



Estd. 1992

Mobile Number- 8240758323



MILLI AL AMEEN COLLEGE FOR GIRLS (Government Aided)

A Recognised Minority Educational Institution
AFFILIATED TO CALCUTTA UNIVERSITY

PROSPECTUS 2022-2023



Website

➡ <http://www.millialameencollege.edu.in/>



Email Address

➡ millialameencollege2020@gmail.com

43, Hare Krishna Konar Road, (Formerly Benia Pukur Road) Kolkata-700014

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College Hours

Monday- Friday: 9:30 am to 4:30 pm

Saturday: 9:30 am to 1:30 pm

HISTORY OF THE COLLEGE

The establishment of Milli Al- Ameen College (For Girls) by the Milli Educational Organisation (registered under the West Bengal Societies Registration- 1961) fulfilled the long-cherished desire of the Muslims of Kolkata to have a degree college for girls belonging to educationally backward sections of the society in general and Muslims in particular. This is the first-degree College in West Bengal to have been established by the Muslim Community since independence. For the purpose of establishing the same, the Organisation purchased a landed property of about 15 cottahs at 43, Hare Krishna Konar Road, Kolkata, 700014 and constructed a new four-storeyed building thereon according to the plan sanctioned by the Calcutta Municipal Corporation with donations, contributions and subscriptions collected over years from amongst the members and institutions of the Muslim Community. The foundation stone of the College building was laid on March 19, 1984 by the internationally reputed eminent Islamic scholar, Hazrat Maulana Syed Abdul Hasan Ali Nadvi.

In the year 1992, in anticipation of getting affiliation from University of Calcutta, the College was formally started with a batch of 40 female students and classes for B.A. (Pass) Two-year degree course was duly commenced under qualified lady teachers. Three batches of students appeared successfully in the Calcutta University Examination as external candidates. However, certain technical difficulties that arose due to the non-affiliation of the college led to its closure in 1996. Meanwhile, the vigorous effort for early affiliation to Calcutta University continued and eventually after much persuasion the College received a formal letter of approval from the Government of West Bengal (vide G.O. No. 572 Edn (CS) / 4C - 3 / 98 dated . 24.04.2000) followed by the grant of affiliation from University of Calcutta (vide Memo No. C / 590 / 298Affl. dated 02-06-2000). Consequently, the College began functioning as an institution of higher education affiliated to Calcutta University with effect from the academic session 2000-01. The National Commission for Minority Educational Institutions granted minority status to this College under Article 30 of the Constitution of India vide their order - FNO. 775 of 8th October 2008 issued on 13th October, 2008. The Minority Affairs and Madrasah Education Department of Government, West Bengal, vide their letter no. 18 MDW / 2009 dated 12.01.2009 have also informed that the above certificate will hold good for the purpose of recognition of this educational institution as a minority educational institution. At present the Milli Educational Organisation, with the active support of its donors, members, subscribers and philanthropic members of the Muslim Community at large meets a part of the recurring expenses such as payment of salaries to part-time teaching and non-teaching staff and intends to do so till the College achieves self-sufficiency and generates its own resources.

AIMS AND OBJECTIVES

Milli Al - Ameen College (for Girls) now stands as a recognized minority educational institution. The College aims at imparting general education, disseminating knowledge, inculcating human values and discipline and developing the total personality with all-around physical and intellectual growth of the students to make them enlightened citizens of India. It endeavours to create an atmosphere adapted to the requirements of female students and congenial to their academic pursuits; to enable them to develop their talents thereby asserting their position in society. The College also believes in propagating secular values that enable the students to adjust harmoniously to a pluralistic society. The College provides education in the following subjects, viz **English, Urdu, Bengali, Geography, History, Islamic History and Culture, Education and Political Science at the B.A. Level. Honours courses** are available in **English, Urdu, Education, History and Political Science**. The **B. Com (General Three-Year)** Degree Course has been introduced from the academic session 2003-04. The **B.Sc. General 3 Year Degree Course in Biosciences** (Botany, Chemistry and Zoology) commenced from the academic session 2010-2011, and the **Pure Science Course (Physics, Chemistry and Mathematics)** also commenced. The medium of instruction is English.

LOCATION

43, HARE KRISHNA KONAR ROAD

(FORMERLY BENIAPUKUR ROAD)

KOLKATA- 700014

KMC WARD NO 60

The college is situated behind St. James School. It has entry points from Ripon Street, AJC Bose Road Crossing and from Nonapukur Tram Depot side. It stands next to Islamia High School.

Nearest Landmarks:

1. Institute of Neuroscience, Mallick Bazaar.
2. Bamboovilla Income Tax Office.
3. Park Street / AJC Bose Road Crossing.
4. Aliah University Park Circus Campus
5. Entry from opposite Chittranjan Hospital, CIT Road.

