



MADHAB CHOUDHURY COLLEGE

মাধৱ চৌধুৰী মহাবিদ্যালয়

ESTD. 1939

Affiliated to Gauhati University

<b>Criterion 6:</b>	<b>Governance, Leadership and Management</b>
Key Indicator: 6.4	Financial Management and Resource Mobilization
Metric Number: 6.4.3	Institutional strategies for mobilization of funds and optimal utilization of resources



MADHAB CHOUDHURY COLLEGE

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ESTD. 1939

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## A. Mobilization of fund from ASTEC for organizing workshop ON 'Intellectual Property Right (IPR)

### Sanction order from ASTEC

অসম বিজ্ঞান প্রযুক্তিবিদ্যা আৰু পৰিৱেশ পৰিষদ  
(বিজ্ঞান আৰু প্রযুক্তি বিভাগ, অসম চৰকাৰ)  
**ASSAM SCIENCE TECHNOLOGY AND ENVIRONMENT COUNCIL**  
(Department of Science & Technology, Govt. of Assam)

BIGYAN BHAWAN  
G.S. ROAD  
GUWAHATI - 781005  
Assam, India

Telephone : 0361-2464621  
: 0361-2450646  
Fax : 0361-2464617  
E-mail : astec@rediffmail.com  
Website : www.astec.gov.in

No. ASTEC/S&T/1037(4)(1)/2018-22/1322- Date: 10/10/2022

From : Smt. Kinnei Changsan, ACS  
Director  
Assam Science Technology and Environment Council

To : Dr. Prakash Sarma  
Principal  
M.C. College  
Barpeta, Assam-781301.

Sub: Sanction Order for Organizing Weeklong Workshop on "Intellectual Property Rights (IPR)-  
Developing Issues and Challenges"

Ref: Your Letter No. - NIL dated Barpeta the 19<sup>th</sup> July, 2022.

Sir,

In inviting a kind reference to the subject and letter as cited above, I would like to inform you that we would be glad to collaborate with you for organizing a weeklong workshop on "Intellectual Property Rights (IPR)- Developing Issues and Challenges". In this regard, your proposal for a financial support from ASTEC has been accepted and we are glad to provide a lumpsum financial support of Rs. 22,000/- for organizing the said program.

You are requested kindly to mention in all your banners, leaflets etc. for the program as "Organized in Collaboration with Patent Information Centre, ASTE Council, Government of Assam". Moreover, you will have to submit the utilization certificate, statement of expenditure, activity report with photographs etc. of the program from your side after the completion of the program.

If the above is acceptable, I request you to kindly send us an acceptance letter within 15 days after which the said amount will be released.

Yours faithfully,  
  
Director  
ASTE Council

Copy to:  
i) Dy. F.A.O., ASTEC - for record.

Director  
ASTE Council

Co-Ordinator,  
Internal Quality Assurance Cell  
Madhab Choudhury College  
Barpeta



Principal,  
Madhab Choudhury College  
Barpeta



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B. Mobilization of fund from ASTEC for organizing workshop ON  
'Intellectual Property Right (IPR)

Sanction order from ASTEC



OFFICE OF THE PRINCIPAL  
MADHAB CHOUDHURY COLLEGE  
BARPETA :: ASSAM :: PIN-781301

Phone: 9435024357

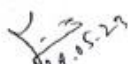
E-mail: mcbarpeta@rediffmail.com  
Website: www.mccollege.edu.in


Dated Barpeta the 29/05/23

UTILISATION CERTIFICATE

Name of the Organizing Institute : Madhab Choudhury College, Barpeta  
Title of Project : One Week workshop on IPR  
Topic of the Talk : Intellectual Property Right (IPR)-Developing issues and challenges  
Amount Sanctioned Rupees : 22,000/-  
Amount received in advance : 22,000/-  
Amount to be released : Nil

Certified that Rs. 22,000/- sanctioned vide letter no. ASTEC/S&T/1037(4)(1)/2018-22/1722 dated 10/10/2022 has been fully utilized in the above mentioned programme.

