



## YEARLY STATUS REPORT - 2020-2021

| <b>Part A</b>  |  |
|--|--|
| <b>Data of the Institution</b>                       |  |
| <b>1.Name of the Institution</b>                     | HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN                  |
| • Name of the Head of the institution                | DR.SOMA GHOSH  |
| • Designation  | PRINCIPAL  |
| • Does the institution function from its own campus? | Yes  |
| • Phone no./Alternate phone no.                      | 03325645148  |
| • Mobile No:   | 9836714992   |
| • Registered e-mail                                  | gsoma5995@gmail.com  |
| • Alternate e-mail                                   | sssrcg2000@yahoo.co.in                                       |
| • Address  | 17, Jadunath Sarbabhouma Lane,near Kali Temple, Dakshineswar |
| • City/Town  | Kolkata  |
| • State/UT   | West Bengal  |
| • Pin Code   | 700035   |
| <b>2.Institutional status</b>                        |  |
| • Type of Institution                                | Women  |
| • Location   | Urban  |

|  |   |                |                             |               |             |
|--|---|----------------|-----------------------------|---------------|-------------|
| • Financial Status   | Grants-in aid   |                |                             |               |             |
| • Name of the Affiliating University   | WEST BENGAL STATE UNIVERSITY  |                |                             |               |             |
| • Name of the IQAC Coordinator   | DR.RUPA SEN   |                |                             |               |             |
| • Phone No.  | 03325442632   |                |                             |               |             |
| • Alternate phone No.  | 9433084959  |                |                             |               |             |
| • Mobile   | 9007343950  |                |                             |               |             |
| • IQAC e-mail address  | iqac.hmmcollege@gmail.com   |                |                             |               |             |
| • Alternate e-mail address   | rupasen88@gmail.com   |                |                             |               |             |
| <b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>   | <a href="https://hmmcollege.ac.in/upload/aqar/AQAR_Report_19-20.pdf">https://hmmcollege.ac.in/upload/aqar/AQAR_Report_19-20.pdf</a>     |                |                             |               |             |
| <b>4.Whether Academic Calendar prepared during the year?</b>   | Yes   |                |                             |               |             |
| • if yes, whether it is uploaded in the Institutional website Web link:  | <a href="https://hmmcollege.ac.in/upload/ca_nonaca_files/AC_20-21.pdf">https://hmmcollege.ac.in/upload/ca_nonaca_files/AC_20-21.pdf</a> |                |                             |               |             |
| <b>5.Accreditation Details</b>   |   |                |                             |               |             |
| Cycle  | Grade   | CGPA           | Year of Accreditation       | Validity from | Validity to |
| Cycle 1  | C++   | 66             | 2005                        | 01/03/2005    | 28/02/2009  |
| Cycle 2  | B++   | 2.77           | 2016                        | 03/12/2016    | 02/12/2021  |
| <b>6.Date of Establishment of IQAC</b>   |   |                | 24/02/2014                  |               |             |
| <b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b> |   |                |                             |               |             |
| Institutional/Department /Faculty  | Scheme  | Funding Agency | Year of award with duration | Amount        |             |
| Nil  | Nil   | Nil            | Nil                         | Nil           |             |
| <b>8.Whether composition of IQAC as per latest NAAC guidelines</b>   |   |                | Yes                         |               |             |
| • Upload latest notification of formation of IQAC  |   |                | No File Uploaded            |               |             |

|   |                           |
|---|---------------------------|
| <b>9.No. of IQAC meetings held during the year</b>  | <b>04</b>                 |
| <ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>      | <b>Yes</b>                |
| <ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>  | No File Uploaded          |
| <b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>   | <b>Yes</b>                |
| <ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>  | <b>5000000 (RUSA 2.0)</b> |
| <b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>   |                           |
| Uploaded AQAR 2019-20 on 10/08/21   |                           |
| Organized online class as per scheduled time table during the lockdown and uploaded study materials in LMS and academic resource bank                                       |                           |
| Academic and administrative audit completed.  |                           |
| Organized around 81 webinars both national and international, workshops, professional development programs and extension lectures.  |                           |
| A 7 day symposium on Gender Sensitization celebrating Women's day w.e.f 08/03/21 to 14/03/21  |                           |
| <b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b> |                           |
|   |                           |

| Plan of Action   | Achievements/Outcomes   |
|--|---|
| Submission of AQAR 2020-21   | Prepared, placed before GB(statutory body) for approval on 09/04/2022   |
| Preparation of Academic Calendar 2020-21   | Prepared before commencement of new academic session to ensure effective implementation of curriculum and continuous evaluation and also uploaded in the institutional Website.   |
| Preparation of Institutional Calendar 2020-21  | Prepared and uploaded in institutional Website.   |
| Induction Program before commencement of offline classes w.e.f. 16/11/21                     | Online induction meeting done on 8/11/21 for Semester I, III & V to apprise about Covid protocol and overall academics.   |
| Sanitization of the Entire College   | The entire college already sanitized; Every Saturday sanitization drive is organized by College and local municipality. Pedestal sanitizers are placed in the entry points of all blocks of the college.Total amount spent for the purpose - Rs.41076.. |
| Organise Webinars,workshops,and extension lectures for different departments during lockdown | As many as 81 national and international Webinars organized, workshops, professional development programs and extension lectures organized.   |
| To ensure fair access to affordability of academic programs for various sections of society. | 29 students availed Kanyashree in 2020-21 (financial aid of WB for academic pursuance); 301 students received Swami Vivekananda Merit cum Means scholarship ,Aikyashree, SC,ST,OBA - A,OBC- B, minority scholarship,etc. Details given in website.      |

|   |   |
|---|---|
| <p>Student support system on teaching learning evaluation process 2020-21</p>                 | <p>432 students participated in SSS on Teaching learning evaluation. Survey reflects performance of the college and helped to identify strength and weakness of the college. Feedback taken, analysed and action taken accordingly. Report has been placed in Academic sub committee meeting and same has been apprised by the members.</p>                 |
| <p>RUSA inspection to be done by September</p>  | <p>Audit and inspection completed on 6/9/21</p>   |
| <p>Organize Vaccination drive</p>   | <p>Vaccination drive under the guidance of the Principal, President Shri Madan Mitra and Students Union on 05.10.2021.</p>  |
| <p>Applied for Government project on Unnat Bharat</p>   | <p>Governing Body approved for implementing the project : process started</p>   |
| <p>A publication division to flag off with contribution from Library and Teachers Council</p> | <p>Already (3 volumes published) by Sociology, Economics and Zoology. A series on great souls of India will be published by the library soon. Library organized online exhibition on Vidyasagar on 26th September, 2021. (<a href="https://sites.google.com/view/hmmcwcentrallibrary/home">https://sites.google.com/view/hmmcwcentrallibrary/home</a> )</p> |
| <p>Publication of peer reviewed online journal-</p>   | <p>We have encouraged contributions from senior academicians/past teachers of our college. It was published in Decemer 2020 ( Vol 5) &amp; December 2021(Vol 6)</p>   |
| <p>Initiated more Collaborations with organizations, institutions and industry</p>            | <p>MOU with BIPS, Netaji Nagar College, Bhairab Ganguly College, Sarojini Naidu College For Women, Government Girls' general Degree College, Ekbalpur, Netaji Nagar College and East Calcutta Girls' College. Also collaboration with</p>   |

