

MANIKCHAK COLLEGE



PROSPECTUS

2025-26

**P.O.- LALBATHANI,
MATHURAPUR,
MALDA, 732203**

CONTACT – 9733770053

AISHE CODE - C50818

Website – www.manikchakcollege.ac.in
Email – principal@manikchakcollege.ac.in

➤ The College at a Glance:

1. Name of the College : MANIKCHAK COLLEGE
2. Date of Establishment : 15th September, 2014
3. Status : GOVT. AIDED
4. Address : P.O.- LALBATHANI,
MATHURAPUR,
MALDA, 732203
CONTACT – 9733770053
5. Affiliation : University of Gour Banga, Malda
6. Recognition : UGC u/s 2(f) & 12(B)
7. Accreditation : NAAC Accredited 'B'
8. Course : 4 Years UG Programme
(4 Years Honours & 3 Years General)
9. Stream : Arts
10. Area : 5.20 Acres
11. Nature : Co-education
12. Shift : Day

➤ Members of Administrative Body

1	Ashis Kumar Sinha	President
2	Md. Nazmul Hoque	State Government Representative
3	Aheda Khatun	State Government Representative
4	Dr. Niranjana Kumar Mridha	University Representative
5	Debasmita Saha	University Representative
6	Md. Masud Ali	Teacher Representative
7	Dr. Goutam Sarkar	Teacher Representative
8	Prasanta Chowdhury	Teacher Representative
9	Aktar Hossain	Non-Teaching Representative
10	Vacant	WBSCHE Representative
11	Vacant	Student Representative
12	Sabitri Mitra	Representative from Sponsoring Body promoting the establishment of college
13	Dr. Aniruddha Chakraborty	Principal and Secretary

Course/s Offered

- 1. Bengali**
- 2. English**
- 3. Sanskrit**
- 4. History**
- 5. Political Science**
- 6. Education**
- 7. Sociology**
- 8. Philosophy**

SEAT MATRIX

SUBJECT	UR	UR-PWD	SC	SC-PWD	ST	ST-PWD	OBC -A	OBC-A - PWD	OBC-B	OBC-B - PWD	EWS	EWS - PWD	TOTAL
BENGALI	342	18	167	9	46	2	76	4	53	3	76	4	800
EDUCATION	300	15	146	8	40	2	66	4	47	2	68	2	700
ENGLISH	43	2	21	1	6	0	9	1	7	0	9	1	100
HISTORY	300	15	146	8	40	2	66	4	47	2	68	2	700
PHILOSOPHY	48	3	24	1	7	0	11	1	8	0	11	1	115
POLITICAL SCIENCE	257	13	125	7	34	2	57	3	40	2	58	2	600
SANSKRIT	43	2	21	1	6	0	9	1	7	0	9	1	100
SOCIOLOGY	86	4	42	2	11	1	19	1	13	1	19	1	200

➤ Course Fee:

At the time of Admission:

For 4 Years UG Programme: 2700/- (Including University Registration Fee and Twelve Months Tuition Fee)

For Next Three Consecutive Years:

For 4 Years UG Programme: 2100/- (Twelve Months Tuition Fee)

- **Student/s may opt 3 years B.A. General Course**

➤ Minimum Eligibility Criteria:

- a) **Honours Programme (4 years):** A student who has passed the Higher Secondary (10+2) Examination held by the West Bengal Council of Higher Secondary Education or its equivalent Examination from other Boards / Councils with at least four subjects having English as Compulsory Subject of 100 marks is eligible to take admission to the Honours Programmes of Studies of B.A./B.Sc./B.Com./B.C.A. on the basis of merit and available vacancy of the particular subject(s) of the concerned college.
- b) **General Programme (3 years):** A student who has passed the Higher Secondary (10+2) Examination held by the West Bengal Council of Higher Secondary Education or its equivalent Examination from other Boards/Councils with at least four subjects having English as Compulsory Subject of 100 marks is eligible to take admission to the General Programmes of Studies of B.A./B.Sc./B.Com. on the basis of merit and available vacancy of the particular subject(s) of the concerned college.
- c) A student who has passed Higher Secondary (10+2) examinations (with English as a subject) of the West Bengal State Council of Technical & Vocational Education and Skill Development (Erstwhile West Bengal State Council of Vocational Education and Training) or National or State Level Board in regular mode shall be eligible to take admission to the B.A./B. Com General Programme only.
- d) Students who have passed the Higher Secondary (10+2) Examinations in the current year, 04 (four) previous years will only be allowed to take admission.
- e) Aggregate marks shall be calculated by adding the marks in English and top-three subjects in order of marks secured by a candidate.

