceptance Certificate (CRAC) issued by the GEM-Consignee of the institution
 - ❖ Relevant Documents related to Procurement sent for the approval of Financial Sanction of fund to Dept. of Higher Education, Govt. of W.B
 - ❖ Financial Sanction of fund received & Payment made to the Supplier via WBIFMS (Pay & Accounts, Govt. of W.B.) following WBFR & WBTR
 - ❖ Utilization Certificate submitted to the Higher Education Dept. Govt. of W.B.

5. Purchase from WBSIDCL/WEBEL/WTL/Govt. Statutory Body/Co-operative Consumer

- ▶ For materials mentioned in the Annexure of G.O. No -10500 -F dt 19/11/2004
 - ❖ Proposal is sent to WBSIDCL/WEBEL/WTL
 - ❖ Tender Process by WBSIDCL/WEBEL/WTL
 - ❖ Work order is issued to the L1 Bidder by WBSIDCL/WEBEL/WTL
 - ❖ Procurement & Installation of the items & Stock Entry, Co-tagging & Photographing of the Installed/supplied Items
 - ❖ Relevant Documents related to Procurement sent for the approval of Financial Sanction of fund to Dept. of Higher Education, Govt. of W.B
 - ❖ Financial Sanction of fund received & Payment made to the WBSIDCL/ WEBEL/ WTL/ Govt. Statutory Body/ Co-operative Consumer via WBIFMS (Pay & Accounts, Govt. of W.B.) following WBFR & WBTR.

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- ❖ Utilization Certificate submitted to the Higher Education Dept. Govt. of W.B.
- 6. Purchase/ Construction through funding by MPLAD through Nodal Agency (KMC)**
- ❖ Prayer letter to MP asking sanction of the Fund
- ❖ Detailed Project report prepared
- ❖ MPLAD Sanction letter received & sent to KMC & PWD
- ❖ Implementation of the Scheme
- ❖ Uploading Estimates to MPLAD portal
- ❖ e-Tendering by PWD
- ❖ Agency selection & Work order to L1
- ❖ Execution & Implementation of the Work scheme
- ❖ Inauguration by the Hon'ble MP & Stone Plaque showing details of project at the site of work
- ❖ Payment through PFMS by the KMC/ Central Govt.
- ❖ Utilization Certificate
- ❖ Submitted to the Higher Education Dept. Govt. of W.B.


Coordinator IQAC
Maulana Azad College
Co-ordinator
IQAC
Maulana Azad College
Govt. of West Bengal
8, R.A. Kidwai Road, Kol.-13


Convener
Purchase Advisory Committee
Convener
Maulana Azad College
Kolkata


Principal
Maulana Azad College
Principal
Maulana Azad College
Kolkata
Govt. of West Bengal



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Office of the Principal
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POLICY, MANAGEMENT AND STRATEGY OF IT & ICT INFRASTRUCTURE

A. The Policy:

The IT & ICT Policy at Maulana Azad College is established to ensure the fair and transparent use of the college's extensive IT & ICT resources by students, faculty, staff, management, visiting guests, research scholars, and other authorized users. The college features a comprehensive IT & ICT infrastructure across campus buildings and the boys' and girls' hostels. The following Resources comes under the purview of the IT & ICT policy:

IT Hardware

- Desktop/Laptop facilities
- Documentation facilities (Printers/Scanners)
- Photocopiers
- Digital Notice Boards
- CCTV Surveillance
- Local Area Network (LAN) Devices (wired /wireless) and Hotspot
- OPAC-Kiosk
- Barcode Scanner

ICT Hardware

- Digital Interactive Boards with live streaming and recording devices
- Microphone and Laser pointer
- LCD Projectors

IT Infrastructure

- Official Website
- High-speed Internet services
- Student's Fee Payment Gateways
- NLIST-INFLIBNET and DELNET connectivity

Other ICT Tools

- Social Media Platforms of the College (Instagram, Twitter-X, Facebook, YouTube)
- Online Class, Webinar and Meeting Platforms of the College (Zoom, Google Meet)

