



Magadh Mahila College



Mahima Hostel
Magadh Mahila College



Estd. 1917



[Estd. : 1946]

हस्तक HANDBOOK 2022-23

मगध महिला कॉलेज
MAGADH MAHILA COLLEGE

3rd Cycle NAAC Accredited B⁺ Grade

PATNA UNIVERSITY



[Estd : 1917]



[Estd.:1946]

हस्तक HANDBOOK 2022-2023

MAGADH MAHILA COLLEGE

3rd Cycle NAAC Accredited B⁺ Grade

PATNA UNIVERSITY

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[Estd : 1917]

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B.A.-II (B. Com.)

From the Principal's Desk



Dear Students!

I heartily welcome all the fresher students to Magadh Mahila College, a pioneer institution of higher education for young women in Bihar. Magadh Mahila College was established in 1946 and is a constituent unit of Patna University, Patna. Patna University is the first university in Bihar to introduce CBCS (Choice Based Credit System) in undergraduate courses.

Our College has been conferred the “Best College Award” on “Shiksha Divas” in the year 2014 by Sri Nitish Kumar, Chief Minister of Bihar and has also been awarded “Excellent Institution of Higher Education for Girls in Bihar” by his Excellency Sri Ram Nath Kovind, the Governor-Cum-Chancellor of Universities of Bihar, on the occasion of “National Education Bihar summit and award 2016”.

I assure you that we will provide everything possible to you for your holistic personality development. Our pedagogy is accomplished to impart value-based education, teaching with our highly qualified, talented and dedicated faculty members and providing extra edge through Sports Activities, Cultural Activities, Arranging Debates, Group Discussion, Seminar, Symposia, Workshop, Research Project, Power Point Presentations, Certificate Course, add on courses and a lot of different training methods so that you are able to shape your life and career in today's challenging global scenario. In our college, we believe in inspiring minds, improving their intellectual capacity and building characters for their lifetime. Additionally we endeavor to inculcate social values and principles of personal excellence to contribute towards the benefit of society through N.S.S and strengthen herself by N.C.C.

Our college identifies and appreciates the emerging talent by awarding them certificates and cash rewards. We believe that each student is special and has potential to excel herself in different fields.

I am sure that you would find these three years the most inspiring years of your life.

Prof. (Dr.) Namita Kumari
Principal
Magadh Mahila College

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1. Magadh Mahila College – An Introduction

1.1 About the College

Magadh Mahila College, a pioneer institution of higher education for young women in Bihar was established in 1946. Prof. (Dr.) Ramola Nandi was the founder Principal of the College. A constituent unit of Patna University, possessing a permanent affiliation under section 2 (f) and 12 (B) of UGC Act - 1956 and reaccredited with B⁺ grade (2.54 CGPA) by NAAC in January 2019, it is imparting education to more than 4000 students in various disciplines. College offers both Under-Graduate and Post-Graduate Programmes. Choice Based Credit System (CBCS) will be offered to Under-Graduate students from the academic session 2022-25. In Post-Graduation, CBCS has been introduced from the academic session 2018-2020. The enrollment process of the Institution is fully transparent and follows the guidelines of Patna University including the Reservation Policy of Central Govt. and Govt. of Bihar. Students from different community backgrounds are enrolled in every academic session.

The campus is ragging free. Ragging in any form is strictly prohibited in the campus. The Institution is adding up to the human resource by making qualitative and quantitative enhancement and has been adorned with several honours and awards. The College is strongly committed to sustainable development through its mechanisms of environmental management in accordance with many of the schemes employed at college campus. The College further develops social, environmental and ecological sustainability. College has its own functional 'Environment Policy' to guide its ongoing improvements in the environmental concerns of the institution.

Quality teaching, Computer education, facility for extracurricular activities including Sports, Music, NSS, NCC, Science and IT Society, Students' Counselling Cell, Grievance Redressal Cell, Anti-Ragging Cell, Gender Knowledge Centre, Green Earth Brigade, Red Ribbon Club, Language Lab and Hostel accommodation are inside the campus with modern facilities. Thousands of motivated and dedicated women have passed from the college and have successively entered in various fields of life making us proud.

1.1 मगध महिला कॉलेज एक परिचय

सन् 1946 में स्थापित मगध महिला कॉलेज, पटना, बिहार राज्य का एक अग्रणी उत्कृष्ट नारी शिक्षण संस्थान है, जिसकी संस्थापक प्राचार्या श्रीमती रमोला नंदी थी। यह पटना विश्वविद्यालय की एक घटक इकाई है, जो यूजीसी अधिनियम 1956 की धारा (एफ) और 12 (बी) के तहत स्थायी संबद्धता रखती है। मगध महिला कॉलेज जनवरी 2019 में नैक द्वारा पुनः मूल्यांकन के पश्चात् ग्रेड B⁺ (2.54 CGPA) मान्यता प्राप्त है तथा विभिन्न विषयों में 4000 से अधिक छात्राओं को शिक्षा प्रदान कर रहा है। कॉलेज में स्नातक एवं स्नातकोत्तर, दोनों तरह के पाठ्यक्रमों की शिक्षा प्रदान की जाती है। स्नातकीय स्तर पर सत्र 2022-2025 से च्वाइस बेस्ड क्रेडिट सिस्टम (CBCS) प्रभावी होगी जबकि स्नातकोत्तर स्तर पर यह 2018 से ही लागू है। संस्थान की नामांकन प्रक्रिया पूर्णतः पारदर्शी है और केन्द्र तथा बिहार सरकार की आरक्षण नीति सहित पटना विश्वविद्यालय के दिशानिर्देशों का पालन करती है। प्रत्येक शैक्षणिक सत्र में विभिन्न सामुदायिक पृष्ठभूमि की छात्राओं का नामांकन लिया जाता है।

कॉलेज परिसर रैगिंग मुक्त है। परिसर में किसी भी रूप में रैगिंग पूर्णतः प्रतिबंधित है। संस्थान गुणात्मक एवं मात्रात्मक शिक्षा प्रदान कर देश के मानव संसाधन को पुष्ट कर रहा है और अनेक पुरस्कारों तथा सम्मानों से सम्मानित हो चुका है। कॉलेज सतत विकास के प्रति पूर्णतः दृढ़ संकल्पित है। सतत विकास हेतु कॉलेज परिसर में कई योजनाओं के तहत अपना पर्यावरण प्रबंधन तंत्र स्थापित है। कॉलेज सामाजिक, पर्यावरणीय एवं पारिस्थितिक स्थिरता विकसित करता है। पर्यावरणीय चिंताओं में चल रहे सुधारों का मार्गदर्शन करने के लिए कॉलेज की अपनी कार्यात्मक 'पर्यावरण नीति' है।

गुणवत्तापूर्ण शिक्षण, कंप्यूटर शिक्षा, खेल, संगीत, एन.सी.सी., एन.एस.एस., विज्ञान, आई.टी. सोसायटी, पाठ्येतर गतिविधियों सहित कॉलेज परिसर छात्रा परामर्श प्रकोष्ठ, रैगिंग विरोधी सेल, जेन्डर नॉलेज सेन्टर, ग्रीन अर्थ ब्रिगेड, रेड रिबन क्लब, भाषा प्रयोगशाला और छात्रावास की सुविधाओं से युक्त है। कॉलेज की हजारों प्रेरित और समर्पित छात्राओं ने जीवन के विविध क्षेत्रों में अपने उत्कृष्ट प्रदर्शन से हमें गौरवान्वित किया है।

1.2 College Emblem

- The Emblem represents the 'VISION' & 'MISSION' of the College
- The college emblem conveys the message of awareness, universal brotherhood and progress. The emblem comprises three parts
- The top left signifies awareness represented by the rising sun illuminating the writing implements. Awareness always comes through effective education, self-realization and self-expression
- A bird flying (Pigeon) dove with an olive branch on the top right symbolizes universal brotherhood, cooperative feeling, harmony and universal peace
- The aircraft, crane and crop depicted in the lower part of the emblem, is the symbol of technical advancement and agriculture

कॉलेज प्रतीक-चिन्ह

- यह प्रतीक चिह्न महाविद्यालय के 'दृष्टि' एवं 'लक्ष्य' का द्योतक है।
- महाविद्यालय का प्रतीक-चिह्न जागृति, मैत्री और प्रगति का संदेश देता है। इस प्रतीक चिह्न के तीन अभिन्न अंग हैं।
- ऊपर के बायें भाग में अंकित उषा कालीन सूरज की किरणें लेखन सामग्री को प्रकाशित कर रही हैं। जागृति हमेशा सार्थक शिक्षा, आत्मानुभूति और आत्माभिव्यक्ति से ही आती है।
- ऊपर के दायें भाग में जैतून की टहनी मुँह में दबाए हुए उड़ता कबूतर अंकित है, जो मैत्री, विश्वबन्धुत्व एवं 'वसुधैव कुटुम्बकम्' का प्रतीक है।
- नीचे के हिस्से में अंकित आकाश में उड़ता वायुयान, क्रेन और गेहूँ की बाली तकनीकी प्रगति एवं उन्नत कृषि का द्योतक है।

1.3 Vision

- To be a leader in the field of higher education by providing innovative learning environment through academic pursuit of excellence, community involvement and empowerment with traditional values to bring qualitative change in the society
- To give direction to the students to accomplish self-learning with Indian values, openness and creativity to sustain themselves in the changing societal and economic environment
- Empowering students with value-based knowledge and skill that enable them to cope up and compete with the demands of modern age
- To develop leaders with new ideas and capacity to make difference in themselves and society by upholding values of respect and humanism
- To be the centre of excellence in education, skill development and lifelong learning
- On the banks of Holy Ganga, the college provides perennial flowing environment of self-learning, to become flexible to meet the women centric challenges by inculcating innovative educational methods