  
Head of Institution  
(Name and Signature with seal)  
Principal,  
Madhab Choudhury College  
Barpeta

  
Co-Ordinator,  
Internal Quality Assurance Cell  
Madhab Choudhury College  
Barpeta



  
Principal,  
Madhab Choudhury College  
Barpeta



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**C. Sponsor of Best Graduate and Undergraduate award of P.G. Department of Botany**

**Detail of contribution from the sponsors**


Details of contribution by Alumni and others to the P. G. Department of Botany,  
Madhab Choudhury College, Barpeta, Assam

Session: 2022-2023

Sl. No	Name of the contributor(s)	Donation/Contribution	Value (in INR)
1	Kabindra Nath Das (Ex-Faculty)	Sponsor of Best Graduate Award	Rs. 6,075/- (interest)
2	Arjun Ch. Das (Ex-Principal, Madhab Choudhury College)	Sponsor of Best Post Graduate Award	Rs. 6,075/- (interest)
3	Kulendra Narayan Patowarry (Ex-Faculty)	One LG Refrigerator	Rs. 17,500/-
4	Six Alumni of 1981, 1986 and 1989 batch (Botany Major)	One Steel Bookshelf	Rs. 10,600/-
<b>Total</b>			<b>Rs. 40,250/-</b>

  
(Dr. Dip Kumar Bhattacharjya)  
Head, P. G. Department of Botany,  
Madhab Choudhury College,  
Barpeta, Assam

**Head  
Department of Botany  
Madhab Choudhury College  
Barpeta.**

  
Co-Ordinator,  
Internal Quality Assurance Cell  
Madhab Choudhury College  
Barpeta



  
Principal,  
Madhab Choudhury College  
Barpeta

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A. Mobilization of fund from Directorate of Higher Education, Govt. of Assam for reimbursing the admission fees (under Pragyan Bharti scheme of Government of Assam)

DATE	PARTICULARS	CHEQUE NO.	DEBIT	CREDIT	BALANCE
	RBISOGOASEP DISPUR TREASURY; 12.12.22 NEFT RB1347120023565 RBISOGOASEP DISPUR TREASURY; 13.12.22 CASH WITHDRAWAL BY CHQ AT 0002B BARPETA Uncl Bal: 0.00 Clr Bal: 33760977.25 Cr; MOD BAL: 0.00	174731	160.00	15542250.00	33760977.25Cr
15.12.22	RTGS UTR FOR SOUTH CENTRAL RAILWAY UTIB0000595 AXIS BANK MUMBAI MUMBAI	000174734	31408860.00		3352017.25 Cr
25.12.22	INTEREST CREDIT			17261.00	3369278.25 Cr
11.01.23	CHEQUE TRANSFER TO	000174735	488196.00		3369082.25 Cr
11.01.23	CHEQUE TRANSFER TO	000174737	2025.00		3367057.25 Cr
	Uncl Bal: 0.00 Clr Bal: 18790536.25 Cr; MOD BAL: 0.00				
30.01.23	CHEQUE TRANSFER TO	000174738	600259.00		3307032.25 Cr
25.03.23	INTEREST CREDIT			10401.00	3317433.25 Cr
31.03.23	HIGHER EDUCATION			5476016.00	2770832.25 Cr
31.03.23	HIGHER EDUCATION			2439735.00	2526897.25 Cr
31.03.23	HIGHER EDUCATION			1924005.00	602889.25 Cr
06.04.23	CASH WITHDRAWAL BY CHQ AT 0002B BARPETA	000174739	146200.00		456689.25 Cr
10.04.23	CASH WITHDRAWAL BY CHQ AT 0002B BARPETA	000174740	25000.00		431689.25 Cr
12.04.23	CASH WITHDRAWAL BY CHQ AT 0002B BARPETA	000174743	3600.00		428089.25 Cr
13.04.23	CASH WITHDRAWAL BY CHQ AT 0002B BARPETA	000174744	8000.00		420089.25 Cr
	Carried Forward				420089.25 Cr

Principal,  
Madhab Choudhury College  
Barpeta

Statement of Reimbursement of the amount free admission fee by DHE, Assam.

Co-Ordinator,  
Internal Quality Assurance Cell  
Madhab Choudhury College  
Gurupata



Principal,  
Madhab Choudhury College  
Barpeta





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**D. Mobilization of fund from DHE, Assam for Mobility grants to the girl students of the College.**

**Application list of mobility grants to the girl students seeking the award during the year 2022-23**

**OFFICE OF THE PRINCIPAL  
MADHAB CHOUDHURY COLLEGE  
BARPETA :: ASSAM :: PIN-781301**

Phone: 9435024357 E-mail: mcchorpeta@rediffmail.com  
Website: www.mccollege.edu.in

Ref. No. *MCC/Scholarship/23::02* Dated Barpeta the *18/01/2023*  
From: *Dr. Prakash Sarma, M.A. Ph.D.*  
Principal, Madhab Choudhury College, Barpeta-781301

To  
The Director  
Higher Education, Kahilipara, Assam, Ghy-19

Sub: Submission of Application List of Mobility Grants to the Girl Students during the year 2022-2023

Sir,  
I have honour to submit herewith the statement of students of this College for award of Mobility Grants to the Girl Students during the year 2022-2023.