Software

- Windows
- Ms Office 365
- Antivirus Quick Heal
- Tally
- Linux
- MatLab
- KOHA
- OPAC
- Python
- R
- C++
- Fortran
- ChemDraw
- Gaussian 09
- Gaussview06
- DSpace
- HRMS-WBIFMS

Cloud Services

- Google Workspace for Education (G-Suite)
- Data Storage (Google Workspace)
- Learning Management System (AIMES Cloud based)
- AIMES Core-Student Data Base Management System
- Open Educational Repository (OER)

All faculties, students, staff, departments, authorized visitors, visiting faculty, and others permitted to use the college's IT & ICT infrastructure, must comply with the established guidelines to ensure secure, ethical usage and efficient operation of the resources.

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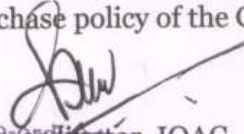
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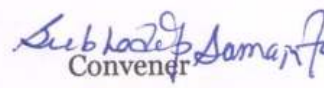
B. Management:

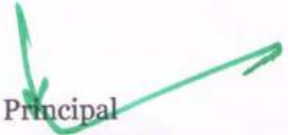
- To administer, manage, and regulate IT-related operations on campus regularly.
 - To modify procedures to reflect changing technology, the evolving needs of the IT user community, and updated operating procedures.
 - To inform users about the steps taken to manage the network effectively
 - To develop an annual plan for introducing new technologies in line with NEP 2020 standards.
 - To establish provisions for prioritizing the upgrading of IT-related products and IT-enabled services on campus in accordance with the visions of NEP 2020.
 - To allocate annual maintenance expenses to ensure maximum uptime of IT products.
 - To ensure that IT products and services are updated and available 24x7 on campus, in accordance with policies lay down by the College Management.
- Provision of up gradation of IT Resources is managed time to time by IT subcommittee.
 - Align IT resources with academic programs as per UGC, CU and other regulatory guidelines.
 - Procure additional PCs to replace non-functional units from the COVID period and expand current inventory.
 - Upgrade LAN infrastructure to optical fibre and transition last-mile connections to CAT 6 cables.
 - Enhance internet speed by replacing ISP link cables with CAT 8 patch cords and upgrade the internet broadband service pack
 - Upgrade the Wireless routers for improved campus-wide Wi-Fi connectivity
 - Improve PC performance with upgrades to 4 GB RAM and 250 GB SSDs.
 - Enhance the Learning Management System (LMS) with advanced features.
 - Integrate teaching-learning tools into Google Workspace for Education (G-Suite) to support larger online classes.
 - Install more HD DVR surveillance systems and closed-circuit cameras in key college areas.
 - Establish an audio-visual setup in the Language Lab.
 - Deploy Digital Interactive boards in classrooms.
 - Expand the number of computer laboratories.

C. Strategy:

- At the beginning of each FY, Department Heads submit IT/ICT maintenance and upgrade requests to the Purchase Advisory Committees. A budget is then prepared by the College and then submitted to the Higher Education Department of West Bengal, which allocates funds and development grants. The purchase process involves inviting tender quotations through newspaper advertisements, issuing work orders, and receiving supplies from vendors.
- Annual Maintenance Contracts are also procured through the Tender process described above in the beginning of each FY.
- For purchase of computer peripherals, online e-Bidding via GEM-India portal is performed following the standard purchase policy of the Govt. of West Bengal.
- For purchase of IT/ICT resources, the college authority can directly approach WBSIDCL/WEBEL with a budgetary proposal. These agencies will then arrange procurement following the standard purchase policy of the Govt. of West Bengal.


Co-ordinator, IQAC
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Convener
IT Subcommittee
Maulana Azad College
Kolkata


Principal
Maulana Azad College
Maulana Azad College
Kolkata
Govt. of West Bengal



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POLICY DOCUMENT OF CENTRAL LIBRARY

INTRODUCTION

The Central Library at Maulana Azad College is one of West Bengal's oldest and largest, catering to the diverse needs of students, faculty, and researchers. It houses around 100,000 books, including many rare volumes, and is recognized as a top college library in the state. With state-of-the-art technology, it offers extensive print and digital resources, including e-books, journals, magazines, theses, videos, language tools, and newspapers, all accessible anytime, anywhere. The library is also becoming fully automated with Koha Integrated Library Management Software.