|  |   |
|--|---|
|  | IBRF and IARA to promote research and academic activities.  |
| A 7days orientation programme to be organized for non teaching staff   | It began on 21st October and ended on 22November2021.Participated by 60 approx NTS of three colleges, Government Girls' general Degree College, Ekbalpur, Netaji Nagar College.   |
| IGNOU study center to be initiated.  | Process is going on; however IGNOU has selected the college as its examination centre   |
| Encourage interdisciplinary forum and Saraswat Charcha Chakra  | Lecture series organized- "Beyond Curriculum". Students participation enthused.   |
| Upload academic resources for students during lockdown   | Teachers uploaded study materials and resources in various digital platforms for students and E-Contents prepared.  |
| Utkarsh Bangla under the aegis of Department of Technical Education, Training and Skill Development Govt. Of West Bengal | Process in the pipeline.  |
| Green Audit and Energy Conservation Initiative (   | Connecting our solar panel with electrical modules and installations of LED appliances.   |
| Extended Community Service during Pandemic and natural calamities.   | Safe Home in collaboration with Kamarhati Municipality, providing material assistance to the neighbouring slums (Nibedita Colony and Metro Colony) ,Distribution of Masks and sanitizers,Generation of Pandemic funds by staff. |
| Providing psychological, financial and academic support to the students during the pandemics                             | Mentoring sessions organized; Fee concessions provided, Student aid fund, Covid Fund ; remedial and tutorials arranged.   |

| Rejuvenation of medicinal plant garden, butterfly garden and orchid garden  | Done out of college fund.   |      |                    |                |            |
|---|---|------|--------------------|----------------|------------|
| Extension of rainwater harvesting   | Done as CSR project under the auspices of P.C Chandra Group           |      |                    |                |            |
| Promotion of research activities under the guidance of College Research Cell  | Geography and English completed the research work by using seed money |      |                    |                |            |
| To organize Staff Development Program and Faculty Development Program   | Done in collaboration with other colleges                             |      |                    |                |            |
| To recruit more permanent Teachers and Non-Teaching staff.  | Joining of 62 State Aided College Teachers and 05 Non-Teaching staff. |      |                    |                |            |
| <b>13. Whether the AQAR was placed before statutory body?</b>   | <b>Yes</b>  |      |                    |                |            |
| <ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>  |   |      |                    |                |            |
| <table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>Governing Body</td> <td>09/04/2022</td> </tr> </tbody> </table> |   | Name | Date of meeting(s) | Governing Body | 09/04/2022 |
| Name  | Date of meeting(s)  |      |                    |                |            |
| Governing Body  | 09/04/2022  |      |                    |                |            |
| <b>14. Whether institutional data submitted to AISHE</b>  |   |      |                    |                |            |
| <table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>2020-21</td> <td>24/02/2022</td> </tr> </tbody> </table>        |   | Year | Date of Submission | 2020-21        | 24/02/2022 |
| Year  | Date of Submission  |      |                    |                |            |
| 2020-21   | 24/02/2022  |      |                    |                |            |

## Extended Profile

### 1. Programme

1.1

49

Number of courses offered by the institution across all programs during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |



**2.Student**2.1 521

Number of students during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

2.2 552

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

2.3 286

Number of outgoing/ final year students during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

**3.Academic**3.1 91

Number of full time teachers during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

3.2 31

Number of Sanctioned posts during the year



| <b>Extended Profile</b>   |                           |
|---|---------------------------|
| <b>1.Programme</b>  |                           |
| 1.1<br>Number of courses offered by the institution across all programs during the year             | <b>49</b>                 |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |
| <b>2.Student</b>  |                           |
| 2.1<br>Number of students during the year   | <b>521</b>                |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |
| 2.2<br>Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | <b>552</b>                |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |
| 2.3<br>Number of outgoing/ final year students during the year                                      | <b>286</b>                |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |
| <b>3.Academic</b>   |                           |
| 3.1<br>Number of full time teachers during the year   | <b>91</b>                 |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |

|  |    |
|--|----|
| 3.2  | 31 |
| Number of Sanctioned posts during the year |    |

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

|   |           |
|---|-----------|
| <b>4.Institution</b>  |           |
| 4.1   | 75        |
| Total number of Classrooms and Seminar halls                      |           |
| 4.2   | 100.76861 |
| Total expenditure excluding salary during the year (INR in lakhs) |           |
| 4.3   | 32        |
| Total number of computers on campus for academic purposes         |           |

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Institution ensures effective curriculum delivery through following mechanisms for academic excellence.

1. The induction programs for new entrants and Parent-Teacher meetings help communicating about curriculum delivery and learning outcome.
2. The prospectus of the college presents academic and administrative details.
3. Institutional calendar presents the details of working and teaching days, tentative date of commencement of classes and also university exam schedules.
4. Academic Calendars to display lesson plans, internal examinations, workshops, seminars and extracurricular activities etc.
5. Structured Time table displays regular classes, tutorials, remedial classes, mentoring classes etc.
6. Blend of conventional and Digitized Attendance Register for

the teachers and the students(<https://yesteacher.co.in/hmmcollege/>), ensures monitoring in curriculum delivery.

7. E-modules uploaded in the college website and You Tube, Academic Resource Bank and Learning Management system make dissemination of the curriculum more effective.
8. Mechanisms of online classes through our subscribed G-suite, Conference call, video calls etc. help to reach out to students with their curriculum.
9. Documented Academic Monitoring help preparing and implementing curriculum planning and makes outcome based learning more effective.
10. Extension lectures and workshops, seminars/webinars, field studies and industry visits, interdisciplinary classes e.g Saraswatharcha Chakra, Students' Webinar, teachers' participation in Orientation/Refresher Courses ensure effective curriculum delivery.

| File Description                    | Documents                 |
|-------------------------------------|---------------------------|
| Upload relevant supporting document | <a href="#">View File</a> |
| Link for Additional information     | Nil                       |

#### 1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Departments of the College chalk out academic calendars with details of lesson plans and schedules for internal examinations. In compliance with the rules of credit based evaluation system and the rules set by the affiliating university. Internal examination schedules of the College are prepared and get reflected in the calendar to enable the students prepare themselves for continuous evaluation. The College organizes continuous evaluation programs and tutorials to help students upgrade themselves. Continuous assessment in theory subjects as per university norms includes 20 marks for an Internal Assessment, and 05 marks for class attendance, which in due course are uploaded in the University portal. Students trailing behind are counselled and remedial/revision classes are offered. Class tests, assignments/projects, students' presentation etc. are integral part of the teaching-learning process and continuous evaluation. During the pandemic sessions, a continuous system of online evaluation was put in place. Departments also prepare academic plans for organising workshops, seminars and extracurricular

activities etc . Semester-wise academic calendars as set by the University and by the College, academic monitors and self appraisal reports submitted by each faculty member are important mechanisms to monitor the implementation of Continuous Internal Evaluation (CIE) for effective curriculum delivery.

| File Description                     | Documents   |
|--------------------------------------|---|
| Upload relevant supporting documents | <a href="#">View File</a>   |
| Link for Additional information      | <a href="https://hmmcollege.ac.in/upload/aca_nonaca_files/AC_20-21.pdf">https://hmmcollege.ac.in/upload/aca_nonaca_files/AC_20-21.pdf</a> |

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

A. All of the above

| File Description   | Documents                 |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

05

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                              | No File Uploaded          |
| Minutes of relevant Academic Council/ BOS meetings      | No File Uploaded          |
| Institutional data in prescribed format (Data Template) | <a href="#">View File</a> |

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

05

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Brochure or any other document relating to Add on /Certificate programs | <a href="#">View File</a> |
| List of Add on /Certificate programs (Data Template )                   | <a href="#">View File</a> |

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

118

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

156

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | <a href="#">View File</a> |

### 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Professional ethics and gender values :Anti Ragging Cell, Equal Opportunity, Grievance Redressal Cell, Students' Welfare

Committee, Internal Complaints Committee, Students' Representatives work together to preserve the rights of the marginalised and thus to uphold professional ethics and gender values. Students are sensitised in this regard through various programmes. Our Naari Samsad works for building a gender neutral society.