A list is enclosed herewith for favour of necessary action.

Yours faithfully  
*[Signature]*  
Principal  
Madhab Choudhury College, Barpeta

Enclosed:  
1. List of Verified Mobility Grants to the Girl Students during the year 2022-2023

*[Signature]*  
Co-Ordinator,  
Internal Quality Assurance Cell  
Madhab Choudhury College  
Barpeta



*[Signature]*  
Principal,  
Madhab Choudhury College  
Barpeta



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D. The college also offers its facilities for the administration of numerous national and state-level exams in exchange for centre fees from the organisers.

Mobilization of fund from agency for taking college as the centre of NEET examination

Sweeper/ Cleaning Staff	02 for every 360 candidates (Minimum Two-01 Male and 01 Female)	of the School/College Should be amongst the Cleaning staff of the School/College.
Watchman/Guards	02 for every 360 candidates (Minimum Two-01 Male and 01 Female)	Should be from among the Watchman/Guards of the School/College
Videographer	Upto 360 Candidates - One 361 to 720 - Two 721 to 1080 - Three 1081 and above - Four	

(b) Remuneration payable to the staff engaged for conduct of NEET(UG)- 2022:	
Category	Remuneration and Conveyance Payable
Centre Superintendent	Rs. 2500/- per day + Rs.1000/- Fixed Conveyance per day (Total admissible Rs.7000/- for two days only)
Deputy Centre Superintendent	Rs. 1500/- per day + Rs.1000/- Fixed Conveyance per day (Total admissible Rs 5000/- for two days only)
Room Invigilator(s) (50% Invigilators must be called for Briefing/Meeting prior to the day of Examination)	> Rs. 1300/- Fixed to those attending on the day of Examination > Rs. 2200/- Fixed to those attending Briefing/ Meeting prior to the day of Examination and attending on the day of Examination
Administrative Staff/Clerk	Rs. 700/- per day + Rs.300/- Fixed Conveyance per day (Total admissible Rs 2000/- for two days only)
Supporting Staff- Sweeper/ Cleaning Staff/Watchman/Guard/Water Boy/Peon	Rs. 500/- + Rs.200/- Fixed Conveyance for the day of Examination (Total admissible Rs 700/- for the day of Examination only)
Videographer	Rs 4000/- per Videographer inclusive of Pen Drive/Storage Device Card Passport Size Photograph - Rs 30/- for each Photograph
Other Charges	Contingent Charges are inclusive of maintenance of furniture etc. Rs 15/- per candidate fixed
	Purchase of Hand Gloves, Sanitizer, water bottle for different functionaries involved in Examination and for those candidates who forget to bring their own water bottle (for 20% of allocated strength of Candidates) Rs 10/- per candidate fixed
	Postal Charges Rs 100/- fixed
	Refreshment Charges* Rs 60/- per staff engaged for the day of Examination
	Purchase of wall clocks and Scissors/Cutter and small torch (as many as required) Rs 05/- per candidate fixed
	Conveyance for Collection of Confidential Material from Custodian and transportation to the Centre Rs 1000/- fixed
	Conveyance for delivery of OMR Sheets and other material after the conclusion of examination from Centre to the City Coordinator. Rs 1000/- fixed
(c) Remuneration payable to the Observers for the conduct of NEET(UG) - 2022:	
Category	Remuneration and Conveyance Payable
Observer	Rs. 2000/- + Rs.1000/- Fixed Conveyance for a day prior to the day of Examination Rs. 4000/- + Rs.1000/- Fixed Conveyance for a day for the day of Examination (Total admissible Rs 8000/- for two days only)
Deputy/Independent Observer	Rs. 2000/- + Rs.1000/- Fixed Conveyance for a day prior to the day of

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Co-Ordinator,  
Internal Quality Assurance Cell  
Madhab Choudhury College  
Barpeta



Principal,  
Madhab Choudhury College  
Barpeta



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E. The college also offers its facilities for the administration of numerous national and state-level exams in exchange for centre fees from the organisers.