दृष्टि

- रचनात्मक शैक्षणिक वातावरण का निर्माण कर शिक्षा के क्षेत्र में सबसे आगे होना, समाज में गुणात्मक परिवर्तन हेतु पारंपरिक मूल्यों के साथ नारी सशक्तिकरण की दिशा में योगदान करना।
- उदारता, रचनात्मकता एवं भारतीय मूल्यों के साथ विद्यार्थियों को स्व-शिक्षण पूरा करने के लिए निर्देश देना ताकि वे बदलते सामाजिक एवं आर्थिक परिवेश के साथ कदमताल कर सकें।
- छात्राओं को ज्ञान और कौशल के साथ सशक्त बनाना ताकि वे आधुनिक युग की मांग के अनुकूल अपनी क्षमता का तालमेल स्थापित कर सकें।
- नए आदर्शों एवं क्षमताओं के साथ छात्राओं में ऐसे नेतृत्व का विकास करना, जो सम्मान एवं मानवीय मूल्यों को कायम रखते हुए अपने आप में और समाज में बदलाव की मिसाल बनें।
- शिक्षा, कौशल विकास एवं दीर्घजीवी सीख में उत्कृष्टता का केन्द्र होना।
- गंगा के पवित्र तट पर महाविद्यालय स्व-शिक्षण का बारहमासी वातावरण प्रदान करता है, ताकि अभिनव शैक्षणिक प्रविधियों के द्वारा छात्राओं को महिला केन्द्रित चुनौतियों का सामना करने योग्य बनाया जा सके।

1.4 Mission

Our mission is to ensure wholesome, holistic education so that the pursuit of knowledge efficiently helps to combat the challenges a student faces in her life. The college is committed to the holistic development of students so as to make an effective contribution to creation of healthy society. To this end we strive:

- To become a Centre of Excellence in higher education for women in healthy environment
- A stimulating learning environment through new and innovative academic programmes
- To create women leaders and to make them agents of social change
- Culturally rich environment linking education to the outside world
- To provide dedicated and responsive scholars as faculty

लक्ष्य

हमारा लक्ष्य है, सम्पूर्ण, समग्र शिक्षा प्रदान करना, जिसके ज्ञान के आलोक से लाभान्वित होकर छात्राएँ जीवन की चुनौतियों का सामना सफलतापूर्वक कर सकें। कॉलेज स्वस्थ समाज के निर्माण में प्रभावी योगदान के लिए छात्राओं के समग्र विकास हेतु दृढ़-संकल्पित है। हमारा प्रयास है—

- महिलाओं के लिए स्वस्थ वातावरण से युक्त उच्च शिक्षा का उत्कृष्ट केन्द्र बनना।
- नव-अभिनव अकादमिक कार्यक्रमों के माध्यम से प्रेरणादायक शैक्षिक परिवेश का निर्माण करना।
- स्त्री-नेतृत्व एवं सामाजिक परिवर्तन हेतु प्रखर प्रतिनिधि का निर्माण करना।
- समृद्ध सांस्कृतिक परिवेश का निर्माण करना, जो शिक्षा को बाहरी दुनिया से जोड़े।
- समर्पित और जिम्मेदार कृतविद्य अध्यापकों के सहयोग से छात्राओं का सर्वांगीण विकास करना।

1.5 Objectives

Our teachers and staff take a keen interest in students activities and work towards making them realize the following objectives :

- To be good citizen of the country
- To be committed to honesty, integrity and loyalty
- To rise above caste, creed and religious fundamentalism
- To be sensitive to needs of the weaker sections of the society
- To develop scientific awareness and scientific outlook
- To pursue knowledge and apply it gainfully
- To be sensitive towards environmental degradation and preserve the ecology
- To be strong physically and emotionally and to be able to face the realities of life
- To uphold Indian culture and tradition and to sensitise about other cultures.

उद्देश्य

महाविद्यालय के शिक्षक-शिक्षिकाएँ एवं कर्मचारीगण छात्राओं के विभिन्न क्रियाकलापों में गहरी रुचि लेते हैं और निम्नलिखित उद्देश्य की पूर्ति करने में मदद करते हैं-

- देश का सुयोग्य नागरिक बनाना।
- ईमानदारी एवं सत्यनिष्ठा के प्रति समर्पण।
- जाति, पन्थ एवं धार्मिक रूढ़िवाद से ऊपर उठना।
- समाज के कमजोर वर्गों के प्रति संवेदनशील बनाना।
- विज्ञान एवं प्रौद्योगिकी के प्रति जागरूक दृष्टिकोण विकसित करना।
- ज्ञान का अनुसरण कर उससे व्यावहारिक रूप में लाभान्वित होना।
- पर्यावरण एवं पारिस्थितिकी संरक्षण हेतु सजगता उत्पन्न करना।
- जीवन के यथार्थ का सामना करने के लिए शारीरिक एवं भावनात्मक रूप से सशक्त बनना।
- भारतीय संस्कृति एवं परंपरा को बढ़ावा देना तथा अन्य संस्कृति के प्रति संवेदनशील होना।

1.6 कॉलेज के पूर्व प्राचार्य

[FORMER PRINCIPALS OF THE COLLEGE]

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|---|-------------------------|
| 01. श्रीमती रमोला नन्दी | July 1947 - Dec. 1972 |
| एम.ए. (अर्थशास्त्र) (लंदन) | |
| 02. श्रीमती आशा लता बोस | 01.01.1973 - 31.12.1977 |
| एम.ए. (अर्थशास्त्र) | |
| 03. प्रोफेसर (डॉ.) कुरैशा हुसैन | 01.01.1978-31.12.1984 |
| एम.ए. (उर्दू), पीएच.डी. | |
| 04. प्रोफेसर (डॉ.) माला घोष | 01.01.1985 - 31.01.1991 |
| एम.ए. (इतिहास), पीएच.डी. | |
| 05. प्रोफेसर (डॉ.) सरोजिनी श्रीवास्तव | 01.02.1991 - 14.08.1995 |
| एम.एससी. (रसायन शास्त्र) पीएच.डी. | |
| 06. सिस्टर (डॉ.) एम. लाइसेरिया | 15.08.1995-10.10.1995 |
| अध्यक्ष, संचालन समिति, पटना विश्वविद्यालय | |
| 07. प्रोफेसर (डॉ.) अर्चना सिन्हा | 11.10.1995-20.07.1998 |
| एम.ए. (समाजशास्त्र), पीएच.डी., डी. लिट्. | |
| 08. प्रोफेसर (डॉ.) फुलोरा सिन्हा | 21.07.1998-30.08.1999 |
| एम.ए. (समाजशास्त्र) पीएच.डी. | |
| 09. प्रोफेसर (डॉ.) निरोज सिन्हा | 01.09.1999-30.11.2000 |
| एम.ए. (राजनीति विज्ञान), पीएच.डी. | |
| 10. प्रोफेसर (डॉ.) सावित्री शर्मा | 01.12.2000-25.04.2001 |
| एम.ए. (मनोविज्ञान), पीएच.डी. | |
| 11. प्रोफेसर (डॉ.) मंजुरानी सिन्हा | 26.04.2001-30.05.2003 |
| एम.ए. (अंग्रेजी), पीएच.डी. | |
| 12. प्रोफेसर (डॉ.) सावित्री शर्मा | 01.06.2003-29.03.2004 |
| एम.ए. (मनोविज्ञान), पीएच.डी. | |

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| 13. प्रोफेसर (डॉ.) चित्रलेखा वर्मा एम.ए. (जंतु-विज्ञान), पीएच.डी. | 01.03.2004-30.06.2004 |
| 14. प्रोफेसर (डॉ.) पुष्पा सिन्हा एम.ए. (मनोविज्ञान), पीएच.डी. | 01.07.2004-31.08.2004 |
| 15. प्रोफेसर (डॉ.) किरण आर्याणी मित्रा एम.एस.सी. (भौतिकी), पीएच.डी. | 01.09.2004-30.06.2005 |
| 16. प्रोफेसर (डॉ.) सुखदा कुमारी एम.ए. (हिन्दी), पीएच.डी. | 01.07.2005-02.06.2009 |
| 17. प्रोफेसर (डॉ.) डॉली सिन्हा एम.एस.सी. (भौतिकी), पीएच.डी. (आई.आई.टी., दिल्ली) | 03.06.2009-06.05.2015 |
| 18. प्रोफेसर उमेश मिश्रा एम.कॉम. (Applied Eco. & Commerce) | 07.05.2015-11.05.2015 |
| 19. प्रोफेसर (डॉ.) आशा सिंह एम.ए. (अर्थशास्त्र), पीएच.डी. | 12.05.2015-31.10.2016 |
| 20. प्रोफेसर (डॉ.) जयश्री मिश्र एम.ए. (इतिहास), पीएच.डी. | 01.11.2016 - 31.12.2016 |
| 21. प्रोफेसर (डॉ.) धर्मशीला प्रसाद एम.ए. (समाजशास्त्र), पीएच.डी. | 01.01.2017-31.10.2017 |
| 22. प्रोफेसर (डॉ.) पद्मलता ठाकुर एम.ए. (इतिहास), पीएच.डी. | 01.11.2017 - 31.11.2017 |
| 23. प्रोफेसर (डॉ.) शशि शर्मा एम.ए. (राजनीति विज्ञान), पीएच.डी. | 01.12.2017 - 31.11.2021 |
| 24. प्रोफेसर (डॉ.) नमिता कुमारी एम.एस.सी. (वनस्पति विज्ञान) पीएच.डी. | 01.12.2021 से अब तक |

1.7 Facilities, Associations and Cells

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| <p style="text-align: center;">Facilities</p> <ul style="list-style-type: none"> • Automated Central Library • Bank Facility • Career Management & Placement Cell (CMPC) • Certificate Courses for Skill Development • Certificate Courses in Foreign Languages • Common Room • Cyber Cafe • Day Care Centre • Departmental Library • DG Generators • Educational Tour • e-library • Environmental Policy • Garden Benches • Herbal Garden • Hostel Facility • Incubation Centre • Indoor Sports Complex • Infirmary with First Aid Health Care Facilities • Madalsa Students' Cafeteria • Phone Booth • Photocopy Centre • Recess Lounge | <ul style="list-style-type: none"> • RO Drinking Water • Smart Class Rooms • Sports Ground with all Facilities • Stationary Store • Sudha Milk Parlour • SWAYAM • U.G.C. Resources Centre • Waiting Lounge • Well Equipped Computer Labs • Well Equipped GYM • Well Equipped Language Lab • Well Equipped Science Laboratories • Wi-Fi Enabled Campus • 100 KWp Solar Power Plant <p style="text-align: center;">Associations</p> <ul style="list-style-type: none"> • Alumnae Association • Parent-Teachers' Association <p style="text-align: center;">Cells</p> <ul style="list-style-type: none"> • Anti-Ragging Cell • Career Management and Counselling Cell (CMCC) • Grievance-Redressal Cell • Internal Quality Assurance Cell (IQAC) • Research Cell |
|---|--|

1.8 Courses Available

Magadh Mahila College, Patna University, is a multi faculty College. The College offers following Courses under various faculties:

Under Graduate Degree Courses (B.A./B.Sc.)