CIRCULATION POLICY

- Fully automated Circulation system for all patrons like Teachers, Staff and students. For Teachers maximum 30 books for 3 months, a Staff maximum 5 books for 3 months and for UG Students maximum 2 books for 15 days respectively can be lent out from the Central Library. Which can be reissued for another 15 days. For PG students' maximum 5 books can be lent out for 15 days. However, the no. of books issued to needy students are sometimes increased beyond the limit of maximum number of books.
- All borrowers may issue and return the books at the automated Self Book Check-in Check-out Kiosk and/or manually over-the-counter during the Library Hours and via sensor-based Book Drop Box after the Library hours.
- Within the campus Library Extension services are provided in the form of Departmental Seminar Library which is completely managed by the Heads of the all Departments and /or Seminar Library-in-charge. This Seminar Library is only for the benefit of bonafide students of Honours and PG courses. There is also a Seminar Library in the Baker Govt. Hostel under the Administration of the Hostel Superintendent.

LIBRARY HOURS

- The Library remains open from 10 AM to 5 PM except Saturdays, Sundays and other holidays. The library hour on Saturday is from 10 AM to 2 PM. However, in case of important work, the library is kept open till the work is over, sometimes till late night also.

WRITE OFF POLICY

- Since the status of the college is pure Government College, write off policy is usually discouraged. In spite of that the Governing body of the college has the power of writing off the books worth of Rs.5000 at a time.

LIBRARY SERVICES AT A GLANCE

- Lending Service
- Reference Service
- Reprographic service
- Lamination Service
- Documentation Service for teachers on demand.
- Searching & Printing services free of cost.
- Daily Newspaper Service with 2 in English, one newspaper in Bengali and Urdu language and Employment News in English and Karmakhetra (employment) in Bengali



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- Open Access for Teachers, Staff, Retired Teachers, PG Students. For UG students Open Access is allowed as and when required.
- Pest Control Service with Occasional Dusting and Termite Control Services.
- Internet with LAN and Wi-Fi facility.
- Air conditioned Library Front Office, CREATIVITY & INOVATIVE HUB / READING ROOM with the sitting capacity of 60 students in 600 sq. ft., Manuscript Room, Book stack, and Bengali Language stack.
- Quick and personal services to Divyangjan users - 1 computer assigned for visually and hearing impaired user using NVIDIA software
- 3 computers for the students in the CREATIVITY & INOVATIVE HUB / READING ROOM.
- Teacher's Cabin inside the Creativity and Innovative Hub.
- CCTV surveillance in CREATIVITY & INOVATIVE HUB / READING ROOM, Front office of the Library and Stack Rooms at 10 locations.
- Separate Manuscript Section with display unit.
- New Arrival Electronic Display unit and two hardcopy Journal Display Units.

IMPLEMENTATION OF NAAC CYCLE-II RECOMMENDATIONS

- The Central Library is moving towards full automation by significant upgradation and installation of Hardware and Softwares like RFID Security Gate, Middle Ware, RFID-Tags, Book Drop Box, Bar code Scanner for Footfall, Self-Check in/ Check-out station, Brail Software like NVIDIA for Divyangjan, Multi-Lingual Hub, Creativity and innovative Hub
- Accessibility of e-Books and e-Journals has been increased through Institutional Membership of BRITISH COUNCIL LIBRARY, Kolkata, and AMERICAN CENTRE LIBRARY, Kolkata, NLIST of UGC- INFLIBNET, DELNET, DOAB, DOAJ, etc.