How to reach college?

1. From Sealdah: - Bus no: 202, 221, 234, 227, 230, 21/1, 21
2. From Minto Park: - Bus no: 234, 221, 204, 21/1, 227, 230

PREMISES DIRECTORY

The College premises consist of two blocks- Block A and Block B. The former i.e., Block A comprises the Founders' Lobby and Milli Auditorium on the ground floor, the Boardroom & the Milli Conference Hall on the First floor and a newly established Al-Ameen Milli Computer Room on the second floor. The latter i.e., Block B comprises the Courtyard, Canteen, Students' Lobby, Common Room, IT Room and Accounts Room on the Ground floor. The Teachers' Room, Principal's Room and Classroom numbers-5 & 6 are on the first floor. Classroom numbers 7 to 17, Computer room, and Namaz Room are on the Second floor. The Third floor comprises classroom number 18, Library, e-Classroom and Laboratories (Botany, Zoology and Chemistry).

MESSAGE FROM PRESIDENT, GOVERNING BODY



It's a pleasure to welcome everyone to the new academic year 2022-23.

To seek knowledge is obligatory for every Muslim. The first word revealed in the Quran was "Iqra" --- Read! Seek knowledge! Educate yourselves! Unfortunately, a large number of the members of the Muslim community in and around Kolkata are steeped in poverty and backwardness because of a lack of quality education which plays a pivotal role in one's personal development as well as in building a good and civilized society. Spreading education among the masses is, therefore, the greatest gift one can give to society.

More than four decades back, the founder members of the Milli Educational Organisation had realized the importance of education in the upliftment of backward sections of society. Inspired by the adage ---"Educate a man, you educate an individual; educate a woman, you educate a nation" --- they set up a degree college for spreading higher education among girls. I take this opportunity to pay tribute to the memory of those founder members who have departed this world. May Allah bless and grant them with the highest level in Jannah! Let us also pray for the good health, happiness and long life of those founder members who are still with us.

This college is now being run as a minority educational institution under the aegis of Milli Educational Organisation. This has been possible because of the untiring efforts of the members of the 'Milli Team' who have worked together, walked together and remained together. I feel really proud to have been part of the 'Milli Team' for over two decades. I convey my best wishes to all the members of the Team for their valuable contribution to the college. The vision of the Team is to make this college a name to reckon with in the academic fraternity. I am sure that the Team will continue with the same spirit in the coming future.

I sincerely commend all the hard work and ingenuity shown by our colleagues in the Governing Body and Managing Committee of MEO, the Principal, the faculty, and staff in the recent year. They have worked tirelessly to develop and implement ways to support our students and help sustain their academic progress.

To our donors, I offer my most heartfelt thanks and gratitude ---- your generous donations to the Organisation have made progress possible in the areas of faculty support and infrastructure development of the college. I am also grateful for the continued support of our monthly donors through difficult times. Their donations help students achieve their dreams and realize their potential. You are investing in their future and the future of our community. I wish all students a bright academic future, an illustrious career and a happy life.

Md. Ziauddin Hyder

MESSAGE FROM PRESIDENT, MANAGING COMMITTEE, MILLI EDUCATIONAL ORGANISATION



If you want to go fast, go alone but if you want to go far, go together. It was a collective endeavour by our Founder members to light the candle of education amongst girls. The thought process was pious. It is a girl who becomes a woman and a mother. It is the mother who raises the child- the future of the family. If the mother is literate then the child whom she raises with her love and affection is bound to become literate. Thus, all rationale being of the community whole-heartedly supported such an idea and joined hands with the Founder members to bring up the college.

Presently, most of the Founder members have left for heavenly abode and now it is our duty to take the college to its zenith. The present Managing Committee and Governing Body members have devoted their heart and soul for making Milli Al-Ameen College (For Girls) the best in town.

I feel proud of being associated with the college and take the pledge to make it one of the best colleges in the city as: “A journey of a thousand miles begins with a single step.”

Mushtaque Ahmed Siddiqui

FROM PRINCIPAL'S DESK



Milli Al - Ameen College (for Girls) started its journey in 1992 with an endeavor of scattering radiance of education to the girls of marginalized sections of society in general and to Muslims in particular. Since its inception, the College passed through very difficult times where after it began functioning as an institution of higher education from the academic session 2000-2001 with the affiliation of the University of Calcutta.