- f) The College authorities may fix higher eligibility criteria than the minimum eligibility criteria as laid down in point (a) & point (b)

➤ Reservation of seats:

There shall be reservation of seats for SC / ST / OBC /EWS/ PWD Candidates as per Rules of the State Government.

➤ Information Regarding Merit Point Calculation for Admission in UG Course/s for the Academic Session 2024-25:

- (i) a) for Honours/Core Courses: $(S+T)/4$.

[Where S = Subject marks (opted for Honours/Core Course) and T = Marks obtained in English + marks of two other subjects (excluding EVS and the subject opted for Honours/Core Course)].

- b) In case, any candidate opts for an Honours/Core Course beyond his/her subject combination [except linguistic subjects at H.S. (10+2) level], the merit point will be calculated as: $T_1/4$.

[Where T_1 = Marks obtained in English + best marks of three other subjects (excluding EVS and English)].

For General/Program Course the merit point calculation formula will be the same as (i) b) above

Tie Breaking Rule:

Tie Break 1: Aggregate Percentage Marks in Top 4 Subjects (Excluding (Environment Studies, Environmental Education)) [10+2 Exam] + Marks in First best Subject (out of 100) [10+2 Exam]

Tie Break 2: Earlier Date of Birth, with the older candidates to be given preference in Ascending Order

➤ Facilities

- Library
- Canteen
- Boys' Hostel (College Attached Minority hostel run by MA & ME department)
- Girls' Hostel (College Attached Minority hostel run by MA & ME department)
- Smart Classrooms
- Seminar Hall
- Play Ground
- Free Wifi
- Sports Support
- Computer Lab
- Semi-automated Library
- Equipped Reading Room
- Inflibnet
- Reading Room
- Scholarship Assistance
- Purified drinking Water
- Parking Zone
- CCTV surveillance
- Career Corner
- Student Credit Card
- ICT Enabled Classroom
- Common Room (Boys & Girls)
- 100% Cashless Transaction
- Departmental Library
- 24x7 Power supply
- Solar Power Energy

➤ College Library

The College has a semi-automated Library through KOHA and has N-list subscribed. Rule for the return of books are to be strictly followed. The students will be allowed to keep 03 (three) books up to 15 (fifteen) for academic purpose. If he/she fails to return the books by time a fine will be charged from the defaulting student for each day of delay.

The Library Committee monitors the entire management of the library for better functioning. A considerable number of students regularly attend library sessions under the supervision of their respective teachers. The teachers encourage the students to visit the College library and develop the experience of doing library work during these sessions. Additionally, the teachers also use library resources for their knowledge enhancement and lesson preparation.

Our student and faculty members are provided access to National Library and Information Services Infrastructure for Scholarly Content (N-LIST). This facility enables users to access more than 5000 e-resources.

Each department conducts library sessions for their respective students. These sessions are aimed at encouraging library works for learning, under the guidance of the respective faculty members. These sessions have been included in the timetable since the commencement of the academic session 2022-23.

Mechanism of Redressal Policy

A. Mechanism for Students Grievances Redressal

Manikchak College, Malda has created a mechanism for redressal of students' grievances related to academic and non-academic matters, such as assessment, victimization, attendance, charging of fees, conducting of examinations, harassment by colleague students or teachers etc. We have College level grievance redressal committee to deal with the grievances of the students.

Grievances include the following complaints of the aggrieved students

1. Making admission contrary to merit determined in accordance with the declared admission policy of the College/University/State Government.
2. Irregularity in the admission process adopted by the College.
3. Refusing admission in accordance with the declared admission policy of the institution.
4. Non-Publication of prospectus (either hard copy / online), web notification, admission portal link, payment link as specified in these regulations.
5. Publishing any information in the prospectus, which is false or misleading, and not based on facts.
6. Institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue.
7. Demand of money in excess of that specified in the declared admission policy to be charged by such Institution.
8. Breach in reservation policy in admission as may be applicable.
9. Approval of the verified documents along with filled form downloaded from respective scholarship portal or delay in approval of scholarships to any student that such institution is committed, under the conditions imposed by University Grants Commission, or by any other authority.
10. On provision of student amenities as may have been promised or required to be provided by the institution.
11. Non transparent or unfair internal assessment process.
12. Refund of fees, in case a student withdraws the admission within the stipulated time as mentioned in the prospectus, as notified by the UGC from time to time.