No. of seats in B.A. (Hons.) Course : 450 + Quota seats

| Sl. | Faculty | Title of Course | Duration (Year) | Intake Capacity Per Year | Total Capacity Three Year |
|-----|------------------------|-----------------------------------|--------------------|--------------------------------|---------------------------------|
| 1. | HUMANITIES | B.A. (Hons.) in English | 3 | 60 | 180 |
| 2. | | B.A. (Hons.) in Hindi | 3 | 20 | 60 |
| 3. | | B.A. (Hons.) in Maithili | 3 | 05 | 15 |
| 4. | | B.A. (Hons.) in Persian | 3 | 05 | 15 |
| 5. | | B.A. (Hons.) in Philosophy | 3 | 20 | 60 |
| 6. | | B.A. (Hons.) in Music | 3 | 05 | 15 |
| 7. | | B.A. (Hons.) in Sanskrit | 3 | 05 | 15 |
| 8. | | B.A. (Hons.) in Urdu | 3 | 20 | 60 |
| 9. | SOCIAL SCIENCES | B.A. (Hons.) in Economics | 3 | 60 | 180 |
| 10. | | B.A. (Hons.) in History | 3 | 60 | 180 |
| 11. | | B.A. (Hons.) in Home Science | 3 | 20 | 60 |
| 12. | | B.A. (Hons.) in Mathematics | 3 | 10 | 30 |
| 13. | | B.A. (Hons.) in Political Science | 3 | 60 | 180 |
| 14. | | B.A. (Hons.) in Psychology | 3 | 40 | 120 |
| 15. | | B.A. (Hons.) in Sociology | 3 | 60 | 180 |

No. of seats in B.Sc. (Hons.) Course : 256 + Quota seats

| | | | | | |
|-----|----------------|------------------------------|---|----|-----|
| 16. | SCIENCE | B.Sc. (Hons.) in Botany | 3 | 48 | 144 |
| 17. | | B.Sc. (Hons.) in Chemistry | 3 | 64 | 192 |
| 18. | | B.Sc. (Hons.) in Mathematics | 3 | 48 | 144 |
| 19. | | B.Sc. (Hons.) in Physics | 3 | 32 | 96 |
| 20. | | B.Sc. (Hons.) in Statistics | 3 | 16 | 48 |
| 21. | | B.Sc. (Hons.) in Zoology | 3 | 48 | 144 |

● **Vocational / Professional Courses (Under self financing Programme)**

| Sl. | Title of Course | Duration (Year) | Intake Capacity Per Year | Total Capacity Three Year |
|-----|---|--------------------|--------------------------------|---------------------------------|
| 22. | Bachelor in Computer Applications (B.C.A.) | 3 | 60 | 180 |

Under Graduate Degree Courses (Under Self-financing Programme)

| Sl. | Title of Course | Duration (Year) | Intake Capacity Per Year | Total Capacity Three Year |
|-----|---|--------------------|--------------------------------|---------------------------------|
| 23. | Bachelor Hons. Degree in Commerce (B. Com.) | 3 | 250 | 750 |
| 24. | Bachelor of Business Administration (B.B.A.) | 3 | 60 | 180 |
| 25. | Bachelor of Social Work (B.S.W.) | 3 | 60 | 180 |

Post Graduate Degree Courses

| Sl. | Title of Course | Duration (Year) | Intake Capacity Per Year | Total Capacity Three Year |
|-----|---|--------------------|--------------------------------|---------------------------------|
| 26. | M.A. in Economics | 2 | 60 | 120 |
| 27. | M.A. in Psychology | 2 | 30 | 60 |
| 28. | M.A. in Home Science | 2 | 60 | 120 |
| 29. | M.A. in Chemistry | 2 | 20 | 40 |
| 30. | M.A. in Herbal Chemistry | 2 | 20 | 40 |
| 31. | M.A. in Music (Vocal) (Under Self-financing Programme) | 2 | 20 | 40 |

Post Graduate Diploma Courses (Under Self-financing Programme)

| Sl. | Title of Course | Duration (Year) | Intake Capacity Per Year | Total Capacity Three Year |
|-----|--|--------------------|--------------------------------|---------------------------------|
| 32. | PG Diploma in Computer Applications (PGDCA) | 2 Semester | 40 | 40 |
| 33. | PG Diploma in Women and Child Welfare (P.G.D. in W. & C.W.) | 2 Semester | 50 | 50 |

● **Certificate Courses only for College Students**

| Name of Departments | Name of Course | Total Duration | Starting year | No. of seats |
|----------------------------|---|-----------------------|----------------------|---------------------|
| Hindi | 1. 3 month certificate course in Hindi Language Proficiency | 3 months | 2020 | - |
| English | 1. 3 month certificate course in English Language Proficiency | 3 months | 2015 | 50 |
| | 2. German language Proficiency Program | 6 months | 2016 | 25 |
| | 3. Japanese language Proficiency Program | 6 months | 2020 | - |
| Political Science | 1. Certificate Course in Tikuli Art | 3 months | 2018 | - |
| | 2. Certificate Course in Jute Art, Craft and Design | 3 months | 2018 | - |
| Home Science | 1. Certificate Course in Madhubani Painting | 6 months | 2018 | 30 |
| | 2. Certificate Course in Block Printing | 6 months | 2018 | 30 |
| | 3. Certificate Course in Health & Dietetics | 6 months | 2020 | 50 |
| | 4. Certificate Course in Health & Beauty Care | 6 months | 2020 | 50 |
| BCA | 1. Certificate Course in Computer Application | 45 days | 2004 | 60 |
| | 2. Certificate Course in Graphics and Web Designing | 6 months | 2018 | 40 |
| BBA | Certificate Course in Office Management | 6 months | 2018 | 40 |

Note : It mandatory for all the students to be enrolled in at least one course.

2. Programmes Offered

2.1 Under Graduate Degree Programme

Under Choice Based Credit System (CBCS)

Ordinance & Regulation for

3 year (Six Semesters) Under Graduate Degree Programme (Regular and Self Finance Courses)

- This ordinance shall be known as “Ordinance for Admission” in the Bachelor of Arts (Honours)/Science (Honours)/Commerce (Honours) of Patna University.
- The Bachelor Programme shall be undertaken in Six Semesters within three years.
 - ❖ These regulations should be called the “Regulations of Examination” for the Bachelor program of Patna University under the Choice Based Credit System (CBCS) Curriculum
 - ❖ The B.A. (Hons) program shall come under the “Faculty of Arts”, B.Sc. (Hons) under “Faculty of Science” and B.Com.(Hons), BBA under “Faculty of Commerce”.

2.1.1 Outline of the Choice Based Credit System (CBCS) Regular and Self Finance Courses

- ❖ It consists of a number of courses, i.e. Core Course (CC), Generic Elective Course (GE), Discipline Specific Elective Course (DSE), Skill/ Ability Enhancement Courses (SEC), and Ability Enhancement Compulsory Courses (AECC). The nature of these courses is defined below:
- ❖ **Core Course (CC):**

A course that a candidate should study as a core requirement of the Bachelor programme is termed a Core Course.

❖ **Discipline Specific Elective Course (DSE):**

Elective courses offered by the main discipline/subject of study is referred to as Discipline Specific Elective Course. Students must opt for Dissertation/Project/ Internship/ Industrial Training as one of the DSE Courses in the 6th Semester.

❖ **Generic Elective (GE) Course:**

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek broad exposure, is called a Generic Elective.

❖ **Ability/Skill Enhancement Courses (AEC/SEC):**

The Ability Enhancement Courses / Skill Enhancement Courses (AEC/SEC) are the courses based upon the content that leads to skill enhancement.

❖ **Ability Enhancement Compulsory Courses (AECC):**

University will run Ability Enhancement Compulsory Courses (AECC). These courses are based upon the content that leads to knowledge enhancement.

❖ **Dissertation/Project :**

An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a candidate studies such a course on this own with an advisory support by a teacher/faculty member is called dissertation/project

2.1.2 Regular Degree Programme

● Program of Study/ Course Structure (Regular) :

Table 1: Proposed Scheme for Choice Based Credit System in Under Graduate Programme

| Semester | Course / Papers | Credit per Course / paper | Total credit | Minimum No. of Learning Hour# |
|--------------|-----------------|---------------------------|--------------|-------------------------------|
| Semester I | CC-1 | 1 × 6 | 20 | 200 |
| | CC-2 | 1 × 6 | | |
| | GE-1 | 1 × 6 | | |
| | AECC-1 | 1 × 2 | | |
| Semester II | CC-3 | 1 × 6 | 20 | 200 |
| | CC-4 | 1 × 6 | | |
| | GE-2 | 1 × 6 | | |
| | AECC-2 | 1 × 2 | | |
| Semester III | CC-5 | 1 × 6 | 26 | 260 |
| | CC-6 | 1 × 6 | | |
| | CC-7 | 1 × 6 | | |
| | GE-3 | 1 × 6 | | |
| | SEC-1 | 1 × 2 | | |
| Semester IV | CC-8 | 1 × 6 | 26 | 260 |
| | CC-9 | 1 × 6 | | |
| | CC-10 | 1 × 6 | | |
| | GE-4 | 1 × 6 | | |
| | SEC-2 | 1 × 2 | | |
| Semester V | CC-11 | 1 × 6 | 24 | 240 |
| | CC-12 | 1 × 6 | | |
| | DSE-1 | 1 × 6 | | |
| | DSE-2 | 1 × 6 | | |
| Semester VI | CC-13 | 1 × 6 | 24 | 240 |
| | CC-14 | 1 × 6 | | |
| | DSE-3 | 1 × 6 | | |
| | DSE-4 | 1 × 6 | | |
| Total | 26 | | 140 | 1400 |

● **Definitions of Keywords:**

- **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
- **Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses (Core, Elective or Minor or Soft skill courses).
- **Course:** Usually referred to, as 'Papers' is a component of the programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/ laboratory work/ field work/ outreach activities/ project work/ vocational training/ viva/ seminars/ term papers/ assignments/ presentations/ self study etc. or a combination of some of these.
- **Credit Based Semester System (CBSS):** Under the CBSS, the requirement for awarding a degree or certificate is prescribed in terms of number of credits to be completed by the students.
- **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.
- **Credit Point:** It is the product of Grade Point and number of credits for a course.
- **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week.
- **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit

points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

- **Grade Point:** It is a numerical weight allotted to each letter grade on a 10- point scale.
- **Programme:** An educational Programme leading to award of a Degree, Diploma or Certificate. Programme means a set of the required number of semesters leading to award of a degree.
- **Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credit taken during that semester. It shall be expressed up to two decimal places.
- **Semester:** Each semester will consist of 15 - 18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.
- **Transcript or Grade Card or Certificate:** Based on the grades earned, a Grade Certificate shall be issued to all the registered students after every semester. The Grade Certificate will display the course details (Code, Title, number of credits, Grade secured) along with SGPA of that semester and CGPA earned till that semester.