Mobilization of fund from agency for taking college as the centre of NEET examination

Examination	
Rs. 2000/-	+ Rs.1000/- Fixed Conveyance for a day for the day of Examination

(d) Engagement of Staff and Remuneration payable to the City Coordinator for the conduct of NEET(UG)-2022:

Category	Remuneration and Conveyance Payable
City Coordinator	Remuneration Rs. 20000/- fixed for three days for the Examination Conveyance Rs. 3500/- fixed for three days for the Examination (Total admissible Rs.23500/- for three days only)
Administrative Staff/Clerk	One Rs. 700/- per day + Rs.300/- Fixed Conveyance per day (Total admissible Rs 2000/- for two days only)
Supporting Staff- Sweeper / Cleaning Staff	One Rs. 500/- + Rs.200/- Fixed Conveyance for two days (Total admissible Rs 1400/- only)
Waterman/Peon	One Rs. 500/- + Rs.200/- Fixed Conveyance for two days (Total admissible Rs 1400/- only)
Watchman/ Guards	One Rs. 500/- + Rs.200/- fixed conveyance for the day of Examination (Total admissible Rs 700/- for the day of Examination only)
Refreshment For staff*	Rs 60/- per staff engaged in the examination per day for a maximum of two days

Note: In the case of a City Coordinator is from an Examination Centre, the Centre Superintendent for that Centre has to be nominated among the Senior Staff of the School/Centre.

(e) Remuneration payable to the Observers for the conduct of NEET(UG) - 2022:

Category	Remuneration and Conveyance Payable
Flying Squad/NTA Representative	Rs 4000/- per day (subject to TDS) for duty day + Fixed Local Conveyance - Rs 1000/- per day for duty day

3.4.1 Staff for the conduct of examination to be engaged strictly as per prescribed norms.

3.4.2 Necessary Invigilators may be called for attending Briefing/Meeting one day before the examination at the Centre.

3.4.3 Necessary administrative staff/clerk and class IV staff may be called one day before the examination.

3.4.4 The staff should be assigned specific duties and trained to follow COVID 19 guidelines

3.4.5 Room wise allocation of work in case of Class IV staff may be done. Clear instructions are given to them for offering drinking water in allotted rooms. No class IV staff should be in the possession of any communication device/camera.

Persons whose near relation is appearing at the examination should not be appointed for any examination duty. A 'No Relation Certificate' to this effect (Appendix-9) that no near relation is appearing at the examination be signed by all the staff on duty and sent to the NTA. NTA will be orienting Invigilators for the examination in areas which have been found to be a matter of concern in the past.

3.5 Staff Briefing/Meeting prior to Examination at Centre

(The Centre Superintendent should read and understand the guidelines carefully before Briefing/Meeting with the Deputy Superintendent (if any), Invigilators and other supporting staff.)

3.5.1 Before the examination, the Centre Superintendent shall call the Deputy Superintendent(s), all Invigilators, Clerk(s) and Class-IV Staff for a briefing with the help of Power Point Presentation shared by the NTA for the following purposes: -

- COVID 19 guidelines and safety practices
- Management of Centre and Registration Rooms/Halls

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Principal  
M.C. College, Barpeta

Co-Ordinator,  
Internal Quality Assurance Cell  
Madhab Choudhury College  
Barpeta



Principal,  
Madhab Choudhury College  
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E. The college also offers its facilities for the administration of numerous national and state-level exams in exchange for centre fees from the organisers.

Mobilization of fund from Gauhati University for conducting B.Ed. entrance examination in the college

Estimated Expenditure for each venue (GUBEDCET-2022)

Duty Assigned	Amount per person
Officer-in-charge ( 1 nos.)	Rs.5000.00
Assistant Officer-in-charge ( One Assistant Officer-in-charge for every 500 candidates allotted)	Rs.3500.00
Invigilator ( One Invigilator for every 25 candidates)	Rs.600.00
Office Assistant ( One Office Assistant for every 500 candidates allotted)	Rs.700.00
Grade-IV ( One Grade-IV for every 100 candidates allotted)	Rs.300.00
Refreshment @ Rs.50.00 per person	
Contingency including stationary & power backup	Rs.2000.00
Rent Institution @ Rs.10.00 per candidate allotted	

Principal  
M.C. College, Barpeta

Academic Registrar  
Gauhati University

Co-Ordinator,  
Internal Quality Assurance Cell  
Madhab Choudhury College  
Barpeta



Principal,  
Madhab Choudhury College  
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### I. Student welfare Fund of Department of Botany in the name of 'Botany Forum'

The Department of Botany, M.C. College, Barpeta generates fund for the student welfare in which the newly admitted students of B.Sc 1<sup>st</sup> semester (honours) and P.G. 1<sup>st</sup> semester students contribute an amount Rs. 100/- each. The fund is then utilized for various welfare measures of the students of the department, such as in arranging freshmen and farewell socials, assisting under privileged students, etc.