LIBRARY COMMITTEE

Sri Nayer Jamal (Librarian & Convener)

Dr. Susanta Roy Karmakar (Assoc. Prof. of Zoology)

Sri Shahnawaz Shibli (Asst. Prof. of Urdu)

Dr. Onkar Nath Pathak (Assoc. Prof. of Urdu)

Dr. Santanu Chattopadhyay (Assoc. Prof. of Bengali)

Sri Anjan Saha (Asst. Prof. of History)

Sri S.M.M.J.S. Alquadri (Asst. Prof. of Arabic)

Sri Ayan Banerjee (Asst. Prof. of History)

Convener, Library Committee

Maulana Azad College
Librarian (Selection Grade)
WBES
Maulana Azad College
Govt. of West Bengal, Kolkata-13

Co-ordinator, IQAC

Maulana Azad College
Co-ordinator
IQAC
Maulana Azad College
Govt. of West Bengal
8, R.A. Kidwai Road, Kol.-13

Principal

Maulana Azad College
Principal
Maulana Azad College, Kolkata
Govt. of West Bengal



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POLICY DOCUMENT ON DIVYANGJAN

1. Introduction


Maulana Azad College is committed to establishing a Divyangjan-friendly, barrier-free and inclusive campus. Bearing in mind the various policies of the central and state government, particularly The Rights of Persons with Disabilities (RPwD) Act, 2016 passed by the Government of India (<https://depwd.gov.in/acts/>) as well as the draft West Bengal Rights of Persons with Disabilities Rules, 2017 (http://wbcommissionerdisabilities.gov.in/link/pdf/Draft_WBRPwD_rules-2017.pdf), the college has framed a policy to create an inclusive culture so that discrimination, exploitation and exclusion of disabled students and staff from all spheres of work and education is strictly avoided.


2. Aims and Objectives


- To adopt a stance of Zero-Discrimination against Divyangjan by prohibiting any form of exploitation and exclusion of individuals with physical and/or mental disabilities.
- To offer equal opportunity to all stakeholders irrespective of their physical and/or mental condition.
- To facilitate participation of Divyangjan students, staff and other stakeholders in policy making bodies of the college.

3. Facilities to Divyangjan

- **Reservation:** Students with disabilities are provided 3% (three percent) reservation at the time of admission at both the UG & PG levels in accordance with rules of the West Bengal government (http://wbcommissionerdisabilities.gov.in/User/benefits_disability).
- **Ramp and Rail:** Provide ramp and railing for easy access to persons with physical impairment and those using wheelchairs.
- **Wheelchair:** Offer equipment like wheelchair in the college campus to persons with locomotor problems.
- **Accessible Washroom:** Construct Divyangjan-friendly washrooms for both boys and girls which are accessible to persons with disabilities.
- **Tactile Path:** Install tactile paving / detectable warning surface (a system of textured ground surface to warn pedestrians who are visually impaired) inside the college compound.
- **Signage:** Display boards and signposts at various places in the college building for making them easily noticeable to Divyangjan.
- **Screen-reading and related Software:** Install special computer equipped with screen-reading / NVDA and Braille softwares in a separate cubicle so that visually impaired persons can work without hindrance.
- **Soft Copy of Study Material:** Provide soft copies of study material which can be read out aloud using computer software.
- **Human Assistance:** Human assistance in the form of reader and scribe in classrooms and examination halls based on applications from students with disabilities.
- **Amanuensis:** In case of university examinations, advice to Divyangjan students for applying to the university authorities for use of an amanuensis or providing extra time.


Convenor &
Associate Professor
Maulana Azad College
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- **Learning Disorders:** Offer special attention to students with dyslexia and related disorders because in recent years learning disorders have emerged as a prime cause of concern among the student populace.
- **Help Desk:** Provision for enquiry and information to Divyangjan, preferably in the form of a Help Desk specially dedicated to them, particularly during the admission season when prospective applicants and their guardians come to the college to seek information.

4. Proposed Initiatives

- **Lift:** Install lift to provide easy access to the first and second floors of the college, thereby benefitting not only Divyangjan but also those who are senior citizens or indisposed.
- **Special Care Unit:** Set up a Special Care Unit for helping Divyangjan, including both students and employees of the college.