Human values: Beyond campus the NSS unit takes care of a neighbouring slum, Nibedita Colony, Metro Colony etc. to train students about the core of basic value of humanity. Celebrations of birth and death anniversaries of noble men are meant to inspire our students about their greatness and to inculcate human values.

There are standard codes of conduct designed to uphold professional ethics, gender and human values.

Environment and sustainability: Environment Science department, NSS, NCC and Social Outreach Cell train students to protect environment. An annual green audit is done. Birds' nest in the campus, butterfly garden, medicinal plant garden, as well as a place dedicated for big trees are the means to make the environment fresh and make our students environment friendly and to build an inclusive community that could promote sustainable development in the universe.

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | <a href="#">View File</a> |

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

04

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Programme / Curriculum/ Syllabus of the courses   | No File Uploaded          |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses                    | No File Uploaded          |
| MoU's with relevant organizations for these courses, if any   | No File Uploaded          |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | <a href="#">View File</a> |

### 1.3.3 - Number of students undertaking project work/field work/ internships

660

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | <a href="#">View File</a> |

### 1.4 - Feedback System

|  |                     |
|--|---------------------|
| 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni | A. All of the above |
|--|---------------------|



| File Description   | Documents                 |
|--|---------------------------|
| URL for stakeholder feedback report  | <a href="#">View File</a> |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | <a href="#">View File</a> |
| Any additional information(Upload)   | No File Uploaded          |

**1.4.2 - Feedback process of the Institution may be classified as follows**

A. Feedback collected, analyzed and action taken and feedback available on website

| File Description                  | Documents   |
|-----------------------------------|---|
| Upload any additional information | No File Uploaded  |
| URL for feedback report           | <a href="https://hmmcollege.ac.in/upload/agar/Satisfaction_Survey.pdf">https://hmmcollege.ac.in/upload/agar/Satisfaction_Survey.pdf</a> |

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

1395

| File Description                        | Documents                 |
|---|---------------------------|
| Any additional information              | No File Uploaded          |
| Institutional data in prescribed format | <a href="#">View File</a> |

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

76

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                                    | No File Uploaded          |
| Number of seats filled against seats reserved (Data Template) | <a href="#">View File</a> |

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Assessment of our students learning and performance is designed and directed by the affiliating University. But the College makes utmost arrangement for continuous assessment of the students through the internal evaluation mechanisms, like. internal Examinations/projects/ assignments, which help to evaluate the performance outcome of students. Data of all the enrolled students are maintained to track the gradual learning levels of the students. Students, who are found trailing are counselled and mentored by the teachers of respective departments. Parents are informed about their ward's performance.

Slow Learners: Remedial classes have been organized for trailing students of both Honours and General courses. Tutorials have been organized through available virtual mechanisms due to Covid 19 pandemic.

Advanced Learners: Extension lectures and special lectures have been arranged to meet additional academic requirements.

Online pursuance of Course Curriculum and Examinations have made the students face serious challenges. Counseling and mentoring have helped to motivate students for improvement in their learning levels. All students were psychologically mentored to get engaged in creative activities, like making videos, posters etc., so as to make them more equipped with knowledge. Various competitions have served as psychological booster for academic quality improvement amid despair and frustration.

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Link for additional Information   | Nil                       |
| Upload any additional information | <a href="#">View File</a> |

**2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)**

|                    |                    |
|--------------------|--------------------|
| Number of Students | Number of Teachers |
| 1165               | 91                 |

| File Description           | Documents                 |
|----------------------------|---------------------------|
| Any additional information | <a href="#">View File</a> |

**2.3 - Teaching- Learning Process**

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

**Experiential learning:** Students are encouraged to carry on experiments independently in practical classes. Projects/ assignments/research works impel them to engage in necessary research widening the horizon of their knowledge. They are encouraged to go for industrial visits as a part of industry institute interaction, though this has been interrupted due to pandemic.

**Participative learning:** Students are motivated to participate in quiz competitions, paper presentation and online certification courses to get the flavour of participative learning. Extempore, debate competitions and seminar presentation by students, celebration of special days and occasions through poster presentations, students' seminars, talks etc make learning participative enhancing the learning capabilities of the students. Use of OPAC, power point presentations, Videos, NPTEL etc. enhances their knowledge. Webinars, extension lectures on myriad subjects, faculty exchange programs, interdisciplinary lectures have made learning interactive.

**Problem solving:** During pandemic teachers learned to use LMS and uploaded study materials in website; Learning materials, question papers were made accessible in academic resource bank and college website, departmental site etc. or sent through whatsapp and emails.

Students are motivated to take part in training and placement, entrepreneurship development and career counselling activities to enable them to find solutions to their career queries.

| File Description                  | Documents        |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Link for additional information   | Nil              |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers use ICT enabled tools and class rooms to keep up with digital drive of global world. Along with the attempts to enable students to be proficient with the technological world, Information and Communication Technologies in teaching learning process helped to reach out to students within and beyond class room teaching.

ICT enabled class rooms help teachers to make presentations and encourage students to participate in such presentations. Pandemic has compelled the students to learn about virtual learning and online presentation , ensuring knowledge construction and content integration more effectively. Recording of video lectures, e-contents etc. is made available to students for long term learning and future referencing. Our academic resource bank and LMS as kept in our website, are the digital repositories of learning materials. Video lectures, online competitions, numerous technical events, like poster making, project/paper presentations, etc. organized with the help of various Information Communication Tools are special learning outcomes of this pandemic era, which are transmitted through our dedicated You Tube channels. There are our lectures recorded in 'SwayamPrabha; Channel-3, One India One Digital Platform' which are made available to the students as additional learning resources(<https://odp.inflibnet.ac.in>).

| File Description  | Documents   |
|---|---|
| Upload any additional information   | No File Uploaded  |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | <a href="https://hmmcollege.ac.in/index.php/Media/more_gallery">https://hmmcollege.ac.in/index.php/Media/more_gallery</a> |

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

| 2.3.3.1 - Number of mentors   |                           |
|---|---------------------------|
| 91  |                           |
| File Description  | Documents                 |
| Upload, number of students enrolled and full time teachers on roll.   | <a href="#">View File</a> |
| Circulars pertaining to assigning mentors to mentees  | <a href="#">View File</a> |
| mentor/mentee ratio   | <a href="#">View File</a> |
| 2.4 - Teacher Profile and Quality   |                           |
| 2.4.1 - Number of full time teachers against sanctioned posts during the year   |                           |
| 29  |                           |
| File Description  | Documents                 |
| Full time teachers and sanctioned posts for year (Data Template)  | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |
| List of the faculty members authenticated by the Head of HEI  | <a href="#">View File</a> |
| 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count) |                           |
| 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year  |                           |
| 29  |                           |
| File Description  | Documents                 |
| Any additional information  | No File Uploaded          |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | <a href="#">View File</a> |

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | <a href="#">View File</a> |

### 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Initiation of CBCS has made internal assessment system more formal, frequent and structured. The institutional and the academic calendars declare the tentative dates of internal assessment, class tests, tutorials etc.. During induction of the new students the scheme of evaluation is explained in details. Separate examination cell comprising of senior faculty members and non-teaching staff members take every possible effort to maintain the sanctity of the examinations. The allotment of the invigilation duties, seating arrangements and schedules are controlled by the Cell. During pandemic interval also transparent, vigilant and robust internal examinations were conducted through online mode. The College maintains very strict, impartial, vigilant, confidential assessment system following the university norms.