2.1.3 Self-Financing Programme

• **Program of Study/ Course Structure (Self Financing) :**

Table 2: Structure of the 3 Yrs (Six Semester) Under Graduate Degree Programme (Self Financing) under Choice Based Credit System (CBCS):

| Semester | Course / Papers | Credit per Course / paper | Total credit | Minimum No. of Learning Hour# |
|--------------|-----------------|---------------------------|--------------|-------------------------------|
| Semester I | CC-1 | 1 × 6 | 22 | 220 |
| | CC-2 | 1 × 6 | | |
| | GE-1 | 1 × 6 | | |
| | AECC-1 | 1 × 4 | | |
| Semester II | CC-3 | 1 × 6 | 22 | 220 |
| | CC-4 | 1 × 6 | | |
| | GE-2 | 1 × 6 | | |
| | AECC-2 | 1 × 4 | | |
| Semester III | CC-5 | 1 × 6 | 28 | 280 |
| | CC-6 | 1 × 6 | | |
| | CC-7 | 1 × 6 | | |
| | GE-3 | 1 × 6 | | |
| | SEC-1 | 1 × 4 | | |
| Semester IV | CC-8 | 1 × 6 | 28 | 280 |
| | CC-9 | 1 × 6 | | |
| | CC-10 | 1 × 6 | | |
| | GE-4 | 1 × 6 | | |
| | SEC-2 | 1 × 4 | | |
| Semester V | CC-11 | 1 × 6 | 24 | 240 |
| | CC-12 | 1 × 6 | | |
| | DSE-1 | 1 × 6 | | |
| | DSE-2 | 1 × 6 | | |
| Semester VI | CC-13 | 1 × 6 | 24 | 240 |
| | CC-14 | 1 × 6 | | |
| | DSE-3 | 1 × 6 | | |
| | DSE-4 | 1 × 6 | | |
| Total | 26 | | 148 | 1480 |

- ❖ Students shall undergo a certified programme of study extending up to six semesters in three academic years.
- ❖ Each academic year shall consist of two semesters:
 Odd semesters (I, III, V) from July to December
 Even semester (II, IV, VI) from January to June
- ❖ To maintain Uniform academic accountability, certain weightage is assigned in the form of “Credit”, separately for each course per semester depending upon the length of the curriculum. Ten hours of teaching has been fixed for each credit as on average.
- ❖ The syllabus of the programme may be revised as per the demand of different stakeholders by BOCS and duly approved by the Academic Council.
- **Elective Courses:**
 - ❖ The distribution of the ten elective papers shall be — Two (2) SEC, Four (4) GE, and Four (4) DSE.
 - ❖ Students may opt for any elective course out of a list of elective papers (Basket) offered by the parent department or any other department/s as per his/her choice with the prior permission of the parent department. The list of elective papers, syllabus and prerequisite of the elective course will be as decided by the Board of Courses of Studies (BOCS) of the concerned subject/department and duly approved by Academic Council.
 - ❖ UG Courses offered by SWAYAM MOOC related to Discipline Specific and Skill Enhancement cannot be studied as core course/paper, it may be selected by the candidate with the approval of the department.
 - ❖ Students undertaking UG course from SWAYAM shall be eligible for credit transfer if he/she gets a certificate for successful completion from SWAYAM.
- **Evaluation of Performance Under C.B.C.S.**
 - ❖ Any student admitted to Bachelor Programme and registered in the University shall be eligible to appear at the University Examination for each Semester only after securing 75% attendance both in theory and practical classes and must have cleared all CIAs.

- ❖ The University Examination of each course in all semesters shall have two components:
 - (i) Continuous Internal Assessment (CIA) of CC, GE and DSE containing 30 marks
 - (ii) Continuous Internal Assessment (CIA) of AECC and SEC containing 50 marks.
 - (iii) End Semester Examination (ESE) of CC, GE and DSE containing 70 marks.
 - (iv) End Semester Examination (ESE) of AECC and SEC containing 50 marks.

Components of CIA (For theory course):

| | |
|---|-----------------|
| (i) Two mid semester written tests (2×7.5) | 15 marks |
| (ii) Seminar/Quiz/Presentation / Assignment | 10 marks |
| (iii) Attendance and conduct | 05 marks |
| Total | 30 marks |

Components of CIA (For practical course):

| | |
|---|-----------------|
| (i) Two mid semester Practical Exam (2×7.5) | 15 marks |
| (ii) Seminar/Quiz/Presentation/ Assignment | 10 marks |
| (iii) Attendance and conduct | 05 marks |
| Total | 30 marks |

The components of CIA of AECC and SEC shall be:

| | |
|---------------------------------------|------------|
| (i) One Mid-Semester Written Test | = 10 marks |
| (ii) Seminar Quiz | = 10 marks |
| (iii) Assignments | = 15 marks |
| (iv) Report on above mentioned papers | = 15 marks |
| Total = 50 marks | |

● **Examinations**

- ❖ The End-Semester-Examination will be conducted by the University.

● **Question Paper Pattern**

- ❖ The question paper shall consist of three parts-

| | |
|--|----------|
| Part A — Compulsory— consisting of objective/ multiple choice type questions-each carrying two marks | 20 marks |
| Part B — Short Answer Type — Four questions to be answered out of six questions - each carrying five marks | 20 marks |
| Part C —Long Answer Type - Three questions to be answered out of Five questions - each carrying ten marks | 30 marks |

- ❖ The candidate's performance in the examination for the Bachelor Programme shall be evaluated following the Uniform Grading System (Credits) formulated on the guidelines of UGC on the computation of Cumulative Grade Point Average (CGPA).
- ❖ The examination of odd semesters I, III and V shall generally be held in November and December and that of even semesters II, IV and VI in the month of April-May.
- ❖ The evaluation of the answer script of all ESE courses shall be made centralized in the University with the assistance of duly approved external examiners, whose names have been approved by the University. Before evaluation, the answer script of the candidates must be coded. After completing the entire evaluation, the coded marks shall be decoded and accordingly, the result will be published.

● **Passing of Examinations and Promotional Rules**

- ❖ There shall be no supplementary examination in any of the courses/ papers in any semester.
- ❖ The candidates who have been admitted to the First Semester of a three year Undergraduate Programme in a session can be placed in the following categories based on their attendance in the Semester and performance in CIA.
 - (i) Those who have cleared the CIA and attended the required minimum percentage (75%) of attendance shall appear in the ESE.
 - (ii) Those who have not attended the required minimum percentage of attendance (75%) and not cleared CIA shall in no case be permitted to appear in the End Semester Examination.

- ❖ After appearing at the End Semester Examination, the candidates can be placed in the following categories in the context of the declaration of the Semester Examination results.
- (i) In order to be declared as having passed the End Semester Examination, a candidate must secure at least a 'P' grade (as mentioned in Table-4) in each course/paper separately, i.e. in CIA and ESE both.
- (ii) A candidate may be promoted to next semester based on the following criteria as given in Table-3

Table 3: Promotion Criteria

| S. No | Semester | Conditions to be fulfilled for Promotion |
|-------|----------------------------------|---|
| 1. | From Semester-I to Semester-II | Attended all courses in Semester-I as a regular student and sent up** for the Semester-I examination. |
| 2. | From Semester-II to Semester-III | Attended all courses in Semester-I and Semester-II as a regular student. The candidate must earn at least 28 credits of Semester I and II taken together in CC, GE and AECC. |
| 3. | From Semester-III to Semester-IV | Attended all courses in Semester-III as a regular student and sent up** for the Semester-III examination. |
| 4. | From Semester-IV to Semester- V | Attended all courses in Semester-IV as a regular student and sent up** for the Semester-IV examination The candidate must earn at least 70 credits in Semester-I, II, III and IV taken together which includes CC, AECC, GE and SEC. |
| 5. | From Semester-V to Semester -VI | Attended all courses in Semester-V as a regular student and sent up** for the Semester-V examination. The candidate must earn 116 credits taken together in CC, DSE, AECC, GE and SEC. |

- ** Sent up for End Semester Examination here refers to those candidates who have a minimum of 75% attendance in each course/paper separately and who have cleared the CIA of respective course/paper conducted by the Department.
- (iii) Candidates will have to clear their backlog course/paper (s) in the subsequent end semester examination of that semester whenever it is held.
 - (iv) Since it is a continuous evaluation programme, a student shall be awarded Semester Grade Points (SGPA) at the end of the first semester examination, and in the subsequent semesters till the fifth semester, and finally, in the sixth Semester the result will be awarded based on CGPA. No grade points will be awarded if there is any backlog present.
 - (v) A student has to score a minimum grade P in her CIA. Failing to secure minimum marks, she will have to repeat the CIA along with the students of the same semester of the next academic session.
 - (vi) The promoted candidate will not be awarded any SGPA/CGPA till he/she clears all the backlogs.
 - ❖ A promoted candidate, if she has passed in CIA but fails in ESE, shall retain her CIA score and will reappear in the ESE only of the semester whenever available.
 - ❖ Student opting any UG course from SWAYAM as SEC or DSE shall be eligible for credit transfer if she gets a certificate for successful completion from SWAYAM.
 - ❖ The candidate must clear the programme within five years. Academic Council may give one additional year of relaxation in case of exceptional circumstances.