5. Awareness Programs:

- **Sensitisation:** Conduct workshops, seminars, and campaigns to educate students, faculty, and staff for making them more sensitive towards Divyangjan. Encourage Divyangjan students to participate in cultural programs and other college events.
- **Outreach and Extension Programs:** Propagation of an empathy-based behavioural approach to Divyangjan beyond the campus, carried out by the NSS unit of the college, so that the community and society at large are involved.

6. Monitoring and Reporting


- **Monitoring:** Continuous monitoring by the college administration on issues related to Divyangjan.
- **Reporting:** In the event of any particular case requiring specific attention, consultation with teachers across all disciplines, experts in the field of Disability Studies, as also all stakeholders for resolving the matter at hand.


7. Compliance and Review

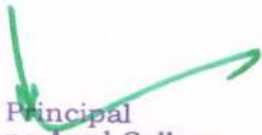
- **Regulatory Adherence:** Ensure compliance with all national and state legislations, regulations and guidelines regarding persons with disabilities.
- **Review for Improvement:** Review at periodic intervals, with the motive of evaluating the efficacy of the current policy, as also incorporating technological and ideological developments made from time to time in order to bolster support to Divyangjan.

8. Inference

This policy aims to foster an inclusive and supportive environment at Maulana Azad College, ensuring that all members of the college community have an equal opportunity to thrive.


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Report Sports 2018-2023

Maulana Azad College is an esteemed institution of higher education in West Bengal, established in 1926. The College offers a diverse range of undergraduate and postgraduate programs across various disciplines, encompassing Arts, Science, Commerce, and Social Sciences. With its affiliation to the prestigious University of Calcutta and recognition by the University Grants Commission (UGC), the college ensures academic excellence and credibility.

The College possesses modern infrastructure, featuring modern classrooms, well-equipped laboratories and extensive libraries. Furthermore, the College provides a range of extracurricular activities, including sports and cultural events, catering to the diverse interests and talents of its students, thereby fostering a holistic learning experience.

Maulana Azad College recognizes the vital role of sports and games in the holistic development of students. We encourage students to participate in various athletic pursuits to develop their physical and mental well-being, teamwork, discipline, and leadership skills.

Games and Sports Facilities of the College include:

- A playground at Gorachand Dutta Lane
- Access to the Calcutta University Ground, Maidan Playground and Subodh Mallick Square Park for large-scale events.
- A small ground in the premises of Boys' Hostel.
- Two common rooms (Boys' and Girls') with amenities for indoor games like table tennis, carom, and chess
- A well-equipped multi-gym
- Outdoor games like soccer, cricket, and badminton

The College organizes Annual Athletic Meet every year in which students and teaching and non-teaching staff participate. In 2021 and 2022 Annual Athletic Meet of the College could not be organized due to COVID-19 pandemic.

Student Participation and Achievements

We strive for maximum student participation in sports and games, emphasizing inclusivity and diversity. Our students have represented the institution in various athletic pursuits, showcasing their talent and skills. The College has achieved success in inter-collegiate sports events, with students winning awards at the inter-college levels.

Affiliation

We have affiliated with the Muslim Institute. Our students in general and the Hostel boarders in particular avail the library, gym and indoor games facilities of the Institute.

Our institution is committed to integrating sports and games into the curriculum and campus life, developing students' physical and mental well-being, teamwork, discipline, and leadership skills, preparing them for a healthy and successful life.



GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
Maulana Azad College



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Report Sports 2018-2023



Playground, Gorachand Dutta Lane



Calcutta University Ground



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Report Sports 2018-2023



Maidan Playground



Maidan Playground



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Report Sports 2018-2023



Subodh Mallick Square Park



Runner up Football- C.U. Inter College Games & Sports Championship 2019-20

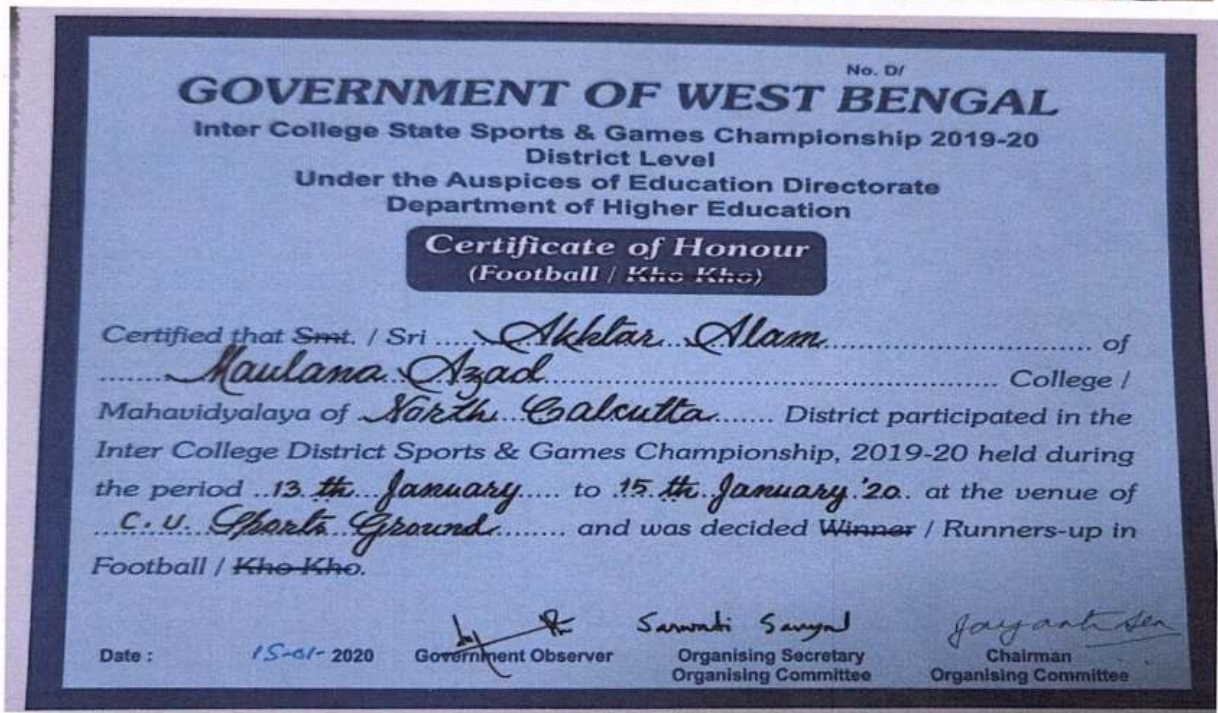


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Report Sports 2018-2023



Annual Athletic Meet-2018



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Report Sports 2018-2023



Annual Athletic Meet-2019



Annual Athletic Meet 2020



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Report Sports 2018-2023



Annual Athletic Meet-2023



Library, Muslim Institute



Gym, Muslim Institute



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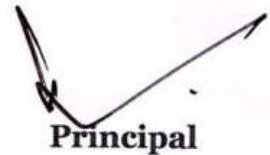


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Report Sports 2018-2023



Indoor Games, Muslim Institute



Principal

Maulana Azad College



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Policy Document on Research and Development

Introduction:

The Maulana Azad College, one of the premier colleges in eastern India, affiliated to Calcutta University, nurtures a tradition of holistic education and learning amongst its students beyond textbook inculcating the components of innovation, development of research aptitude and social outreach. In recognition of its untiring effort towards this mission, the college was recognised as a Centre for Potential of Excellence by the University Grants Commission in 2010 and as a STAR College by the Department of Biotechnology, Ministry of Human Resource and Development, Govt. of India in 2017 to promote and foster student research. Presently, the National Education Policy (NEP), 2020 has mandated the inclusion of student research as an integral component of the Higher Education System with a strong emphasis on research, innovation and technology development to strengthen the foundation of Atma-Nirbhar Bharat (Self-reliant India). In accordance to the guidelines of establishment of research and development Cell in Higher Education Institutes as laid down by University Grants Commission under the framework of NEP, 2020, the Research Advisory Council of the college has been constituted. Four separate subcommittees function under the jurisdiction of the Research Advisory Council, namely 1) Finance and Infrastructure 2) Research Program and Policy Development 3) Collaboration and Community and 4) IPR, Legal and ethical matters. The functioning of the Council is governed by a set of policies as elaborated below approved by Co-ordinator, Internal Quality Assurance Cell and Principal, Maulana Azad College.