Internal assessment of 25 marks is being scheduled by the affiliating university.

Each department arranges class tests, presentations, oral examinations, tutorials etc to detect the level of performance after completion of each module. The faculty members upload the question banks in respective departmental tabs in the college website.

The answer scripts are assessed meticulously and marks are displayed on departmental notice boards. The teachers discuss about the performance with the students. IQAC, Academic committee



and the Principal analyse result and meet the students to motivate them for improvement.

| File Description                | Documents        |
|---------------------------------|------------------|
| Any additional information      | No File Uploaded |
| Link for additional information | Nil              |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The College Examination committee and examination cell, comprising of the Principal, senior faculty members initially deal with examination related grievances, if the issues are not resolved at departmental levels. The answer script is rechecked to verify any claim made by a student. Grievances raised by the students are effectively communicated to the University for necessary actions. The College RTI cell and Grievance Redressal Cell can act effectively in this respect. The IQAC Coordinator and/or the Principal take active initiative in addressing the grievances.

Any grievances related to university question paper or external practical examinations or results are forwarded to the University through the Principal. Teachers also take active initiatives in resolving the issues.

Regarding any grievance or dispute relating to admit cards, subject codes or dates of examinations or result are instantly brought to the notice of the university and the students are communicated accordingly.

Principal suggests the educational and psychological counselling cell to take up the matter in extreme and exceptional cases. The student may also be offered remedial coaching class by the respective department to help such students to learn and perform better.

| File Description                | Documents        |
|---------------------------------|------------------|
| Any additional information      | No File Uploaded |
| Link for additional information | Nil              |

**2.6 - Student Performance and Learning Outcomes**



2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The college clearly states about the learning schedules and learning outcomes through prospectus, institutional calendar and academic calendars to college staff and pupils before and during induction and orientation sessions. Students are informed about the motto (discipline, dedication and determination of the College and directed to adhere to it. The curriculum and syllabi of the academic programs offered in this college are publicised through its website and other documents. The syllabus of each programme provides clear information about core courses, generic elective courses, skill enhancement courses etc. as well as about their learning outcomes, scheme of instruction and evaluation to enable students to gain interdisciplinary knowledge, critical thinking, problem-solving ability, communication skills and digital capability. Certificate courses are also brought to the knowledge of the students through relevant documents. The attributes of self reliance, communication skills, coordination, planning, management, academic writing and presentation acumen are nurtured and built through these programs. Remedial and tutorial classes for the trailing students are declared well in time to bridge their academic gap. Mentoring sessions are in vogue to help students find direction in life. Information related to co-curricular and extra-curricular is communicated to all through the website and through other digital mode.

| File Description                                     | Documents                 |
|--|---------------------------|
| Upload any additional information                    | No File Uploaded          |
| Paste link for Additional information                | Nil                       |
| Upload COs for all courses (exemplars from Glossary) | <a href="#">View File</a> |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

PO and CSO levels are measured in a varied way. Teachers evaluate students' learning outcomes through examinations, projects/assignments, tutorials etc. Students' learning capacity is also measured through class tests, tutorials etc. after the completion of each module given in the syllabus. Trailing students are suggested to attend remedial classes. Counselling and mentoring of the students who lag behind the advanced learners are done with empathy and care.

The Programme specific outcomes and course outcomes are formally discussed in the classroom and in IQAC and displayed in the departmental notice board. Principal regularly meets students and the parents to share and evaluate the learning outcomes. Teachers keep track of the learning outcome of the students through academic monitors, Semester-Wise evaluation Reports etc.

Students' feedback is sought to assess the performance of the teachers and the institution. Teachers work as facilitators to make the students to run after their dreams. Meetings with the parents, teachers and staff are held to analyse the learning outcomes.

It has been observed that the strength of the students, their passing percentage are increasing progressively. Students' progression to the higher studies and ratio of students' placement is also consistently increasing.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for Additional information | Nil                       |

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

286

| File Description   | Documents   |
|--|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | <a href="#">View File</a>   |
| Upload any additional information  | No File Uploaded  |
| Paste link for the annual report   | <a href="https://hmmcollege.ac.in/upload/aca_nonaca_files/2021_semester_VI_students_out_come.pdf">https://hmmcollege.ac.in/upload/aca_nonaca_files/2021_semester_VI_students_out_come.pdf</a> |

### 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

[https://hmmcollege.ac.in/upload/aqar/student\\_feedback\\_20-21.pdf](https://hmmcollege.ac.in/upload/aqar/student_feedback_20-21.pdf)

**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0.2

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| e-copies of the grant award letters for sponsored research projects /endowments | <a href="#">View File</a> |
| List of endowments / projects with details of grants(Data Template)             | <a href="#">View File</a> |

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year****3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

2

| File Description  | Documents                 |
|---|---------------------------|
| List of research projects and funding details (Data Template) | <a href="#">View File</a> |
| Any additional information                                    | No File Uploaded          |
| Supporting document from Funding Agency                       | <a href="#">View File</a> |
| Paste link to funding agency website                          | Nil                       |

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**

**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

81

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Any additional information                                     | No File Uploaded          |
| List of workshops/seminars during last 5 years (Data Template) | <a href="#">View File</a> |

**3.2 - Research Publications and Awards****3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

60

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| List of research papers by title, author, department, name and year of publication (Data Template) | <a href="#">View File</a> |

**3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year****3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

55

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| List books and chapters edited volumes/ books published (Data Template) | <a href="#">View File</a> |

**3.3 - Extension Activities**

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to

social issues, for their holistic development, and impact thereof during the year

The College involves staff and students for continuous and sustained development of locality, their adopted slum, Nibedita Colony and carries out special outreach activities regularly.

Continuous extension activities to maintain cleanliness within the campus and in community, awareness drives, like Diabetes Awareness, Low cost Nutrition diet, skill development and employability programmes etc. are meant for holistic development. The college has been certified by the MGNRD (Mahatma Gandhi National Rural Development ) for continuous effort to create a plastic free environment, water and electricity conservation. The NSS unit has received Active Programme Officer from WBSU in 2018, Best Programme Officer award in 2021 and State Award for Best Programme Officer in 2022.

During disasters caused by Amphan and Covid-19, fire devastation the volunteers reached out with essentials to the inmates of Nibedita Colony and to the neighbouring community. The College employed those who had lost jobs during Covid 19- as gardeners and cleaners to support their livelihood. Providing essential items for consumption was done in 6 phases- from May to September 2020. Pandemic fund has been created by the staff to provide assistance to the students and the community. The college -community linkage encourages an all-inclusive growth with a humane approach.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

4

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Number of awards for extension activities in last 5 year(Data Template) | <a href="#">View File</a> |
| e-copy of the award letters   | <a href="#">View File</a> |

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

**32**

| File Description   | Documents                 |
|--|---------------------------|
| Reports of the event organized   | No File Uploaded          |
| Any additional information   | No File Uploaded          |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | <a href="#">View File</a> |

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

**1020**

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | <a href="#">View File</a> |

**3.4 - Collaboration**

**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

5

| File Description  | Documents                 |
|---|---------------------------|
| e-copies of linkage related Document  | No File Uploaded          |
| Details of linkages with institutions/industries for internship (Data Template) | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year****3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

6

| File Description   | Documents                 |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses  | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | <a href="#">View File</a> |

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Our classrooms, laboratories, computing equipments, laboratory infrastructures, instrumentation room, library etc. adequately support our teaching learning process.