For the last few years, the College had to pass again through trying times with administrative crunch but after the formation of the present Governing Body in December 2021, it has revived and come to a rhythm. I have shouldered the responsibility of the College a few months ago. The College is now trying its utmost to maintain continuity in the teaching-learning process and complete all the vital administrative tasks in hand. Teaching, non-teaching staff and students of the College have come forward to assist us in this regard. Without their ardent cooperation, it would not be possible to conduct online classes, hold online examinations and keep the office somewhat functional during the pandemic years. Along with the assistance of the Governing Body, I am trying to introduce new subjects which are the need of the hour.

During last few months, we have conducted a number of events, and cultural programs which helped the students to brush up on their intellect and enhance their skills. I take this opportunity to convey the message of hope that in near future we will reach the epitome of excellence as an educational institution in our State.

Thanking you all,
Dr Sunanda Halder,
Principal
M. Sc. & PhD (Chemistry)

GOVERNING BODY

Serial number	Name	Designation
1	Md Ziauddin Hyder	President
2	Dr Khalid Md. Saifullah	Vice President
3	Md Amiruddin	Vice President
4	Md Jahangir	Secretary
5	Dr Sunanda Haldar	Principal, Ex-officio Jt. Secretary
6	Md Shahnawaz Arfi	Treasurer
7	Sufiyan Akhtar Khan	Member
8	Md Badruddin	Member
9	Shahzad Shibli	Member
10	Manzar Jameel	Member
11	Md Nooruddin	Member
12	Sayed Nafirul Islam	Member
13	Parveen Kaur	Teachers' Representative
14	Vacant	Teachers' Representative
15	Prof. Farhat Bano	CU Representative
16	Prof Gholam Sarwar	CU Representative
17	Kaiser Jamil	Ward Councillor
18	Vacant	DPI Representative
19	Vacant	DPI Representative
20	Dilip Oraon	NTS Representative
21	Nazia Khatoon	Students' Representative

MILLI EDUCATIONAL ORGANISATION

MANAGING COMMITTEE

Mushtaque Ahmed Siddiqui	President
Sufiyan Akhter Khan	Vice President
Md. Amiruddin	Vice President
Md. Ziauddin Hyder	Secretary
Md. Shahnawaz Arfi	Asst. Secretary
Murad S Mahmood	Asst. Secretary
Md. Nooruddin	Treasurer

MEMBERS

Md.Jahangir, Prof. Dr.Mazhar Hasan, Nizam Shamim, Shaukat Ali, Md.Alamgir, Dr.Asrar Ahmed, Md.Alauddin, Md.Badruddin, Md.Kamruddin Mullick, Md.Nasim Akhter, Sadique Ali, Layek Hoda, Md.Naimuddin, & Md.Islam

TEACHING FACULTIES

Department of Education

- **Parveen Kaur, M. A, B. Ed**
- **Shazia Nausheen, M. A., M. Phil**

Department of Urdu

- **Dr Arsh- e- Moneer, M. A, Ph. D.**
- **Dr Arshia Iqbal, M. A., M. Phil., Ph. D.**

Department of History / Islamic History & Culture

- **Nagma Ahmed, M. A., B. Ed**
- **Zeenat Mushtaque, M. A**
- **Biswasti Bhattacharya M. A**

Department of Political Science

- **Zarrin Sattar, M. A**
- **Sabahat Ambreen, M. A**
- **Shazia Afreen, M. A.**

Department of English

- **Swatilekha Maity, M. A., B. Ed., M. Phil**
- **Tasnima Yasmin, M.A.**

- **Nishat Tamanna, M. A**

Department of Bengali

- **Iltut Yeasmin, M. A.**

Department of Geography

- **Rounaque Saba, M. A., B. Ed**

Department of Botany

- **Antalina Kar, M. Sc., B. Ed**
- **Sadaf Shahid Rahman, M. Sc**

Department of Zoology

- **Shreya Brahma, M. Sc, B. Ed, Ph. D**

Department of Chemistry

- **Dr Sunanda Haldar (Principal), M. Sc, Ph. D**
- **Poulami Hota, M. Sc, Ph.D. Post Doctorate**

Department of Commerce

- **Shafaque Noor, M. Com, M. Ed.**
- **Shaista Parween, M. Com**

NON-TEACHING FACULTIES

NAME	DESIGNATION
Sohail Khan	Accountant
Sabahat Bano	Clerk
Tarannum Nigar	Typist
Farida Bano	Library Clerk
Dilip Oraon	Peon
Shahnila Showket	Assistant to Clerk
Nasreen Jamal	Data Operator
Benazir Asalam	Assistant to Accountant
Md Sanaullah	Guard
Sarfaraz Ahmed	Caretaker
Md Anwar	Peon
Saba Asgar	Attendant
Sangita Sarkar	Attendant
Shanti Hazra	Sweeper
Sameer Hazra	Sweeper