- **Note- Special Provision:**

In case of serious health problems and other strictly unavoidable circumstances, relaxation in attendance might be condoned up to 15% and in no case, a leaning will be entitled to avail condonation beyond 15%.

- **Improvement of Result:**

If a candidate clears Semesters I, II, III, IV and V End Semester Examination (ESE), she may apply for the improvement of her result in maximum two courses/papers of the entire Programme. She can avail this facility only in theory papers. The better of the two results will be treated as the final result of candidates in those papers.

- **Declaration of Result:**

The Teacher/Examination Department shall use the following grading system:

Results in the form of grade points upon evaluation will be awarded in the following two manners-

- ❖ At the end of each semester which will be titled as Semester Grade Point Average (SGPA).
- ❖ At the end of the programme, which will be titled Cumulative Grade Point Average (CGPA).

The grading system stated below shall be used at the time of preparation of the result of the candidates who appeared in the examination.

Table 4: Grading System

| S. No | Letter Grade | % Range | Numerical Letter Grade | Description of Grade |
|-------|----------------|----------------|---------------------------|-------------------------|
| 1. | O | ≥ 90 -100 | 10 | Outstanding |
| 2. | A ⁺ | ≥ 80 <90 | 9 | Excellent |
| 3 | A | ≥ 75 <80 | 8 | Very Good |
| 4 | B ⁺ | ≥ 70 <75 | 7 | Good |
| 5 | B | ≥ 60 <70 | 6 | Above Average |
| 6 | C | ≥ 55 <60 | 5 | Average |
| 7 | P | ≥ 45 <55 | 4 | Pass |
| 8 | F | <45 | 0 | Fail |
| 9 | AB | 0 | 0 | Absent |

- ❖ There shall be a Semester Grade Point Average (SGPA) for each semester based on the grade obtained in that semester. The SGPA for every semester is calculated as:

$$SGPA = \frac{\sum_{i=1}^n m_i o_i}{\sum_{i=1}^n O_i}$$

Where n — number of courses in a said semester

m_i - the numerical value of grade obtained in the said semester O_i - number of credits for said semester.

The cumulative Grade Point Average (SGPA) for at the end of programme is given as :

$$= \frac{\sum_{j=1}^6 (SGPA)_j \cdot C_j}{\sum_{j=1}^6 C_j}$$

where C_j is the total number of credits in the jth Semester and $(SGPA)_j$ is SGPA obtained in Jth semester.

The calculations of SGPA and CGPA is illustrated below as an example:

● **Example:**

Let us consider the numerical grade and credit of a student given in the table below. SGPA for Jth semester can be calculated :

| Course | Paper I | Paper II | Paper III | Paper IV |
|-----------------|---------|----------|-----------|----------|
| Credit | 5 | 5 | 5 | 5 |
| Numerical Grade | 7 | 8 | 5 | 7 |

The SGPA for the Jth semester is calculated as :

$$\text{SGPA} = \frac{7 \times 5 + 8 \times 5 + 5 \times 5 + 7 \times 5}{5+5+5+5} = \frac{135}{20} = 6.75$$

For example, considering the SGPA's obtained by a student in four semester along with total credit in each semester is given as follows.

| Semester | First | Second | Third | Fourth |
|--------------|-------|--------|-------|--------|
| SGPA | 6.75 | 6.00 | 8.12 | 7.62 |
| Total Credit | 16 | 20 | 18 | 16 |

$$\text{CGPA} = \frac{(6.75 \times 16) + (6.00 \times 20) + (8.12 \times 18) + (7.62 \times 16)}{16+20+18+16}$$

$$= \frac{108+120+146.16+121.92}{70}$$

$$\text{CGPA} = \frac{496.08}{70} = 7.08$$

- ❖ The award sheet of a student will show the grades obtained in all the courses offered in each semester, grades/categories without numerical value (if applicable), the SGPA and the promotion status.
- ❖ To be eligible for the award of Bachelor Degree a student must obtain a minimum final Cumulative Grade Point Average (CGPA) of 5.0.
- ❖ To find percent equivalent to CGPA the following formula is to be used;
percent = CGPA × 10
- ❖ Answer books or sheets will be coded before being passed on to the examiner and decoded before tabulation work.

□

2.2 Post Graduate Programme

The Post Graduate Course shall be of four semesters spread over two years duration.

- **General**

- ❖ ORDINANCE and the REGULATIONS shall be called the 'Admission Ordinance' and 'Regulations of Examination' for Post-Graduate courses to be applicable in the Patna University.
- ❖ The Post Graduate Degree Course shall consist of 20 papers spread over four semesters consisting of Core Courses (CC), Elective Courses (EC), Discipline Specific Elective Courses (DSE), Ability Enhancement Courses (AEC) and Ability Enhancement Compulsory Courses (AECC) described in Table 1. There shall be five courses/ papers in first semester, six courses/papers in second semester, six course/paper in third semester and three courses/papers in fourth semester; each course carrying 100 marks The entire curriculum shall be of 2000 marks taken together. However, the CGPA/class shall be awarded on the performance of the candidate in 16 papers which include 14 Core Courses and two Elective Courses, having an aggregate of 1600 marks.

- **Outline of the Choice Based Credit System (CBCS) for PG degree courses :**

- ❖ It consists of a number of courses i.e. Core Course (CC), Elective Course (EC), Discipline Specific Elective Course (DSE), Ability Enhancement Courses (AEC), and Ability Enhancement Compulsory Course (AECC). Each course is equivalent to a paper. The nature of these courses are defined below.

❖ **Core Course (CC) :**

A course which should be compulsorily studied by a candidate as a core requirement on the basis of subject of the Post Graduate Degree Programme is termed as a Core Course.

❖ **Elective Course (EC) :**

Generally a course which can be chosen from a pool of courses (Basket) and which may be very specific or specialized or advanced or supportive to the subject/ discipline of study or which provides an extended scope or which enables an exposure to some other subject/ discipline/domain or nurtures the candidate's proficiency/skill is called an Elective Course.

❖ **Discipline Specific Elective (DSE) Course :**

Elective courses may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective. The University/ Institute may also offer discipline related elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

❖ **Generic Elective (GE) Course :**

An elective course chosen generally from an unrelated discipline/ subject, with an intention to seek exposure is called a Generic Elective.

❖ **Ability Enhancement Courses (AEC) :**

- ❖ The Ability Enhancement Courses (AEC)/ Skill Enhancement Courses (SEC) are the courses based upon the content that leads to life skill enhancement.

❖ **Ability Enhancement Compulsory Course (AECC)**

University will run a number of Ability Enhancement Compulsory courses which is qualifying in nature and students from all faculties have to qualify in all such courses.

❖ **Dissertation/Project/ Internship/ Industrial Training :**

An elective course designed to acquire special/advanced knowledge, such as supplement/study/support study to a project work, and a candidate studies such a course on her own with an advisory support by a teacher/faculty member is called dissertation/project.

● **Credit**

- ❖ The total minimum credits, required for completing a PG program is 100.

The details of credits for individual components an individual courses are given in Table.1

Table 1: Structure of 2 year (Four Semesters) Post Graduate course under CBCS

| Semester | No. of Course/ Papers | Credit per Course/ | Total credit | Minimum No. of Learning Hours | No. of Core Paper | No. of Elective Paper | Code & Nature or Elective Course/Paper |
|-----------------------|--------------------------|-----------------------|-----------------|--|-------------------------|-----------------------------|---|
| I | 05 | 05 | 25 | 250 | 04 | 01 | AECC-I |
| Semester Break | | | | | | | |
| II | 06 | 05 | 30 | 300 | 05 | 01 | AEC-I |
| Semester Break | | | | | | | |
| III | 06 | 05 | 30 | 300 | 05 | 01 | AECC-2 |
| Semester Break | | | | | | | |
| IV | 03 | 05 | 15 | 150 | 0 | 03 | EC-1 EC-2 DSE-1 or GE-1 |
| Total | 20 | | 100 | 1000 | 14 | 06 | |

- ❖ The distribution of the six elective papers shall be - two EC, one DSE or one GE, two AECC, one AEC Students may opt for any elective course out of a list of elective papers (Basket) offered by the parent department or any other departments as per her choice with the prior permission of the parent department.
- ❖ The final CGPA./class will be decided on the performance of the student in the 16 courses/ papers including the 14 Core Courses (CC) / papers and two EC /papers.

- ❖ The one DSE or One GE, two AECC, One AEC papers will be qualifying in nature a student has to score at least 45% marks in these papers. Grade will be awarded separately for these courses, however, performance in these elective courses/ papers will not be considered for awarding the final-CGPA/ class.

● **Evaluation of Performance Under Semester System**

- ❖ Any student admitted to PG programme and registered in the University shall be eligible to appear at the University Examination for each Semester only after securing 75% attendance both in theory and practical class separately and also passed in all CIA.
- ❖ The University Examination of each course in all semesters shall have two components:
 - (i) Continuous Internal Assessment (CIA) of CC, GE and DSE containing 30 marks
 - (ii) Continuous Internal Assessment (CIA) of AECC and SEC containing 50 marks.
 - (iii) End Semester Examination (ESE) of CC, GE and DSE containing 70 marks.
 - (iv) End Semester Examination (ESE) of AECC and SEC containing 50 marks.

The component of C.I.A. & CC, GE and DSE are follows :

| | | |
|--|---|----------|
| (i) Two mid semester written tests (2x7.5) | = | 15 marks |
| (ii) Seminar/Quiz | = | 05 marks |
| (iii) Assignment | = | 05 marks |
| (iv) Attendance and conduct | = | 05 marks |
| Total = 30 marks | | |

● **The components of CIA of AECC and SEC/AEC shall be:**

| | | |
|---------------------------------------|---|-------------------------|
| (i) One Mid-Semester Written Test | = | 10 marks |
| (ii) Seminar Quiz | = | 10 marks |
| (iii) Assignments | = | 15 marks |
| (iv) Report on above mentioned papers | = | 15 marks |
| | | Total = 50 marks |

Examinations

- ❖ The End-Semester-Examination will be conducted by the University.