Class Rooms are located in four buildings scattered in five blocks. A conference room enabled with wi-fi connectivity will be added to facilitate online teaching learning process, to be



constructed out of RUSA 2.0 fund.

**Laboratory:** An upgraded laboratory infrastructure facility widened the teaching and learning under CBCS. Apart from the external grant received from RUSA for procurement of equipment, there is allocation of an internal college fund which is utilised for annual maintenance and servicing of the laboratory equipment. Faculties of all lab-based Departments tried to share the hands-on demonstration of the experiments through video meetings during pandemic. Use of virtual laboratory platform added an experience to learners.

Procurement of laboratory instruments is processed with the official approval of different subcommittees. Regular stock audit is done to check and monitor these laboratory infrastructures.

**Library:** The College library is rich in resources with 18347 books, above 6000 online journals (N-LIST) /periodicals etc. The archive of the library is a golden addition; the museum section teaches the students about Indian/regional culture and heritage.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://hmmcollege.ac.in/upload/aca_nonaca_files/INTERNAL_AUDIT_REPORT_2020_2021_PART_II.pdf">https://hmmcollege.ac.in/upload/aca_nonaca_files/INTERNAL_AUDIT_REPORT_2020_2021_PART_II.pdf</a> |

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Apart from organizing regular games and sports throughout the year, the sports unit of the college organizes the annual sportsevery year, though interrupted during pandemic period. There is a well-equipped gymnasium in the ground floor with an areaof 15/30ft. Yoga is compulsory for all the newly admitted students and optional for the rest.College has a Yoga room with an areaof 20ft/30ft. Self defense, Yoga etc are conducted by teachers hired on class basis payment. College organisesCricket at the University level.

There is an open-air stage for cultural programs. Programs are also held in ICT enabled rooms. Cultural events like International Mother's Language Day, Celebration of birth/death anniversaries of

Great Men, Independence Day and Republic Day, College Foundation Day, NSS and NCC programmes etc were organized virtually around the year to inculcate cultural values and ideals among students. An auditorium is under process, funded by RUSA.

We have stayed connected with students online since 2020 March to protect the mental wellbeing of both students and staff, for which the College teachers and staff tirelessly conducted co-curricular and extracurricular activities along with academic exercise through virtual mode.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Upload any additional information     | No File Uploaded |
| Paste link for additional information | Nil              |

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

8

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

8

| File Description  | Documents   |
|---|---|
| Upload any additional information   | No File Uploaded  |
| Paste link for additional information   | <a href="https://hmmcollege.ac.in/index.php/Media/more_gallery">https://hmmcollege.ac.in/index.php/Media/more_gallery</a> |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | <a href="#">View File</a>   |

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

73.89004

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | No File Uploaded          |
| Upload audited utilization statements   | <a href="#">View File</a> |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | <a href="#">View File</a> |

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

College library is equipped with 18347 books and has access to more than one lakh e-books, 6000 e-journals. Library maintains an archive section and a museum. Automation of the library started since 2015 is on full swing. It has ILMS - Koha version 3.16. E-resources are made available to students through NLIST. Apart from it, open access e-journals, e-books and other resources like Shodhganga, Shodhgangotri, NDLI and links of similar other databases are given in College website for greater use of students.

The central library also provides a reprographic section for benefit of students. Digitised version of previous year's question paper of university exams are made available online.

The entire library is under CCTV surveillance. Library provide OPAC services to students and faculty. The library has browsing centre for users with five computers and three computers for the use of the library staff. The library provides career oriented study materials and also guidance to the students by offline and online orientation programmes. Library organizes Book Exhibitions.

The paradigm shift from classroom teaching to online learning in the pandemic situation posed a major challenge to the library services.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for Additional Information | Nil                       |

| <b>4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources</b>  | <b>A. Any 4 or more of the above</b> |           |                                   |                         |   |                           |  |                           |  |
|---|--------------------------------------|-----------|-----------------------------------|-------------------------|---|---------------------------|--|---------------------------|--|
| <table border="1"> <thead> <tr> <th data-bbox="86 360 529 421">File Description</th> <th data-bbox="544 360 1437 421">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 427 529 524">Upload any additional information</td> <td data-bbox="544 427 1437 524" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="86 530 529 696">Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)</td> <td data-bbox="544 530 1437 696" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>   | File Description                     | Documents | Upload any additional information | <b>No File Uploaded</b> | Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | <a href="#">View File</a> |  |                           |  |
| File Description  | Documents                            |           |                                   |                         |   |                           |  |                           |  |
| Upload any additional information   | <b>No File Uploaded</b>              |           |                                   |                         |   |                           |  |                           |  |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)   | <a href="#">View File</a>            |           |                                   |                         |   |                           |  |                           |  |
| <b>4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)</b>  |                                      |           |                                   |                         |   |                           |  |                           |  |
| <b>4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>   |                                      |           |                                   |                         |   |                           |  |                           |  |
| <b>0.29959</b>  |                                      |           |                                   |                         |   |                           |  |                           |  |
| <table border="1"> <thead> <tr> <th data-bbox="86 1028 529 1088">File Description</th> <th data-bbox="544 1028 1437 1088">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1095 529 1155">Any additional information</td> <td data-bbox="544 1095 1437 1155" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="86 1162 529 1223">Audited statements of accounts</td> <td data-bbox="544 1162 1437 1223" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 1229 529 1395">Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)</td> <td data-bbox="544 1229 1437 1395" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table> | File Description                     | Documents | Any additional information        | <b>No File Uploaded</b> | Audited statements of accounts  | <a href="#">View File</a> | Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | <a href="#">View File</a> |  |
| File Description  | Documents                            |           |                                   |                         |   |                           |  |                           |  |
| Any additional information  | <b>No File Uploaded</b>              |           |                                   |                         |   |                           |  |                           |  |
| Audited statements of accounts  | <a href="#">View File</a>            |           |                                   |                         |   |                           |  |                           |  |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)  | <a href="#">View File</a>            |           |                                   |                         |   |                           |  |                           |  |
| <b>4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)</b>  |                                      |           |                                   |                         |   |                           |  |                           |  |
| <b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>   |                                      |           |                                   |                         |   |                           |  |                           |  |
| <b>90+1235/115=1325/115=11.521</b>  |                                      |           |                                   |                         |   |                           |  |                           |  |
| <table border="1"> <thead> <tr> <th data-bbox="86 1675 529 1736">File Description</th> <th data-bbox="544 1675 1437 1736">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1742 529 1803">Any additional information</td> <td data-bbox="544 1742 1437 1803" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="86 1809 529 1906">Details of library usage by teachers and students</td> <td data-bbox="544 1809 1437 1906" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>  | File Description                     | Documents | Any additional information        | <b>No File Uploaded</b> | Details of library usage by teachers and students   | <a href="#">View File</a> |  |                           |  |
| File Description  | Documents                            |           |                                   |                         |   |                           |  |                           |  |
| Any additional information  | <b>No File Uploaded</b>              |           |                                   |                         |   |                           |  |                           |  |
| Details of library usage by teachers and students   | <a href="#">View File</a>            |           |                                   |                         |   |                           |  |                           |  |
| <b>4.3 - IT Infrastructure</b>  |                                      |           |                                   |                         |   |                           |  |                           |  |
| 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi  |                                      |           |                                   |                         |   |                           |  |                           |  |

1. The college has extensive wi-fi connectivity, connected by JIO WIFI 1 GB per day per user with 4G connection

Principal Room - 90 MBPS Broadband with static ID

OFFICE and ACCOUNTS - 150 MBPS Broadband with wifi system

JIO WIFI provides 1 GB per day per user with 4G connection everywhere

2nd Floor - 100 MBPS Broadband with wifi system & Connected by JIO WIFI

Ground Floor - Library- 150 MBPS Broadband with wifi system

2) CCTV- IP camera new technology for surveillance in total campus area, supported by wifi connectivity.