Academic Session (2023-2024)

COURSES OF STUDY AND SUBJECT COMBINATIONS

SERIAL NUMBER	COURSES OFFERED	SUBJECT COMBINATION (Any Two Elective Subjects with Honours)
1.	B. A (Hons) Three-year degree courses (CBCS System) <ul style="list-style-type: none"> • Education • Urdu • History • Political Science • English 	Education (Hons.) <ul style="list-style-type: none"> • History / Islamic History & Culture • Political Science • English / Urdu / Bengali • Geography • English Urdu (Hons.) <ul style="list-style-type: none"> • History / Islamic History & Culture • Education • Political Science • Geography History (Hons.) <ul style="list-style-type: none"> • Education • English / Urdu / Bengali • Geography • Political science Political Science (Hons.) <ul style="list-style-type: none"> • History / Islamic History & Culture • Education • English / Urdu / Bengali • Geography English (Hons.) <ul style="list-style-type: none"> • History / Islamic History & Culture • Political Science • Education • Geography
2.	B. A (General) Three-year degree courses (CBCS System)	Humanities Subjects (Any Three) <ul style="list-style-type: none"> • History / Islamic History & Culture • Political Science • English / Urdu / Bengali • Geography • Education • Geography

3.a.	B. Sc (General) Three-year degree courses (CBCS system)	Pure Science (Any Three) <ul style="list-style-type: none"> • Chemistry • Geography • Mathematics • Physics
3.b.		Bio Science <ul style="list-style-type: none"> -Botany -Zoology
4.	B. Com (General) Three-year degree courses (CBCS system)	As per C. U. Norms
5.a.	Ability Enhancement Compulsory Course (AECC)	1. AECC 1 (Communicative English) 2. AECC 2 (Environmental Studies)
5.b.	Language Core Course (LCC)- Only for B.A. (General)	-LCC 1: Compulsory English -LCC 2: Urdu/ Bengali/ Alternative English

Note-1: Islamic History & Culture cannot be taken as an elective with History Hons.

Note-2: Any student opting for Geography as an elective subject must go for a compulsory two / three-day educational excursion out of the city. This excursion is compulsory for B. A. General examination at Calcutta University.

Note 3: In case of B.A. General, a student will have to study in addition to 4 core courses, 2 courses each from two language subjects: LCC 1- English and LCC 2- MIL (Bengali/ Urdu)/ Alternative English for each of the last 4 semesters.

MEDIUM OF INSTRUCTION

The medium of instruction is English. However, students are permitted to write their examination answers in Bengali in all subjects except English and Urdu.

ADMISSION PROCEDURE (AS PER C.U. GUIDELINES)

a) For Honours, the candidate must score at least 50 % aggregate and 45 % in the subject desired for Honours.

Or

b) 55 % marks in the subject desired for Honours or 50 % marks in the aggregate when the candidate wishes to take up Honours in a subject not included in the Class XII examination provided all other clauses are satisfied.

NOTE: Aggregate of total marks refers to the total marks obtained in the highest-scoring four subjects excluding compulsory Environmental Education / Studies. If the subject " Environmental Science " has been studied as an elective subject of 100 Marks, it may be taken into account for the purpose of determining the aggregate marks.
For SC / ST candidates 40 % in the subject and 40 % in the aggregate are required for Honours.

Documents Required During Admission

(Copies to be attested by Head of Institution last attended)

- ❖ Mark sheet of Class XII (10 + 2) Higher Secondary Examination or any other equivalent examination recognized by Calcutta University.
- ❖ Admit Card of Higher Secondary Examination or any other equivalent recognized by Calcutta University.
- ❖ Admit Card of (Class X) Madhyamik or any other equivalent Examination recognized by Calcutta University.
- ❖ Recent stamp-size colour photographs of candidate (4 Copies) in light coloured dress.
- ❖ Original Certificate indicating SC / ST / OBC, where applicable.

INTAKE CAPACITY

SL NO	SUBJECT	INTAKE CAPACITY
1	EDCA	26
2	ENGA	67
3	HISA	26
4	PLSA	34
5	URDA	80
6	B.A (GENERAL)	150
7	B.SC (GENERAL)	25
9	B.COM GENERAL	60