Question paper pattern

- ❖ The question paper shall consist of three parts-

Part A - Compulsory- consisting of 10 objective/ multiple choice type questions - each carrying two marks **-20 marks**

Part B - Short Answer Type - Four questions to be answered out of five questions - each carrying five marks **-20 marks**

Part C -Long Answer Type - Three questions to be answered out of four questions - each carrying ten marks **-30 marks**

- ❖ The candidate's performance in the examination for the Post Graduate programme shall be evaluated following the Uniform Grading system (Credits) formulated on the guidelines of UGC on the computation of Cumulative Grade Point Average (CGPA).
- ❖ The examination of odd semesters I and III shall generally be held in November and December and even semesters II and IV in the month of May-June.

Passing of Examinations and Promotional Rules :

- ❖ There shall be no supplementary examination in any of the courses/papers in any semester.

- ❖ The candidates who have been admitted to the First Semester of a two year Post Graduate Programme in a session can be placed in the following categories based on their attendance in the Semester and performance in CIA.
 - (i) Those who have cleared the CIA and attended the required minimum percentage (75%) of attendance shall appear in the ESE.
 - (ii) Those who have not attended the required minimum percentage of attendance (75%) and not cleared CIA shall in no case be permitted to appear in the End Semester Examination.
- ❖ After appearing in the End Semester Examination, the candidates can be placed in following categories in the context of declaration of the results of the Semester Examination (ESE).
 - (i) To be declared as having passed in the End Semester Examination in any subject, a candidate must secure atleast 45% marks in each paper i.e. in CIA, theory and practical, or wherever applicable.
 - (ii) If a candidate secures 45% marks in atleast three papers in her First/Second/Third End Semester Examination she shall be promoted to next semester.
 - (iii) Candidates will have to clear their backlog paper(s) in the next end semester examination of that semester whenever it is held.
 - (iv) Even if a student is promoted to Fourth Semester, her final result will only be declared when she has cleared all their backlog papers.
 - (v) Final result of Post Graduate degree programme shall be published on the basis of candidate's performance in the

16 papers spread over four semesters, provided she has passed with minimum qualifying marks of 45% in the elective papers of each semester.

- (vi) The final result will be published only after she has cleared all the 20 papers securing minimum qualifying marks.
- (vii) Since it is a continuous evaluation programme, student shall be awarded Grade Point (GP) at the end of each Semester Examination and Cumulative Grade Point (CGP) at the End of Final End Semester Examinations in 10 point scoring system.
- (viii) There shall be no supplementary examination. A student has to score minimum 45% marks in her CIA. Failing to secure minimum marks she shall have to repeat CIA along with the students of the same semester of the next academic session.
- (ix) If students fail to secure minimum 45% marks in CIA of any paper her result will be 'declared as failed' in that paper. Students shall have to reappear in that paper in the same semester of next academic session.
- (x) The name of the promoted candidate/candidates will not be included in the merit list of that subject.
- (xi) A promoted candidate, if she has passed in CIA but fails in theory paper/papers, she shall retain her CIA score and will reappear in the theory paper only of the semester whenever available. However, if a candidate is declared fail in any End Semester Examination, she shall retain nothing and will have to redo the course work of the failed semester again and she has to appear again in CIA as well-as theory paper.

● **Improvement of Result :**

If a candidate passes in End Semester Examination (ESE), she may apply for the improvement of her result in maximum two papers of the fourth semester. She can avail this facility only in theory papers. Better of the two results will be treated as final result of the candidate in those papers.

However, the name of such candidate with improved result will not be included in the merit list.

● **Declaration of Result :**

The following grading system shall be used by Teacher/Examination department :

Table 2: Grading System

| Letter Grade | Percentage Range | Numerical of Letter Grade | Description of Grade |
|---------------------|-------------------------|----------------------------------|-----------------------------|
| O | 100-91 | 10 | Outstanding |
| A ⁺⁺ | 90-81 | 9 | Excellent |
| A ⁺ | 80-71 | 8 | Very Good |
| A | 70-61 | 7 | Good |
| B ⁺ | 60-51 | 6 | Average |
| B | 50-45 | 5 | Pass |
| F | Less than 45 | Less than 5 | Fail |

● **Examinations :**

- ❖ The End Semester Examinations (ESE)' shall be conducted by the university. The Continuous Internal Assessment (CIA) shall be conducted by concerned department.

● **Passing of Examination :**

- ❖ A student shall be declared to have passed and promoted to the next semester when she earns B Grade or above grade as mentioned in the table 2 in semester examination covering continuous evaluation, midterm and end-term examinations in all the courses for which she was registered in the said semester.
 - (i) In order to be promoted from Semester I to Semester II, a candidate has to pass in at least three papers in Semester I Examinations.
 - (ii) In order to be promoted to the Semester III, a candidate needs to pass in at least three papers of Semester I and three papers of Semester II.
 - (iii) In order to be promoted to the Semester IV, a candidate must clear all papers of semester I, atleast three papers of semester II and three papers of semester III.
 - (iv) In Semester IV, a candidate needs to clear all the twenty papers for the award of the Degree.
 - (v) A student passed or promoted to the next Semester shall be entitled to get admitted in the Semester to which she has been declared passed/promoted.
- ❖ A student will be deemed as FAILED in a semester when she gets F grade in more than 50% of the papers offered in the examinations to meet the requirement. Such student will be advised by the University to repeat the semester on payment of semester fee or the half of the academic year fee.

- ❖ A student who has secured less than B Grade in one or more course may also be promoted to the next semester if she has not otherwise failed as per section above. However, she will have to re-appear in the examination of such courses, one time only as and when it is held or at the time of regular End-Semester Examination (ESE) in which she has been promoted.
- ❖ A student shall be declared to have failed in the programme when she fails to qualify for promotion to the next semester after two successive attempts.
- ❖ Grades that may be shown in the award sheet of a student without any numerical value are N.A (Not Applied) and S.P (Satisfactory Performance) for course(s) extending beyond a semester such as Project Work.
- ❖ There shall be a Semester Grade Point Average (SGPA) calculated for each semester on the basis of grades obtained in that semester. The SGPA for the Jth Semester is calculated as

$$SGPA = \frac{\sum_{i=1}^n m_i o_i}{\sum_{i=1}^n o_i}$$

The cumulative Grade Point Average (CGPA) for at the end of programme is given as :

$$= \frac{\sum_{j=1}^4 (SGPA)_j \cdot C_j}{\sum_{j=1}^6 C_j}$$

where C_j is the total number of credits in the jth Semester and $(SGPA)_j$ is SGPA obtained in jth semester.

3. Infrastructure

- i. **Common Room:** College has well-equipped common room for students where they can spend their leisure time productively. Variety of newspaper, magazines along with indoor games like chess, carom, badminton etc. are available for students.
- ii. **Computer Lab:** Well-equipped, Wi-fi enabled computer lab having approximately 100 computers are available in the academic building of the college. Computer lab is run and managed by BCA Department of the college.
- iii. **Conference Room:** Fully air-conditioned conference room with proper audio-video set-up is located in the ground floor of the academic building.
- iv. **Gymnasium:** College has well-equipped gym for students and staff-members in the campus. A lady gym trainer has also been appointed for providing all sorts of guidance and training.
- v. **Hostel :** Three hostels namely; Vaidehi with 100 seats, Welfare hostel with 36 seats and newly constructed Mahima Chatravas with 504 seats are located inside the premises of the campus.
- vi. **Indoor Games Room:** Apart from Sports ground, an indoor games room is also available in the campus. Students get the opportunity to play Table-Tennis, Badminton, Carom, Chess, etc. in the games room
- vii. **Language Lab:** College has a well-developed language lab for soft-skill development of the students with internet facility. It also has English language software to improve English-speaking skills.

- viii. Library:** Central Library of the college is attached to the main academic building. A two-story Wi-Fi enabled unit has a seating capacity for around 150 students. Library management software has been incorporated with latest technologies. Library is well-stocked with around 1.75 lac books. A wide collection of Textbooks, Reference books, Rare books, Journals, Periodicals, Newspaper, Periodicals, Previous Year Question Papers, etc. are available.
- ix. Seminar Hall:** A Seminar Hall having seating capacity of around 200 students is situated in the first floor of the main building. Fully Air-Conditioned, the hall is equipped with modern facilities suitable for organizing all types of academic activities.
- x. Smart Class Rooms:** College is well-equipped with modern techniques of teaching and learning. There are eight classrooms having smart board setup which can be used as computers. It has made digital access of learning resources quite convenient.
- xi. Solar Power Backup:** In collaboration with Central Government Scheme under Solar Energy Corporation of India (SECI), a 100 kwp solar power plant has been installed on the rooftop of the main building.



4. Cell

i. **Anti-Ragging** : Magadh Mahila College has a complete ragging free campus. A three-tier structure consisting of Anti - Ragging Squad at the lowest tier, Anti - Ragging Cell at second tier and Anti - Ragging Committee at the highest tier has been constituted for grievance redressal of the students.