Objectives:

- Nurture and inculcate research philosophy amongst students through engagement of students in short term research projects, organization of workshops and hands-on-training programmes, peer-talk lecture series as well as student seminars.
- Promote innovation and enterprise amongst the student community for technology development with a simultaneous development of awareness regarding Intellectual Property Rights.
- Promote and augment industry-academia interface for providing a greater exposure and job opportunity to students
- Foster a culture of innovation and entrepreneurship and develop an ambience for start-up activities in the college.
- Enhance research capacity and output through collaboration with Universities and Research institutions to augment research infrastructure and elevate the quality of research.
- Promote Social outreach and community services through research programmes.



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Constitution of the Research Advisory Council

Chairman:

Dr. Dipak Kumar Som, M.Sc., Ph.D.

Associate Professor and Head, Post Graduate Department of Zoology

Director – Research and Developmental Cell

Dr. Biswajit Maity, M.Sc., Ph.D.

Associate Professor, Dept. of Physics

Sub-Committee 1: Finance and Infrastructure

1. Prof. (Dr.) Tapan Kumar Karpha, M.Sc., Ph.D., Professor, Dept. of Chemistry
2. Dr. Sanju Das, M.Sc., Ph.D., Assistant Professor, Dept. of Chemistry
3. Dr. Ajanta Mukherji, M.Sc., Ph.D., Assistant Professor, Dept. of Chemistry
4. Dr. Madhu Sarada, M.Com., Ph.D., Assistant Professor, Dept. of Commerce

Sub-Committee 2: Research Program, Policy Development

1. Dr. Debabrata Mukherjee, M.Sc. Ph.D., Associate Professor and Head, Dept. of Botany
2. Dr. Samudra Prosad Banik, M.Sc. Ph.D., Assistant Professor and Head, Dept. of Microbiology
3. Dr. Abhishek Mukherjee, M.Sc. Ph.D., Assistant Professor, Dept. of Zoology
4. Dr. Debalina Bhattacharya, M.Sc. Ph.D., Assistant Professor, Dept. of Microbiology

Subcommittee 3: Collaboration and Community

1. Dr. Dabir Ahmed, M.A. Ph.D., Associate Professor and Head, Dept. of Urdu
2. Dr. Debaprashad Chatterjee, M.A. Ph.D., Associate Professor, Dept. of Sociology
3. Dr. Sujit Kumar Bhowal, M.Sc. Ph.D., Associate Professor, Dept. of Zoology
4. Dr. Sanjukta Manna, M.Sc. Ph.D., Associate Professor, Dept. of Zoology

Sub-Committee 4: IPR, Legal & Ethical Matters

1. Prof. (Dr.) Santanu Ghosh, M.A., Ph.D., Professor of Economics
2. Dr. Barin Kr. Roy, M.A., Ph.D., Associate Professor, Dept. of Economics
3. Dr. Sanjoy Chattopadhyay, M.Sc. Ph.D., Associate Professor, Dept. of Physics
4. Dr. Mahua Patra, M.A., Ph.D., Assistant Professor, Dept. of Sociology

Scope of the Policy

This policy applies equally to all research activities conducted by the faculty, staff, and students of Maulana Azad College.