**FEES STRUCTURE FOR BA/B.Sc/BCom(HONOURS and GENERAL) COURSES FOR
1st/2nd/3rd/4th/5th/6th Semesters**

SESSION:-2023-2024

DETAILS OF FEES AND OTHER CHARGES

Sl.No.	ITEMS	B.Sc. (Gen)	B.A. (Hons)	B.A. (Gen)	B.Com (Gen)
1	Admission Fee	300.00	300.00	300.00	300.00
2	Admission Prospectus	100.00	100.00	100.00	100.00
3	College Examination Fees	500.00	250.00	250.00	250.00
4	College Leaving Certificate Fee/ Transfer Certificate Fee	500.00	500.00	500.00	500.00
5	Common Room Fee	100.00	100.00	100.00	100.00
6	Computer Fee	200.00	200.00	200.00	200.00
7	Development Fee	300.00	300.00	300.00	300.00
8	Duplicate Identity Card	50.00	50.00	50.00	50.00
9	Duplicate Library Card	80.00	80.00	80.00	80.00
10	Electricity Charges	250.00	250.00	250.00	250.00
11	Excursion Fee	1000.00	1000.00	1000.00
12	Identity Card Fee	50.00	50.00	50.00	50.00
13	Indoor Game & Sports Fee	150.00	150.00	150.00	150.00
14	Laboratory Caution Fee (Refundable)	300.00	300.00	300.00
15	Laboratory Fee	600.00
16	Late admission Fee	300.00	300.00	300.00	300.00
17	Late Fine For Books Returned (Per Day)	10.00	10.00	10.00	10.00
18	Late Fine For Fees Payment	50.00	50.00	50.00	50.00
19	Library Fee	150.00	150.00	150.00	150.00
20	Library Card Fee	80.00	80.00	80.00	80.00
21	Library Caution Money (Refundable)	300.00	300.00	300.00	300.00
22	Re-Admission Fee	250.00	250.00	250.00	250.00
23	Repairing and Maintenance Charges	200.00	200.00	200.00	200.00
24	Session Fee	300.00	300.00	300.00	300.00
25	Subject Change Form	100.00	100.00	100.00	100.00
26	Tuition Fee	85.00	75.00	50.00	60.00
27	University Attendance Condonation Fee	125.00	125.00	125.00	125.00
28	University Examination Fees (With Practical)	As	May	Be	Applicable
29	University Examination Fees (Without Practical)	355.00	355.00	355.00	355.00
30	University Migration Fee	100.00	100.00	100.00	100.00
31	University Registration Fee	120.00	120.00	120.00	120.00
32	University sports Fee	60.00	60.00	60.00	60.00

Calcutta University Fees for Migration / Examination / Registration etc.May be subject to change.

**FEES PAYABLE AT THE TIME
OF
ADMISSION / FIRST SEMESTER**

Sl.No.	ITEMS	B.Sc. (Gen)	B.A. (Hons)	B.A. (Gen)	B.Com (Gen)
1	Admission Fee	300.00	300.00	300.00	300.00
2	Prospectus fee	100.00	100.00	100.00	100.00
3	Session Fee	300.00	300.00	300.00	300.00
4	Tuition fee (July to Dec)	510.00	450.00	300.00	360.00
5	Library Caution Money (Refundable)	300.00	300.00	300.00	300.00
6	Library Fee	150.00	150.00	150.00	150.00
7	Identity card fee	50.00	50.00	50.00	50.00
8	Library Card Fee	80.00	80.00	80.00	80.00
9	Computer Fee	200.00	200.00	200.00	200.00
10	Common Room Fee	100.00	100.00	100.00	100.00
11	Electricity Charges	250.00	250.00	250.00	250.00
12	Development Fee	300.00	300.00	300.00	300.00
13	Repairing and Maintenance Charges	200.00	200.00	200.00	200.00
14	Indoor Game & Sports Fee	150.00	150.00	150.00	150.00
15	College Examination Fee	500.00	250.00	250.00	250.00
16	University Registration Fee	120.00	120.00	120.00	120.00
17	University sports Fee	60.00	60.00	60.00	60.00
18	Laboratory Fee	600.00
19	Laboratory Fee (Geography) only	300.00	300.00	300.00
	Total Amount Payable	4270.00	3360.00	3210.00	3270.00
	Total Amount Payable (With Geography)	4570.00	3660.00	3510.00

EXTRA FEES PAYABLE WHERE APPLICABLE

1	University Migration Fee	100.00	100.00	100.00	100.00
2	Geog. /B.Sc. Lab. Caution Fee (Refundable)	300.00	300.00	300.00
3	Laboratory Fee for Geography Laboratory Fee for B.Sc. Practical	300.00 600.00	300.00 600.00	300.00 600.00
4	Geog. Excursion Advance Fee	1000.00	1000.00	1000.00
5	B.Sc. Examination Fees (per subject as applicable)	500.00