3) Public address system

4) High Storage website

5) Students data in web with individual profile,

6) 8 ICT enabled class room, and projection system

7) HR software

8) Online admission and fees collection

9) E-content uploading through YouTube and LMS.

All the modules used for admission, examination, accounts are supported by internet facility. 8 ICT enabled classrooms and a work station is connected to wi-fi of the college. The internet facility is updated every six months.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Upload any additional information     | No File Uploaded |
| Paste link for additional information | Nil              |

#### 4.3.2 - Number of Computers

32

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | No File Uploaded          |
| Student – computer ratio          | <a href="#">View File</a> |

**4.3.3 - Bandwidth of internet connection in the Institution**

A. ? 50MBPS

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional Information  | No File Uploaded          |
| Details of available bandwidth of internet connection in the Institution | <a href="#">View File</a> |

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

26.87857

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | No File Uploaded          |
| Audited statements of accounts.   | <a href="#">View File</a> |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | <a href="#">View File</a> |

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The College has AMC for maintaining its different equipments. Maintenance of classrooms both conventional and IT enabled ones, seminar libraries, departmental computers, projectors is monitored by the concerned departments and committees. Maintenance of the laboratory equipments are met by the contingency fund. The

large-scale construction work of new buildings is monitored by RUSA PMU. Building Committee supervises procedures for maintaining and utilizing physical, academic and support facilities. Stock checking is carried out annually, and stock books are maintained centrally and by the different departments. Weeding of old books, binding, pest control and other maintenance measures are undertaken periodically by library. 3 personnel on a daily wage basis maintain cleanliness and upkeep of physical infrastructure. There is one staff to maintain solar panels. The maintenance of electrical items is carried out by dedicated non-teaching staff. Any major repair work is carried out by professionals or government agencies from outside the college.

Annual Maintenance are regularly done for: Water Purifier and cooler, Computers, Air Conditioners, Reprography Machine, CCTV, Generator, IT Software, Solar Panel, Website, Software etc.

All information are uploaded in college website as a mark of transparency and accountability. Academic resource Bank and LMS resources are stored in cloud for benefit of students.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://hmmcollege.ac.in/upload/aca_nonaca_files/ANNUAL_MAINTENANCES_FROM_01_04_2020_TO_31_12_2021.pdf">https://hmmcollege.ac.in/upload/aca_nonaca_files/ANNUAL_MAINTENANCES_FROM_01_04_2020_TO_31_12_2021.pdf</a> |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

**5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

**5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

322



| File Description   | Documents                 |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship   | <a href="#">View File</a> |
| Upload any additional information  | No File Uploaded          |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | <a href="#">View File</a> |

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

665

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional information  | No File Uploaded          |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | <a href="#">View File</a> |

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

| File Description  | Documents   |
|---|---|
| Link to institutional website   | <a href="https://hmmcollege.ac.in/upload/aca_nonaca_files/For_5_1_3_Upload.pdf">https://hmmcollege.ac.in/upload/aca_nonaca_files/For_5_1_3_Upload.pdf</a> |
| Any additional information  | No File Uploaded  |
| Details of capability building and skills enhancement initiatives (Data Template) | <a href="#">View File</a>   |

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

189

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

189

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | <a href="#">View File</a> |

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

A. All of the above

| File Description   | Documents                 |
|--|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | <a href="#">View File</a> |
| Upload any additional information  | No File Uploaded          |
| Details of student grievances including sexual harassment and ragging cases  | No File Uploaded          |

**5.2 - Student Progression****5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

57

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Self-attested list of students placed | <a href="#">View File</a> |
| Upload any additional information     | No File Uploaded          |

**5.2.2 - Number of students progressing to higher education during the year****5.2.2.1 - Number of outgoing student progression to higher education**

169

| File Description                                   | Documents                 |
|--|---------------------------|
| Upload supporting data for student/alumni          | <a href="#">View File</a> |
| Any additional information                         | No File Uploaded          |
| Details of student progression to higher education | <a href="#">View File</a> |

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)****5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

4

| File Description                    | Documents                 |
|-------------------------------------|---------------------------|
| Upload supporting data for the same | <a href="#">View File</a> |
| Any additional information          | No File Uploaded          |

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

| File Description   | Documents                 |
|--|---------------------------|
| e-copies of award letters and certificates   | No File Uploaded          |
| Any additional information   | No File Uploaded          |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | <a href="#">View File</a> |

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

College involves students in various administrative, co-curricular and extra-curricular activities. Principal through Governing Body enlists various sub-committees with the help of Teachers' Council where student's representatives are being nominated as members. This helps the decision making bodies get students' perspective on different issues. Students' representatives working in the interest of students keep a track of academic exercises conducted by the college. They actively assist the College in conducting projects like Ankan (a drawing club catering to poor children of the locality), promoting adult & Child Education, and Care service to Nivedita Colony( the adopted slum). They are actively engaged in promoting socio-cultural awareness. Dr. Sujata Mukhopadhyay has been awarded by the Government of West Bengal for her commendable leadership as NSS Program Officer of the College and under her able guidance students are serving the community. Our student Reya Mondal has been awarded by the University for community service. Observation of the days of national importance by students, participation and assistance in organizing different Career Counseling and skill development programs etc. are praiseworthy. 41 outgoing students have been placed in private companies, during this pandemic situation for such on campus efforts, 9 others for off campus with proper guidance.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://hmmcollege.ac.in/upload/aca_nonaca_files/HMMCW_COMMITTEES_2021-22.pdf">https://hmmcollege.ac.in/upload/aca_nonaca_files/HMMCW_COMMITTEES_2021-22.pdf</a> |
| Upload any additional information     | No File Uploaded  |

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

27

| File Description  | Documents                 |
|---|---------------------------|
| Report of the event   | <a href="#">View File</a> |
| Upload any additional information   | No File Uploaded          |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template) | <a href="#">View File</a> |

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

College has an informal cluster of former students with approximately 375 alumni who operate through WhatsApp. The group is a link between the past and present pupils of the institution. They encourage the outgoing students to participate in Career Counseling programs or skill development training programmes. Eleven of them are now engaged as State Aided College Teachers, while one of them is engaged as Laboratory Attendant and is sharing the responsibility of the examination cell of the institution. They organized online cultural programs during pandemic and connected other students of yester years with the institution and uploaded the programs in the YouTube channel of the college at their own expense. In uploading academic contents in the official website of the college or in mentoring the students,

these teachers have set examples. They extended help to promote the well being of staff and students during pandemic. They contributed Rs 50300 during this period.