The policies adopted by the Research Advisory Council for the functioning of the sub-committees are as follows



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Policy for Finance and Infrastructure Sub-Committee

- The Finance and Infrastructure Subcommittee will ensure financial management, sustainability and growth of the institution keeping in mind the primary objective of instilling in students the philosophy and ambience of research.
- The committee will assist and advise Principal investigators during preparation of budget allocation components for extramural grant applications.
- The committee will oversee the purchase of both consumables and non-consumables sanctioned in the project. However, the decision of the PI will be given a high priority for purchase of specific consumables/instruments related to the implementation of a project.
- The Committee will write proposals to the Government time-to-time seeking funding for purchase of consumables and instruments as well as repairing of key instruments and other related infrastructure.
- The Committee will assist the PI in preparation of the utilization certificate duly certified by the Auditor.

Policy for Research Program Development

- The Committee shall take initiative time to time to appraise the full-time faculty members regarding the different funding agencies of the country and their criteria for funding research projects throughout the year in the different disciplines of Science, Social Science, Language and Humanities. It will also lend all assistance (if needed) in writing the research proposals including plagiarism checking of the final research proposal before submission. In this regard, the committee also spread awareness amongst the faculty members of the science disciplines regarding the project opportunities and other research schemes offered by Indiabioscience.org, an initiative of DBT to promote research among young faculty members.
- Since the college is under the academic and administrative jurisdiction of the University of Calcutta, it does not have a Ph.D. committee of its own. However, the committee will lend the assistance needed by faculty members to register themselves as Ph.D. supervisors at a suitable department under a University commensurate with their discipline of research and also mediate potential collaboration of the concerned teacher of the college with a faculty member from the University who may act as Co-supervisor of the research fellow recruited in the project.
- Recruitment of the fellow in the project (if available) will be strictly governed by the UGC rules and regulations for appointment of research fellow (a minimum of 55% marks at the Masters or Equivalent level with NET/GATE as desirable additional qualification as per the guidelines set by the funding agency. The advertisement regarding recruitment of the project fellow will be published well in advance in print/electronic media as well as in the college website. Recruitment of the fellow will be carried out through the constitution of an interview board duly approved by the funding agency.
- The committee will also monitor proposals received for summer/winter internships for short terms (1.5 to 2 months) from students of other institutions at the college laboratories under the supervision of the faculty members of the college



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Policy Document for Collaboration and Community

- The committee will foster a culture of collaboration and inclusivity, and take active strides towards development of community feeling both within the campus as well as in the localities in the vicinity of the college
- The committee will initiate Memorandum of Understandings with Universities, Institutions, NGOs and Industries to cater for the academic needs of students and faculty members, initiate job-oriented skill based and value-added certificate courses and explore and mediate internship opportunities of the students in industries and institutions.
- The committee will also organize from time-to-time societal outreach programmes in the local community and popular science workshops/laboratory visits for school children.

Policy Document for IPR, Legal and Ethical Matters

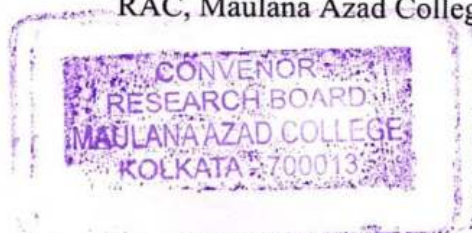
- The primary responsibility of the committee will be to promote awareness about Intellectual Property Rights, ethical conduct and compliance amongst the faculty members as well as the students of Maulana Azad College.
- The committee will also take adequate measures for creation of an incubation hub at the college and organize training sessions and workshops by experts both for students and faculty members regarding all stages of the development of a prototype starting from ideation to patent filing.
- The committee will also establish liaison with the Patent office regarding filing a patent for a newly developed design/prototype in the college and mediate the necessary legal procedures thereafter.
- The committee will also be responsible for formation of the necessary ethical committees (animal/human) for conducting research experimentations.
- The committee will also arrange lectures periodically to promote IPR and its necessity for students and faculty members.

Signature of IQAC Coordinator

Maulana Azad College
IQAC
Maulana Azad College
Govt. of West Bengal
8, R.A. Kidwai Road, Kol.-13

Signature of Chairman

RAC, Maulana Azad College



Signature of Principal

Maulana Azad College

Principal
Maulana Azad College
Kolkata
Govt. of West Bengal