**Note : Only Tuition Fees Will Be Payable On
Second, Forth & sixth Semester**

FEES PAYABLE IN 3RD & 5TH SEMESTER

Sl.No.	ITEMS	B.Sc. (Gen)	B.A. (Hons)	B.A. (Gen)	B.Com (Gen)
1	Session fee	300.00	300.00	300.00	300.00
2	Tuition fee (July to Dec)	510.00	450.00	300.00	360.00
3	Library Fee	150.00	150.00	150.00	150.00
3	Library Card Fee	80.00	80.00	80.00	80.00
5	College Examination Fees	500.00	250.00	250.00	250.00
6	Development Fee	300.00	300.00	300.00	300.00
7	Indoor Game & Sports Fee	150.00	150.00	150.00	150.00
8	Common Room Fee	100.00	100.00	100.00	100.00
9	Electricity Charges	250.00	250.00	250.00	250.00
10	Repairing and Maintenance Fee	200.00	200.00	200.00	200.00
11	Laboratory Fee	600.00	300.00 (Geog)	300.00 (Geog)
12	Computer Fee	200.00	200.00	200.00	200.00
	Total Amount Payable	3340.00	2430.00	2280.00	2340.00
	Total Amount Payable (With Geography)	3640.00	2730.00	2580.00

ENVIRONMENTAL STUDIES EXCURSION FEE 2ND SEMESTER RS. 500/- WILL BE ADDED WITH OTHER FEES.

DISCIPLINARY MATTERS

Milli Al- Ameen College (for Girls) gives emphasis on discipline. The following disciplinary rules should be noted by the students to maintain decorum in the College:

1. In case of continuous absence from college for three consecutive days, a student must submit a letter addressed to the Principal and signed by the guardian stating clearly the reason for her absence.
2. Students must bring their Identity Cards daily and especially at the time of the College Examinations.
3. Loss of Identity Card should be immediately reported in writing to the Principal so that a duplicate one may be issued.
4. Change of permanent address should be immediately notified in writing to the College office.
5. In order to avail sports gear of different games in the Common Room, a student must deposit their Identity Card with the College office clerk.
6. Students should not loiter in the corridors, passages or sit back in the Common Room during class or leave the classes without taking permission from the teacher.
7. Students are not allowed to stand on the terrace or roof ramparts of the College. While visiting the library, all bags must be kept outside. Only money bags, note books and cell phones (switched off) will be allowed inside the library. No printed matter can be carried into the library.
8. Violations of any of the rules and regulations of the College will be severely dealt with by imposition of fines, suspension from class or even expulsion from the College.
9. Students must not use any unfair means in any examination or class tests.
10. Students must not call vendors of any goods into the College premises.
11. No business or financial transaction among students should be made without prior permission from the Principal.
12. Guardians should not enter the class rooms or the common room of the College without prior permission.
13. Students must come decently dressed to the College.
14. Students must maintain the decorum of the College
15. Students must not disfigure the walls or furniture or misuse any property of the College or invite outsiders into the common room or classrooms of the College.
16. Picnics and Excursions arranged by the College will be notified to the guardians and their written permission will be required before the student is allowed to go on such a trip.
17. Students must attend Flag hoisting functions on Independence Day and Republic Day and on other occasions such as College Foundation Day otherwise they will be penalized.
18. Students must read the Notice Board regularly and follow their daily academic timetable carefully.
19. Students must take care of their personal belongings. The College is not responsible for any loss or theft.

20. Guardians can meet the Principal with prior permission and/or appointment.

LIBRARY RULES

The College has a well - equipped Library and Reading Room for the students to study or do reference work. Besides the Reference Section, there is the general Borrowing Section in which students are allowed to borrow two or three books at a time using their library cards. The following rules apply in the library.

- i. Students must maintain order, discipline and complete silence in the Library and Reading Room. Cell phones must be switched off.
- ii. Each student will be issued Borrowing Cards - two for the General Course students and three for the Honours Course students. Fresh Library cards will be issued at the beginning of every new Academic Session.
- iii. Each student will also be issued one Reference Card which will remain valid throughout their three - year course of study in this College. Library Cards must be obtained within one month of the commencement of the Academic Session.
- iv. In order to avail Library Cards, Honours students must submit 4 stamp - size photographs and General Students 3 stamp - size photographs to the Library Clerk within a week of the commencement of classes.
- v. Books may be borrowed for a period of five consecutive days (excluding Sundays and other Public Holidays) after which a fine of Rs.10.00 / -per book per day will be levied. Books may be reissued on their return for another period of three days if they have not already been requisitioned by others. Books returned late after vacations or extended holidays will be levied a late fine of Rs 20 / - per book per day. All fines must be paid by the students through their respective Fees Book after obtaining late fine / penalty slip from the Library Clerk.
- vi. Books must be handled with care and the borrower must check the condition of the book at the time of borrowing. Any damage or defacement must be brought to the notice of the Library Clerk immediately and before taking the book out of the library. In case of damage found in the book and shown at the time of borrowing the last borrower will be held responsible.
- vii. Any book lost, damaged or defaced must be replaced by the borrower. If such a book is part of a series and cannot be replaced singly, then the entire series must be replaced.
- viii. Should the book be lost, damaged or defaced be rare or out of print, the borrower must pay a fine in addition to the published price. Till the damage is compensated, the student's library card will be confiscated and she will be debarred from using the Library.
- ix. The College Library will remain open during Summer Recess.
- x. Theft of books from the Library will be Severely punished.