An alumnus, advocate of Sealdah court is member of ICC unit of the college. Their experience about the College as students, clubbed with their professional experience helps administration take more dynamic decisions for students to promote better scope of learning.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

E. <1Lakhs

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The mission and vision of the College are the driving forces to transform the college into one of the excellent centres of learning for its students.

A wide array of courses promotes flexible learning opportunity. Webinars/Seminars, workshops and different training programs are regularly conducted to enhance knowledge and skills, as well as to generate awareness about growing challenges of life. During pandemic regular academic and cultural activities enabled students stay connected with their learning process. A digitized and enriched library is an asset for us. Faculty development and staff development programs are in vogue to enhance the efficacy of teaching and non teaching staff.

Besides we have Self defence, Communicative English, Computer Literacy, Yoga as skill enhancement certificate courses. Our aim

is to enhance creativity, social responsibility and quality education among our students. We emphasize on inculcating values, ethics and encourage critical thinking among students; simultaneously students are engaged in community service programs to develop community institution interface and to inculcate the values of a 'Good Samaritan'.

Staff and student representatives act as interface between administration and teaching faculty through relevant committees, as endorsed by the Governing body. The initiation of E-governance has ensured transparency, accountability and responsiveness.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://hmmcollege.ac.in/index.php/Frontend/page?id=26">https://hmmcollege.ac.in/index.php/Frontend/page?id=26</a> |
| Upload any additional information     | No File Uploaded  |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decentralized and participatory governance has made a foray to collaborative administration. These vibrant committees, NSS and NCC units are making delegation of power inclusive. At the helm we have the Governing body to formulate policies. The teaching, non-teaching and students' representatives, club to plan the course of action regarding any academic or administrative issue related to the institution, through meetings of the committees. Principal as chairperson of these committees motivates to promote quality education and training; plan of action related to placement, campus and infrastructure development, community service and finance management etc. are settled in appropriate committees and in IQAC. Academic sub-committee and Finance committee are the statutory committees to assist the Principal to foster quality education.

The Teachers' Council supports authority in the mission of sustaining required standard of learning and teaching and co-curricular activities. Senior teachers act as nodal officers for different activities. The Principal meets students and parents regularly to seek their views and tries to act accordingly.

The execution of RUSA is a glaring example of effective participative governance. Project Monitoring Unit, along with IQAC,



Tender and Purchase committee, Finance committee and finally GB takes decisions regarding resource mobilization and effective utilization.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Conventionally all developmental initiatives are taken and implemented through rigorous planning which is mooted in different meetings specially IQAC, Finance Committee, Governing Body and Teachers' Council. After the plans are executed, the outcome is further analyzed in the meetings and finally GB meeting. Thereafter the feedback is shared among all other teachers and staff of the college.

New courses and subjects have been initiated and there has been a steady increase in student strength. Rapid development of its infrastructure and other facilities has led to gradual ascendance to better teaching-learning.

Academic and administrative plans, regular financial and academic audits, green audit and gender sensitization are our regular endeavours; addition of new buildings, 3 new classrooms, 2 laboratories, recruitment of teaching and non teaching staff, expansion and renovation of library, addition of new books and journals, addition of a museum, addition of an internet enabled auditorium, revamped network etc confirms the effective deployment of strategic plans in college.

During pandemic we continued the through online mode. The wellness of teachers & students were taken care of through webinars and other co-curricular activities. We entered into collaborative endeavours and MOU with the aim to be in tune with our vision.

| File Description                                       | Documents                 |
|--|---------------------------|
| Strategic Plan and deployment documents on the website | <a href="#">View File</a> |
| Paste link for additional information                  | Nil                       |
| Upload any additional information                      | No File Uploaded          |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Most of the backlog for sanctioned posts were cleared by the College by 2021. Prayers have been sent to the government for further post creation.

Programme and course management, industry visit, research, publication, certificate courses etc are managed by the departments and committees. The policies are ratified by the GB.

Appointment and service rules of the institution are guided by West Bengal State Universities Act, 2017 and Statutes of 1979, West Bengal College Service Commission Rules, 2010.

The finance division conducts audits, prepares budget, incurs expenses, verifies asset and stock etc.

Administrative division, headed by the Head Clerk of the College is responsible for processing of all official works. Records of service are maintained by this division.

Maintenance division looks after essential services i.e. water, electricity, AC, minor civil work and procurement of maintenance items from local market, inviting & awarding AMC contract etc.

The Admission and examination Cells keep HMMCW's flagship Programs run smoothly.

Library: The assets comprise of documents, texts, references, e-materials, CDs-volumes, periodicals, and e-resources etc. , N-List Inflibnet platform, NPTEL, Newsletter, publications, academic resource bank etc. Automated library, equipped with ILMS- KOHA 3.16 version and with internet capacity of 150MBPS have kept us active.

| File Description                              | Documents   |
|---|---|
| Paste link for additional information         | Nil   |
| Link to Organogram of the Institution webpage | <a href="https://hmmcollege.ac.in/upload/aca_nonaca_files/college_hierarchy.pdf">https://hmmcollege.ac.in/upload/aca_nonaca_files/college_hierarchy.pdf</a> |
| Upload any additional information             | No File Uploaded  |

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

| File Description  | Documents                 |
|---|---------------------------|
| ERP (Enterprise Resource Planning) Document   | <a href="#">View File</a> |
| Screen shots of user interfaces   | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | <a href="#">View File</a> |

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Academic wellbeing is ensured through annual performance appraisal of the teachers. IQAC and external experts review nature and quality of the performance of all permanent full time teachers.

Webinars/Seminars, workshops, teacher exchange programs, interdisciplinary classes, FDP, etc. are part of our academic activities. Teachers are encouraged to participate in refresher course, orientation course, faculty development programmes, short term courses etc. Teachers are also granted seed money for miniature research works.

Knowledge of work, analytical ability, ability to inspire and motivate, supervisory ability, inter-personal relations, and teamwork are also assessed by different activities, like interdisciplinary lectures, academic presentations through Saraswat

Charcha Chakra, research/project works etc.

Administrative wellbeing: IQAC appraises and evaluates the staff and makes arrangement for further skill development. Institutional appraisal motivates the staff to perform better.

Feedback of the stakeholders are further considered and incorporated for continuous academic and administrative improvement.

Financial support:

- Staff Welfare fund gives support in crisis.
- Refundable loans are provided to staff. Financial incentives are given during major festivals.
- Financial assistance was given to the family of deceased Shri.Kesto Das
- Medical assistance was given to Shri.SubhankarMalakar, a casual staff for treatment of his terminal disease.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | No File Uploaded          |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | <a href="#">View File</a> |

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

5

| File Description   | Documents                 |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres).  | No File Uploaded          |
| Reports of Academic Staff College or similar centers   | No File Uploaded          |
| Upload any additional information  | No File Uploaded          |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | <a href="#">View File</a> |

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)****6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

14

| File Description  | Documents                 |
|---|---------------------------|
| IQAC report summary   | <a href="#">View File</a> |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers)              | No File Uploaded          |
| Upload any additional information   | No File Uploaded          |
| Details of teachers attending professional development programmes during the year (Data Template) | <a href="#">View File</a> |

**6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff**

Performance Appraisal for teaching faculty are done on a regular basis following the UGC regulation 2010 and amendments thereof; the institution monitors performance of its faculties by Performance based appraisal system (PBAS). This reflects the details of class, co-curricular, extra-curricular and social outreach activities done by the teachers, refresher / orientation course/ workshops etc. attended by the teachers, paper presentation, acting as resource person etc. During a particular period teaching performance is computed by reflecting the involvement of the teacher in different activities. The evaluation of courses taught and average hours of works in a week are computed through academic monitors. Innovative or special contributions made by the teachers and their special achievements and awards are appreciated. The involvement in welfare of students and community is also praised for encouragement. Academic subcommittee and IQAC of the College give opportunity to record the problems and prospects while discharging given assignment.