- **Anti - Ragging Committee** : It takes into consideration which is found complicated by Anti - Ragging Cell and the decision of the Committee will be considered final.

| | |
|--|----------|
| 1. Prof. (Dr.) Namita Kumari Principal, MMC, P.U. Patna | Chairman |
| 2. Prof. Anju Srivastava Dean, Social Sciences | Member |
| 3. Dr. Suheli Mehta Co-ordinator IQAC, MMC | Member |
| 4. Dr. S.D. Yadav | Member |
| 5. Ms. Ranjana Yadav Campus In-Charge | Member |
| 6. Dr. Surendra Kumar Prasad | |
| 7. Dr T. Meena Horo | |
| 8. General Secretary (Students' Central Society) | |
| 9. Head Assistant | |
| 10. ASI Sugandha | |

- **Anti - Ragging Cell** : It takes into consideration any serious matter which is reported by the Anti - Ragging Squad

| | |
|--|----------------|
| 1. Prof. Bandana Kumari | President |
| 2. Dr. Pushpalata Kumari | Vice-President |
| 3. Dr. Usha Kumari | Vice-President |
| 4. Dr. Kiran Mala | Vice-President |
| 5. Dr. Binay Kumar Bimal | Vice-President |
| 6. General Secretary (Students' Central Society) | |

- **Anti - Ragging Squad** : The squad shall be responsible for making surprise visits, check-ins around the premises and recommend measures to prevent any incident of ragging. Squad members shall keep an overall vigilance in and around the campus and take inputs from General Secretary and Assistant General Secretary of Students' Central Society.

| | |
|--|----------------|
| 1. Dr. S.D. Yadav | President |
| 2. Dr. Suchita Arpan | Vice-President |
| 3. Dr. Khushboo | Vice-President |
| 4. Dr. Kavita | Vice-President |
| 5. ASI Sugandha | |
| 6. Assistant General Secretary (Students' Central Society) | |
| 7. Security/Personnel | |
| (Sunil Kumar/Rajesh Kumar/Vikash Kumar) | |

- ii. **Career Management and Counseling Cell** : The Cell was established in the college under UGC XIth Plan in 2009. It aims at providing proper guidance in order to prepare students for competitive examinations as well as interviews. Working agenda includes conducting seminars on relevant topics like communication skills, Personality Development, inviting companies for internships, training & placement.

- iii. **Grievance Redressal Cell** : Grievances of the students are redressed by Grievance Redressal Cell comprising Principal, senior faculty members and representatives of Students' Central Society. The Cell addresses grievances of the students which are mainly related to campus & class discipline, library, teaching-learning, etc
- iv. **Internal Quality Assurance Cell (IQAC)** : The IQAC is a cell meant for creating, maintaining and enhancing quality in all spheres in the college for overall student support and progression. The IQAC is the central quality monitoring body of the institution.
- v. **Research Cell** : Research is the backbone of academics. The research cell, strives to nurture research culture in the institute by promoting research based activities on emerging trends, keeping in view a multidisciplinary facet. It also aims to enhance the general research capacity by way of participating in workshops, projects etc. A Research Cell functions in the College with the aim of promoting research culture among the faculty and students, the committee meets :
- to discuss various aspects of research programme on a timely basis
 - to encourage teachers to take up major and minor research projects
 - to monitor timely submission of proposals
 - to inform them about various funding agencies
 - to evaluate proposals before forwarding the same to the University for approval
 - to co-ordinate the publication of research journal



5. Facilities

- i. **Alumnae Association :** The institution has an active alumnae association, Manisikha. College maintains an active network with the alumnae through alumnae meet, website and their visit to the campus.
- ii. **Assistance for Differently Abled :** Students who are differently abled are provided proper care in the institution. Ramp facility, lift and wheelchairs are available in the campus.
- iii. **Bank:** A branch of Indian Bank is situated inside the premises of the college. It has made access to all sorts of banking facilities to all the staffs and students of the college.
- iv. **Establishment of Botanical/Herbal Garden :** Magadh Mahila College has developed a Botanical Garden named Dhanvantri with Drug Yielding Plants in the year 2020 to maintain documented collections of living plants for the purposes of scientific research, conservation, display, and education and to promote ecofriendly atmosphere. The Garden is being maintained by the department of Botany. It has wide range of medicinal plants like Nagar Motha, Insulin plant, Karanj, Ashwagandha, Bryophyllum, Vinca Rosea, Lemongrass, Ajwayain, Harshringar etc. The college takes special interest in preservation and display of these wide range of plants, which are typically labelled with their botanical names. The staff who maintain normally include botanists as well as gardeners.
- v. **Cafeteria :** A cafeteria is situated inside the campus which provides healthy and hygienic eatables at affordable prices.
- vi. **Green Earth Brigade :** It is a unit of students who are environmental enthusiast. They are committed to spreading awareness about environment. With the motto of 'Start Today, Save Tomorrow', these Green Volunteers imbibe the value of caring first and consuming later.
- vii. **Government Scholarship :** As per the rules of Bihar Government, college provides free education to students and

also encourages SC/ST and OBC students to apply for scholarships provided by Government.

- viii. Incubation Centre :** College has setup an Incubation Centre with a sole aim of preparing young entrepreneurs for business incubation. The institution will offer mentors to support those who are interested in entrepreneurship.
- ix. Infirmary :** Considering health issues of the students, college has an infirmary situated in the ground floor of the main building. It has basic health care facilities to cater any situation of emergency.
- x. Milk Parlour :** The college has a milk parlour in its campus which provides milk and its products to the students.
- xi. Monginis :** An outlet of monginis is located in the vicinity of college campus which provides fresh and nutritious bakery products to the students.
- xii. NCC :** The N.C.C.unit of Magadh Mahila College is affiliated to Ist Bihar Girls Batallion, NCC,Patna Group which comes under Bihar & Jharkhand Directorate. The College offers training under the Army Wing of the National Cadet Corps with a total sanctioned strength of 100 Cadets. It is headed by Associate NCC Officer, Dr.Captain Pushpalata Kumari since 2003,who was awarded "Director General NCC Commendation Card" in 2018, "ADG Certificate of Merit Award" in 2018 & "CO Certificate of Merit Award" in 2020 for outstanding contribution in NCC. Cadets of this college regularly participate in camp, parades, training activities and social service activities. The cadets are very active at the college, state, national as well as international level. Weekly parade and classes are conducted every Tuesday. The Cadets have been taking part in different camps such as, CATC, AITSC, EBSB, RCTC, BLC, ALC, RDC Parade, YEP etc throughout the year and have won accolades for their performance. Every year, the cadets have been able to get

Cadet Welfare Society Scholarship. They are also appearing for B & C certificate examinations and majority of them are receiving good grades in the examinations.

- xiii. NSS :** The National Service Scheme (NSS) is a Central Scheme of Government of India, Ministry of Youth Affairs & Sports. It provides opportunity to Youth of College & University to take part in various College, University, State & National level community service activities and programmes. The objectives of NSS are to develop among students a sense of social, environmental, civic responsibility and develop leadership qualities and capacity to face emergencies, disaster. NSS is working in Magadh Mahila College since its inception. In our college, three units of NSS are functioning and each unit there are 150 Volunteers are enrolled in starting session. We have the programme officer respectively, Dr. Khusboo, Department of English, Dr. Suchita Arpan, Department of Philosophy and Dr. Sujata, Department of Zoology.
- xiv. Parent Teacher Association :** College has a strong and active Parent-Teacher Association and Parent-Teacher Meet is organised once in every academic session.
- xv. Rain Water Harvesting :** Rain Water Harvesting Unit has been set-up in the campus as a step towards sustainable development. It also act as supplementary water resource for the campus.
- xvi. Red Ribbon Club :** Red Ribbon Club (RRC) is movement which was started by Government of India in colleges & Universities. The purpose of RRC is to spread awareness related to HIV/AIDS, Voluntary Blood donation. RRC works in our college under NSS Unit and it indulge the youth in the activities which lead to make aware of cause and prevention of AIDS. It promotes Voluntary blood donation and to full fill

this purpose it organize and facilitate voluntary blood donation camp.

- xvii. Remedial Classes :** Remedial Classes are organised specially for slow learners in every academic session. In these classes, teachers provide extra guidance so that concept building becomes more concrete for every student.
- xviii. Stationary Shop:** A stationary shop is located inside the campus which provides all types of stationary along with text books and photocopy facility for students at affordable price.
- xix. Sehat Kendra :** Sehat Kendra is a Scheme of State Health Society Bihar in collaboration with Bihar State AIDS Control Society (BSACS) and Population Foundation of India. It was established at Magadh Mahila College on 01.07.2021. The purpose of Sehat Kendra is to spread awareness related to HIV/AIDS, hygiene, mental health, sex education, family planning etc. It works in our college under NSS Unit. It acts as a safe space for the students to discuss, deliberate widespread awareness on a range of issues related to health needs. It organizes college, university, State and National level competitions related to health, HIV/AIDS, voluntary blood donation.
- xx. Students' Central Society :** It is an elected body of students and representatives. As an integral part of college administration it looks after discipline, cleanliness, cultural activities, sports activities, etc. In the current academic session, there are 13 elected representatives for various posts.
- xxi. Student Support System :** Other than Government Scholarship, College at the institution level and also at the Department level provides financial help to meritorious students.

xxii. Waste Management : Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words).

Our college is committed to maintain a neat and clean campus. Students and staff of the institute are educated on proper waste management practices through lectures, advertisements on notice boards, and displaying slogan boards on the campus. Following measures are taken for proper solid, liquid, biomedical and e-waste management:

- Solid wastes are segregated into coloured dustbins kept for biodegradable and non-biodegradable waste throughout the campus. Three pits are present for solid waste management near External Main Gate of college. Bio-manure is prepared from organic solid wastes such as leaves of plants and residues from mess of campus hostels. College has arranged garbage vat from Patna municipal corporation to collect out these non-degradable waste with vehicular movement. The college promotes paperless functioning and minimal paper waste.
- Non-hazardous chemical wastes from laboratory are disposed of in the sink under running water. Separate pipelines have been constructed to collect liquid waste from washroom.
- The institute takes efforts to minimize e-waste by repairing the computer and electronic components. E-wastes are collected and stored in the storeroom. The e-waste which cannot be reused or recycled is being disposed off centrally.
- The college does not generate biomedical waste.
- Our college encourage recovery and recycling of paper, books etc. amongst students and staffs. Double side printing of paper is encouraged unless it is necessary to use fresh paper for such a use.