LABORATORY RULES

Milli Al-Ameen College (For Girls) takes utmost care in the overall safety of its students inside the laboratory or classroom. The following regulations are enforced in the laboratories of all practical based subjects. At the time of admission, students have to acknowledge that they have received, read, and understood the following general rules, to adhere strictly.

1. No students are allowed to enter the laboratory without the prior permission of the teacher concerned.
2. All experiments/practicals performed in the laboratory must be approved by the teacher following the safety guidelines, if any, provided. Touching/ working on any other authorized instruments, equipment, setups is strictly prohibited.
3. Replacing, swapping, or moving any equipment is strictly prohibited.
4. Eating and drinking are not permitted in the laboratory unless having a medical condition already notified to the teacher.
5. Students will not be permitted in the laboratory with bare-feet, sandals, or shoes that do not provide toe-coverage.
6. When working with hazardous materials, glassware, heat, and/or chemicals, always wear lab coats/ aprons, gloves or safety glasses as instructed and under the surveillance of teacher.
7. Personal belongings must be kept outside the working area and the aisle must be kept open all the times.
8. All the equipment must be placed in the place and state as it was when you entered the lab. The working area must be free of debris.
9. Any unsafe conditions, unusual odours, personal injuries must be immediately reported to the teacher.
10. Students must know the evacuation routes, lab emergency safety procedures, and emergency phone numbers (pasted on specified places in the laboratory). In case of emergency, the students must switch off any running equipment and follow the standard laboratory safety procedures.
11. The student must accept responsibility and pay for any damage she causes to any equipment in the laboratories.
12. Silence should be maintained by all inside all the laboratories, except when teachers permit otherwise.

13. Adhere strictly to any other additional information provided by the teachers of their respective departments.

14. Students who do not follow the laboratory safety rules will be suspended from the laboratory and from college on further non-compliance.

FACILITIES FOR STUDENTS

The College has a spacious Common Room for the students. This is equipped with **various indoor games**. Facilities for the games may be used by the student if they deposit their Identity Cards with the Office Clerk. The Common Room must not be used to avoid classes or to entertain the personal visitors of the students. Students must keep the Common Room clean and free of litter. Any damage done to the equipment of the Indoor games will have to be compensated by the students responsible for the damage. Students must not invite outsiders into the common room or classrooms of the College. **Filtered drinking water is available on college premises for consumption**. There is **free Wi-Fi connection, canteen, computer lab and e-classroom**. Along with these, there is the availability of classes on **physical fitness, self-defense, karate training** and **English improvement classes, Computer skills & other skill development training**.

SUCCESS IN ACHIEVING COLLEGE OBJECTIVES: FEW EXAMPLES

Besides regularity and punctuality in holding classes and doing justice to the University syllabi, Milli Al - Ameen College (for girls) encourages the students to participate in various activities for multi- dimensional development. During the year 2021-2022, the college campus has been engaged in the accompanying events:

1. SEMINARS / WORKSHOPS:

In line with the campus programmes, the following workshops and seminars have been held at the campus with the participation and attendance of the students:

- a. Screening of a Visual Motivational Documentary Programme:
On 2nd April 2021, motivational documentary on the success stories of young achievers was screened at the Milli Auditorium. Dr. Ghazala Yasmin, Assistant Professor and Head, Department of Journalism & Mass Communication , Aliah University was the chief guest.
- b. Jalsa Seeratun Nabi: On 22nd October, 2021 a spiritual upliftment programme on the teachings of the Prophet (PBUH) was held at the Milli Auditorium with all the students present. The chief speaker was Dr. Farhat Bano, Assistant Professor, Department of Political Science, St. Xavier's College, Kolkata.
- c. New Teachers Orientation Programme: A total of eleven new guest lecturers in various subjects were inducted to the faculty on 1st November, 2021. The college management and senior teachers welcomed the new faculty.