#### Receipt of the Botany Forum

Book No.	Sl. No.	51
<b>BOTANY FORUM</b>		
<b>P.G. DEPT. OF BOTANY</b>		
M.C. COLLEGE Barpeta (Assam)		
Received with thanks an amount of Rs. 100/-		
from <i>Tanmay Choudhury</i> as contribution to the		
FORUM from		
of M.C. 1 <sup>st</sup> semester (UG/PG).		
Date: 16/08/2022 Secretary/Treasurer, Botany Forum		

Book No.	Sl. No.	61
<b>BOTANY FORUM</b>		
<b>P.G. DEPT. OF BOTANY</b>		
M.C. COLLEGE		
Barpeta (Assam) Date: .....		
Received with thanks an amount of Rs. ....		
as contribution to the FORUM from .....		
of ..... semester (UG/PG)		
Secretary/Treasurer, Botany Forum		

Co-Ordinator,  
Internal Quality Assurance Cell  
Madhab Choudhury College  
Barpeta



Principal,  
Madhab Choudhury College  
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### Mobilization of space and resources of the college

- a. The college has a botanical garden with enough space and significant plants.



  
Co-Ordinator,  
Internal Quality Assurance Cell  
Madhab Choudhury College  
Barpeta



  
Principal,  
Madhab Choudhury College  
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**Mobilization of space and resources of the college**

b. The college has a botanical garden with enough space and significant plants.

Vermicomposting unit is constructed in the botanical garden area



  
Co-Ordinator,  
Internal Quality Assurance Cell  
Madhab Choudhury College  
Barpeta



  
Principal,  
Madhab Choudhury College  
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**Mobilization of space and resources of the college**

b. The college has a botanical garden with enough space and significant plants.

**Polyhouse in the botanical garden area**



  
Co-Ordinator,  
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### Mobilization of space and resources of the college

- c. In order to maintain a green campus, the college encourages frequent plantation drives in the outdoor spaces of the campus, which are carried out by the environmental cell and eco club.



  
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Madhab Choudhury College  
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### Mobilization of space and resources of the college

- d. The college includes a distance education facility as part of its academic extension practise and operates a community college under the UGC Community college scheme.

### Community college centre in the college



Co-Ordinator,  
Internal Quality Assurance Cell  
Madhab Choudhury College  
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Principal,  
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### Mobilization of space and resources of the college

- e. The free space near the fishery of the college was utilized in setting up an incineration unit designed by the Padma Shri Uddhab Kumar.



*[Signature]*  
Co-Ordinator,  
Internal Quality Assurance Cell  
Madhab Choudhury College  
Barpeta



*[Signature]*  
Principal,  
Madhab Choudhury College  
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### Mobilization of space and resources of the college

- f. A new administrative block along with Principal's chamber and conference hall has been constructed by demolishing the old girls' common room. The building also accommodates new department of Chemistry.



  
Co-Ordinator,  
Internal Quality Assurance Cell  
Madhab Choudhury College  
Barpeta



  
Principal,  
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### Mobilization of space and resources of the college

- g. The college campus has an open playground and a new sports complex (Pavilion) including gymnasium has been constructed beside the play ground.



  
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Madhab Choudhury College  
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**Mobilization of space and resources of the college**

- h. An open stage has been constructed behind the new administrative building where various programmes of the college are conducted.



  
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### Mobilization of intellectual Resources

- i. The college conducts talks and lectures in the neighbouring institutions as a part of extension activity where the faculty members actively take part in the process.

The Eco Club of M.C. College unit delivered a talk on "Effect of Plastics on Environment and Wildlife" at St. Teresa English Medium School, Barpeta. Participants in the discussion were H.S. students and teachers. Dr. Chiranjit Baruah and Dr. Hitesh Das of M.C. College, Barpeta, delivered the lecture.



  
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Internal Quality Assurance Cell  
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Principal,  
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### Mobilization of intellectual Resources

1. The college conducts talks and lectures in the neighbouring institutions as a part of extension activity where the faculty members actively take part in the process.

Department of Botany, M.C. College, Barpeta celebrated science day with the students of Salekura L.P School, Jania with a vision of developing scientific temperament among the young minds.



  
Co-Ordinator,  
Internal Quality Assurance Cell  
Madhab Choudhury College  
Barpeta



  
Principal,  
Madhab Choudhury College  
Barpeta