6. Campus Discipline

● Disciplinary Rules and Regulations of the College

1. Students are expected to be punctual at the lectures and practical classes, they have to maintain proper discipline within the college premises.
2. It is mandatory for the students to be in proper uniform/decent dresses otherwise they will have to pay Rs. 500/- as fine.
3. ID card inside the campus is mandatory or else will have to pay Rs. 200/- as fine.
4. During non- lecture hours students are directed to either study silently in the library or in the common room or the benches provided in the campus.
5. Students should strictly maintain silence in the main college building and college corridor.
6. **No day-scholar will go to the Hostel Premises.**
7. No visitors seeking for students are allowed during lecture hours and Principal office (from 10 am -5pm).
8. 75% attendance in both theory and practical classes is compulsory.
9. No student shall be allowed to appear in the University Exams unless all her dues are cleared and she is declared “sent-up” by the respective departments.
10. Use of mobile phones inside the campus is strictly prohibited. May be used in the class room if permitted by the concerned teacher. If found guilty of using them, students will be confiscated and will have to pay Rs. 1000/- as fine. Mobile phone can be used in Students' Common Room and Sports Ground.
11. Any student found misbehaving or caught adopting unfair practices during lectures is liable for immediate disciplinary action.
12. Use of polythene inside the college premises is prohibited.

13. Keep the college campus clean by disposing waste in proper dustbins.
14. Save water and do not waste drinking water. It is necessary to close the water tap after every use.
15. College furniture like chair, desks, benches or podium should not be removed or displaced from its proper place and should not be made dirty.
16. Students are deeply committed to uphold the value systems of Magadh Mahila College, it is expected that all the students conduct themselves in a worthy manner in their dress, demeanor and discipline. They must respect their teachers, greet them when they meet them in or out of the college campus. They must rise when teacher enter.
17. A fully equipped sick room 'infirmary' is available for the students who are in anyway ill or disposed.
18. It is mandatory for all the students to take part in the extra-curricular, co-curricular and sports activities.
19. Students are directed not to take part and not to make any WhatsApp group for any type of 'dharna' or protest which in any way affect the educational environment of the college and the university.
20. Ragging in any form is strictly prohibited.it is a punishable offence. Students involved in ragging may face expulsion from the college and university. Legal action may also be taken against them.
21. No meeting of the students should be held in the college campus, at the gate or within the periphery of the college without prior permission or consent of the Principal.
22. There are committees / cells like 'Students Grievance Redressal Cell' and 'Anti Ragging Cell' in the college to monitor the academic as well as personal issues of the students

- **Library Timing**

The Library opens for seven hours from 10.00 AM to 4.00 PM for students' convenience. The Library remains closed on Sundays and Public Holidays.

- **Membership**

All the bonafide students of MMC, teaching, non-teaching staff members have right to access the College Library. To become a member of library, bonafide students should fill a form available with the Library Office. In 2021, 2,486 students became the new members of the library.

The registered members are issued Library Card corresponding to their entitlement. The Library members have following entitlements:

| Category of Members | Entitlement | Duration of Borrowing | Penalty For Late Return |
|-----------------------------------|-------------|-----------------------|-------------------------|
| Students (Undergraduate) | 3 Books | 15 days | Rs-5/-Per day |
| Students (Postgraduate) | 3 Books | 15 days | |
| Research Scholars of Ph. D Course | 5 Books | 15 days | |
| Faculty Members | 5 Books | Books | 15 Days |

- **Rules Regarding Books Issue/Return/Renew**

- Membership is obligatory for all students within 2 months of admission.
- ID card is a must for all library transactions. ID cards are non-transferable.
- Library facilities are available for those students who have Library Cards.
- Users are requested to maintain silence in the library.
- Students are advised to check the Library notice board regularly.
- Students will apply for books in the prescribed form by 2 PM.
- Books from the Central Library are given on loan daily for 15 days from 10.30 AM to 2.00 PM.
- Students will search through OPAC/ Computer/ Catalogue Cards of the library to guide them in the choice of books.

- Issued books must be returned on or before the due date.
- Where the due date falls on a holiday, the return period will be considered as extended by one day.
- Students who fail to return books at the scheduled time will pay a fine of RS. 5/- per day, per books.
- A book may be reissued once, provided there is no reservation placed on the books.
- Reference books are not issued and are to be referred inside the library.
- Journals and Reports are not for loan.
- Photocopying a full book is not permitted inside the library or campus.
- Any book returned in bad condition is liable for payment of binding charge of RS. 50/- per book.
- Tearing of pages and scribbling in the Library books should be avoided
- Strict silence will be observed at all times in the Library.
- Use of mobile phone is prohibited.
- The library reading area should be used only for reference and consultation of resource materials.
- Students are requested to use books with care. They will be held responsible for mishandling.
- Library books are not to be lent by students to anyone inside the College or outside the College.
- No magazines or papers of the Library will be lent for home use.
- All Library Rules and Regulations must be strictly followed in the Library.
- Persistent defaulters of Library rules will have their Library services suspended.
- For all first/second/third year students, issue of books stops a week before the filling of their respective Annual Examination Form. The students have to return the overdue Library books and deposit library dues, if any.

7. Event Calendar for the Academic Session 2022-23

| Date | Event | Organizing Department |
|---------------------------------|--|------------------------------|
| JULY | | |
| 1st week of July | Oath Ceremony of Newly Elected Cabinet Members | Students' Central Society |
| 13.07.2022 | Guru Purnima Celebration | Deptt. of Music |
| 26.07.2022 | Foundation Day | Students' Central Society |
| AUGUST | | |
| 1 to 7 Aug. 2022 | World Breast Feeding Week | Deptt. of Home Science |
| 13.08.2022 | Pre-Independence Celebration | Students' Central Society |
| 15.08.2022 | Independence Day | Students' Central Society |
| SEPTEMBER | | |
| 01.09.2022 | Induction Meet | Students' Central Society |
| 1-7 Sept. 2022 | National Nutrition Week | Deptt. of Home Science |
| 05.09.2022 | Teachers' Day | Deptt. of Philosophy |
| 08.09.2022 | World Literacy Day | NSS |
| 10.09.2022 | World Suicide Prevention Day | Deptt. of Psychology |
| 14.09.2022 | Hindi Diwas | Deptt. of Hindi |
| 22.09.2022 | World Blood Donation Day | NSS |
| 24.09.2022 | NSS Day | NSS |
| OCTOBER | | |
| 04.10.2022 | World Animal Day | Deptt. of Zoology |
| 2 nd Week of October | Mental Health Week | Deptt. of Psychology |
| NOVEMBER | | |
| 09.11.2022 | National Entrepreneurship Day | Incubation Centre |
| 14.11.2022 | World Sociology Day | Deptt. of Sociology |
| 14.11.2022 | Text/Theory Based Movie Screening | Deptt. of English |
| 17.11.2022 | World Philosophy Day | Deptt. of Philosophy |
| 26.11.2022 | Constitution Day | Deptt. of Political Science |

| DECEMBER | | |
|----------------------------------|-------------------------------|-----------------------------|
| 01.12.2022 | World AIDS Day | NSS |
| 02.12.2022 | World Pollution Day | Deptt. of Botany |
| 02.12.2022 | World Computer Literacy Day | Deptt. of BCA |
| 10.12.2022 | Human Rights Day | Deptt. of Political Science |
| 14.12.2022 | World Energy Conservation Day | Deptt. of Physics |
| 22.12.2022 | National Mathematics Day | Deptt. of Mathematics |
| 1 st Fortnight of Dec | Sports Day | Students' Central Society |
| 2 nd Fortnight of Dec | Alumnae Meet | Students' Central Society |
| JANUARY | | |
| 07.01.2023 | World Urdu Day | Deptt. of Urdu |
| 10.01.2023 | World Hindi Diwas | Deptt. of Hindi |
| 12.01.2023 | National Youth Day | NSS |
| 26.01.2023 | Republic Day | Students' Central Society |
| 4 th Week of Jan | Annual Day | Students' Central Society |
| FEBRUARY | | |
| 2 nd Week of Feb. | Farewell Day | Students' Central Society |
| 21.02.2023 | National Management Day | Deptt. of BBA |
| 28.02.2023 | Science Day | Science & IT Society |
| MARCH | | |
| 08.03.2023 | International Women's Day | Students' Central Society |
| 15.03.2023 | World Consumer Rights' Day | Deptt. of Economics |
| 21.03.2023 | World Social Work Day | Deptt. of BSW |
| 21.03.2023 | International Day of Forest | Deptt. of Botany |
| 22.03.2023 | World Water Day | Green Earth Brigade |
| APRIL | | |
| 07.04.2023 | World Health Day | |
| 22.04.2023 | World Earth Day | |
| JUNE | | |
| 05.06.2023 | World Environment Day | Deptt. of Botany |
| 21.06.2023 | International Yoga Day | NSS |
| 29.06.2023 | National Statistics Day | Deptt. of Statistics |

8. Timetable

| Day | Class | 01 9.30-10.30 | 02 10.30-11.30 | 03 11.30-12.30 | 04 12.30-1.30 | 05 1.50-2.40 | 06 2.40-3.30 | 07 3.30-4.25 |
|-----|--------------|------------------|-------------------|-------------------|------------------|-----------------|-----------------|-----------------|
| R | | | | | | | | |
| M | B.A. Sem. I | | | | | | | |
| O | | | | | | | | |
| N | B.A. II (H) | | | | | | | |
| D | Subsi II | | | | | | | |
| AY | B.A. III (H) | | | | | | | |
| E | | | | | | | | |
| T | B.A. Sem. I | | | | | | | |
| U | | | | | | | | |
| E | B.A. II (H) | | | | | | | |
| S | Subsi II | | | | | | | |
| DAY | B.A. III (H) | | | | | | | |
| C | | | | | | | | |
| W | B.A. Sem. I | | | | | | | |
| E | | | | | | | | |
| D | B.A. II (H) | | | | | | | |
| NES | Subsi II | | | | | | | |
| DAY | B.A. III (H) | | | | | | | |

[illegible]



PERSONAL DETAILS

(For office use)

(To be submitted to the H.o.D. within a month of admission)

Photo

1. Name : 2. Roll No.....
3. Core Course : 4. Session.....
5. E-mail : 6. Blood Gr.....

7. Name, Designation, and the Address of Parents

(Permanent Home Address)

Name : Father : Mother :

Address :

Tel. No. (O) Tel. No. (R)

Mobile

Occupation of Father

Occupation of Mother

8. Specimen signature of Parents

Father

Mother

Guardian

9. Address of hostel / PG Accommodation (if applicable)

Contact Number :

In case of emergency

Contact :

Phone : Mobile :

Signature of the Student

Date :