- d. Students' Orientation Program: On 17th November 2021, an orientation programme was organized to welcome the new batch of 285 students to the campus to help them get acquainted with the rules and regulations of the institute, the college infrastructure and its facilities.
- e. The Advanced Research Methodology Workshop: On 18th May 2022, a one-day workshop on advanced research methodology was held in collaboration with Indian Institute of Research. Md.Huzaifa Arshad, Research Scholar & founder of the institute, Sania Shami, PhD Scholar & Co - Founder , IIR, Dr. Saminah Khan, Research Scholar, Seacom Skills University and Dr. Sunanda Halder, Principal, Milli Al-Ameen college (for Girls) were the chief speakers.
- f. Two- Day National Seminar on Contemporary Urdu Fiction: Issues & Possibilities was conducted at the Milli Auditorium in collaboration with West Bengal Urdu Academy, Department of Minority Affairs & Madrasah Education on 15th and 16th July 2022. It was inaugurated by Mr. Javed Ahmed Khan, MIC, Disaster Management and Civil Defence, Government of West Bengal. The seminar was a huge success as many renowned professors and research scholars presented their papers on different topics in the presence of Md. Abubakr Abbad of Delhi University, Safdar Imam Qadri of Patna College of Commerce and Zahir Anwar, eminent Urdu critic and dramatist among others.

2. Cultural Programmes / Events

At Milli Al Ameen college, we ensure that each day is cherished and celebrated with glory and grace. To make our students versatile and equipped with all the skills required to manifest their hidden talents. The following cultural events were organised during 2021- 2022.

- a. Freshers Welcome: On 24th December, 2021 the senior students of the college organised a fun- filled programme to welcome the new batch of students.
- b. Farewell for Batch of 2021: On 18th November, 2021 the students of the outgoing batch (2020-2021) were sent off with a small programme organized by the junior students of the college.
- c. Foundation Day: The Foundation Day of the College was celebrated on 19th February 2022 with much fanfare. All of the founder members were honoured while the family members of some deceased founder members were felicitated in the presence of Janab Siddiqullah Chowdhury, MIC, Mass Education and Library Services, Janab Nadimul Haque, Rajya Sabha MP, Dr. Mumtaz Sanghamita, chairperson, West Bengal Minority Commission. On this momentous occasion the new Principal, Dr. Sunanda Haldar, who joined on the 16th February 2022, was welcomed to the Milli family by the students, teachers and management of the College.
- d. International Mother Language Day: The faculty and the students celebrated it on 21st February 2022. A small cultural programme was organized to promote awareness of linguistic and cultural diversity and to promote multilingualism.
- e. International Womens ' Day: On the occasion of International Womens' Day (8th March 2022), a colourful programme was organized by teachers and students to celebrate women empowerment. A young female author, Ramsha Rais, student of Saifee Hall School was felicitated for authoring two fiction books.
- f. Rabindra Jayanti: On 19th May 2022 the members and the students celebrated Rabindra Jayanti with a cultural

programme which included recitation, Rabindra Sangeet and Rabindra Nritya. There was also a screening of an award-winning documentary film titled *Images Unbound - The Life & Times of Rabindranath Tagore* by film maker Mujibur Rahman.

- g. Annual Sports Day- The first ever Annual Sports was organised by the College on the 26th March 2022. It was enthusiastically enjoyed by students who participated in the various sporting events organised by Mr. Mokhtar Alam, sports coach. The caps were sponsored by Rehnuma-e-Niswa, an NGO.
- h. Farewell of Final Year Students (2021-22): On 18th June 2022, the students of the college were given a wonderful farewell by their juniors. The junior students organized a small sendoff programme in the College Auditorium. It included a skit, ramp walk, singing and dancing.

3. Educational Tours/ Excursions:

Excursions for field work is compulsory for the subjects like Botany, Zoology, Geography and Environmental Science. The college conducted following excursions / field work this year:

- a. The excursion of Semester- II students of the Geography Department took place on 2nd June 2022. They visited Kalikapur and Sonarpur. The purpose of this excursion was to explore the flora and fauna of these locales in order to incorporate the findings in their project work.

b. The excursion of the Botany Department took place on 3rd June 2022. The places visited by the students included The Agro-Horticultural Society of India located in Alipore, Rajabazar Cold Storage, Vegetable Garden, New Market Nursery, Elliot Park and some standing crop sites near EM Bypass. The students made their projects based on this trip. They saw the specimens, assessed soil type and learnt about disease control, use of fertilisers and cultivation techniques.

c. The excursion of the Environmental Science department took place on 29th June 2022. The teaching faculties, non-teaching staff and students of B.A. (Honours and General) / B.Sc. (General)/ B.Com (General) visited Botanical Garden, Shibpur. The purpose of the excursion was to see and study the biodiversity of plants and collect pictures. The students made their projects on the basis of the observations made at the site.

PHOTO GALLERY