B. Mechanism for Internal Complaints Committee (ICC)- Women Cell

In compliance with the Supreme Court Judgment and guidelines issued in 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places the University Grants Commission (UGC) has issued circulars since 1998 and insisting the enactment of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal Act-Sexual Harassment Act in April 2013) to all the universities and colleges, advising them to establish a permanent cell /committee and to frame guidelines to combat sexual harassment, violence against women at the universities and colleges.

It has further advised the colleges/universities to be proactive by developing a conducive atmosphere on the campus, where the women are respected and they are treated with dignity. As per the guidelines of UGC and the Supreme Court, a Committee against Sexual Harassment/ (ICC) Internal Complaints Committee at Manikchak College has been formed to provide a healthy and congenial atmosphere to the staff and students of the College.

The objectives of the Internal Complaint Committee to Prevent Sexual Harassment of Women at the Workplace are as follows:

1. To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence at the College.
2. To uphold the commitment of the Institute to provide an

- environment free of gender-based discrimination.
3. To create a secure physical and social environment to deter any act of sexual harassment.
 4. To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.

Procedure for reporting a complaint:

In the college, in every category that i.e. students, teachers and employees many women have been working. Hence the permanent women cell has been formed to carry out the directives of the Supreme Court and any case related with women harassment can be reported in this cell. A written application addressed to the convener can only be accepted. In the complaint it should also be made clear that how she was sexually harassed or how her harassment could be determined according to the parameters fixed by the Supreme Court. On receiving such complaints (if any) action shall be taken by the cell to resolve the issue.

C. Mechanism for curbing the menace of ragging

To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness, a fresher or any other student, or indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassments so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from college by prohibiting it under the UGC Regulations, preventing its occurrence and punishing those who indulge in ragging, as provided for in

above mentioned Regulations and the appropriate law in force .

In pursuance to the directives of Honorable Supreme Court and the UGC notification on “Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, Manikchak College, Malda has formed an anti-ragging committee and has taken the following preventive measures to eliminate the curse of ragging among the students and to provide them sympathetic environment to learn and develop all round development of the learners. We have also collected filled in declaration form regarding anti ragging statement signed by both student and parent at the time of 1st year admission.

- To implement the provisions of UGC regulations on curbing the menace of ragging
- To regulate and punish those who indulge in ragging as provided under the UGC

For any clarification mail us principal@manikchakcollege.ac.in or WhatsApp to 9733770053

➤ Co-Curricular Activities

- Seminar: National, International
- Workshop
- Career Counseling
- Special Lectures
- **NSS:** Blood Donation Camp, Awareness Programme, Safe Drive Save Life, Campus Cleaning Etc.
- Interaction with Stakeholders
- Educational Tour
- Field Trip, Students’ Seminar, Cultural Programme, Games & sports, Wall Magazine, Institutional Magazine, Poster Presentation, Exhibition, Quiz, Debates, Extempore, Short Drama

➤ **Code of Conduct for the Students:**

The students of the College must obey the following code of conducts:

1. Students should submit filled in Annexure-I & Annexure-II at the time of Verification.
2. Students must ensure 75% attendance of total classes in the College in each semester.
3. Each student must carry College Identity Card in College premises. No student will be allowed in college premises without Identity Card.
4. Students must produce Student Record Card at the time of each activity mentioned in the record card.
5. Students must maintain regularity, punctuality, sincerity for the academics as well as their behavior for the sanctity of the College.
6. Students should follow College website, Official Facebook page and College notice board for any kind of information regularly.
7. Use of mobile phone in classroom is strictly prohibited.
8. Maintaining discipline and punctuality in class room are essential. Students must present themselves in the class room at least five minutes before the stipulated class time.
9. Students should appear in internal examination process for evaluating internal and tutorial purpose.