Performance Appraisal for non teaching faculty is done on a regular mode by means of performance appraisal report. The complaint, if any, is also being handled by the administration through regular meetings with the authority. The IQAC reviews Administrative and Academic progress. Reports are evaluated by external experts and GB members.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

College follows stringent mechanism to ensure financial discipline. Major works are done by Government agencies or E-tendering. Bursar monitors financial transactions. Each payment voucher is checked and verified by accounts office, Bursar and Principal.

- Internal-external audits are regularly conducted. Internal auditor is appointed by the Governing Body. Internal auditor



## checks

- All receipts and payment vouchers, stock registers, asset registers, Laboratory and Library stocks.
- Utilization of funds received from various agencies. Internal auditor checks whether all funds received from various funding agencies are utilized as per guidelines and utilization certificate is sent to respective agency.
- Report of internal audit is placed before the Governing Body.
- Government/External audit is done annually after completion of financial year. External auditor is appointed by the Government of West Bengal.

## External auditor checks

- Purchase related resolutions of Finance Committee and Governing Body
- Cheque register, Asset register and stock register
- Library records and accession register.
- Receipts and payments, income and expenditure, BRS
- Grants received by the College
- External auditor checks whether proper procedure is followed for utilization of grants as well as whether expenditure is allowed under particular head and its limit. Queries raised by auditor are duly clarified and no query remains unattended.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

2.40501



| File Description  | Documents                 |
|---|---------------------------|
| Annual statements of accounts   | <a href="#">View File</a> |
| Any additional information  | <a href="#">View File</a> |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | <a href="#">View File</a> |

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The main sources of funds are Government and the University receipts, internal college funds, approved by the College Governing Body, philanthropic donations, CSR grants and funds generated by College staff. Requirements of different sections of the College are submitted to the Principal, which are placed before different committees, IQAC and Governing Body for judicious allocation. A budget is sanctioned by the Governing Body. Utilisation of RUSA, ICSSR, and CSR grants are monitored as per guidelines.

College fund is used for developmental and maintenance activities, healthy living and resourceful teaching-learning. Financial aids are given to the poor students Pandemic fund has been generated by college staff and former students.

The Accounts section of the College maintains all records of income and expenditure to ensure financial transparency and duly audited by both internal and government auditors.

Other mechanisms to utilise the potential of the College to its fullest extent are:

- Certificate courses
- Seminars/webinars/workshops/conferences etc.
- Extension lectures and special classes
- Different professional development programs
- Additional laboratory support by setting up of an instrumentation room
- Construction of new building from State Government fund and RUSA fund.
- Sanitization
- Providing concession to needy students through covid cell.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

1. We have organized 81 webinars, both national and international. One Symposium on Women rights and empowerment and staff development program for non teaching and faculty development for teachers have been conducted online to help students and staff to keep abreast of time and need to prevent gap in academics. During this period teachers provided e-modules, question banks and video lectures to students.

2. IQAC has taken collaborative quality initiatives with other institutions

3. IQAC Organised induction program for newly admitted students and scheduled meetings to keep them motivated during lockdown. Student Meetings related to exam schedules also organized to inform them about guidelines to be followed during exams to ensure basic standards of assessment of the taught . IQAC initiated to organize faculty development program and staff development program for up grading the quality of job done by staff.

3. IQAC has submitted NIRF and AISHE report in time.

4. IQAC has organized for Academic and administrative audit.

5. IQAC initiated to introduce Hindi as a subject

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and

recorded the incremental improvement in various activities

IQAC is in charge of taking quality initiatives and maintaining overall standard of the academics in the institution.

- Organises induction program for newly admitted students and informs them about the college, its mission and vision. The class routine is distributed and institutional calendar given. The courses offered are discussed in detail and modes of examinations clarified.
- Teachers maintain record of classes taken and topics taught. All teachers are supposed to fill up the PBAs and submit to IQAC coordinator annually which are duly verified by external experts-Government and University nominees. This enables IQAC to review the job done by respective teachers; this is also a preparation for impending CAS for young teachers. The NTS are also required to submit such a book bearing his/her work load.
- Once the examinations are over and results are published; the parents are invited for a meeting to discuss the performance of their wards. Besides regular Parent-Teacher meetings are convened by departments to seek their opinion and suggestions in the direction of improving our methods and ways of teaching and learning.
- IQAC calls for departmental meetings if and when required to address any loopholes on the part of the department regarding teaching-learning.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**B. Any 3 of the above**

| File Description   | Documents   |
|--|---|
| Paste web link of Annual reports of Institution                                    | <a href="https://hmmcollege.ac.in/index.php/Frontend/feedback?type=Action%20taken%20by%20IQAC">https://hmmcollege.ac.in/index.php/Frontend/feedback?type=Action%20taken%20by%20IQAC</a> |
| Upload e-copies of the accreditations and certifications                           | <a href="#">View File</a>   |
| Upload any additional information  | No File Uploaded  |
| Upload details of Quality assurance initiatives of the institution (Data Template) | <a href="#">View File</a>   |

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

- Different departments and cells organise gender equity programmes, give gender awareness assignments to the students to promote gender equity and sensitization, publish code of conduct and hold meetings. The College oversees gender related issues, organizes talks and awareness programs on rights of women, legal ramifications of discrimination, self-defence, Health and Hygiene of young girls, on development of psychological wellbeing, and through workshops, debate competitions, etc. sensitisation on gender equity and related issues are raised.
- Gender sensitization is done by the department of Women's Studies, Naari Samsad and by external experts.
- The college has separate toilets for lady and gents staff. One students' toilet is equipped with vending machines. Lady attendants are there.
- Initiation of Self Defence, Yoga and Meditation Course, Communicative English and Computer Literacy is meant to empower our students.

Internal Complaints Committee, Grievance Redressal Cell and Equal Opportunity Cell take care of redressing gender related grievances of the staff and the students. The college has instituted the Internal Complaints Committee (ICC) which holds regular orientation/sensitization programmes, maintains active mobile helpline and/or email.

- Mentors of all students look into academic as well as

personal wellbeing of the students through mentoring activities.

| File Description   | Documents   |
|--|---|
| Annual gender sensitization action plan  | <a href="https://hmmcollege.ac.in/upload/aca_nonaca_files/Gender_sensitization.pdf">https://hmmcollege.ac.in/upload/aca_nonaca_files/Gender_sensitization.pdf</a> |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | Nil   |

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**C. Any 2 of the above**

| File Description               | Documents                 |
|--------------------------------|---------------------------|
| Geo tagged Photographs         | <a href="#">View File</a> |
| Any other relevant information | No File Uploaded          |

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

**Solid waste management:**

Solid waste is managed through the separation of biodegradable wet waste through the use of colour-schemed collection bins green and blue to protect the environment.

Liquid Waste Management is channelized through our well organised sewage system.

Bio-degradable wastes are collected separately and municipality collect them to dispose them off as per rule. Some Bio-degradable wastes are converted to manure for fertilizing the soil inside the

college campus.

Non-biodegradable wastes and pollutants are collected from each department and dumped in large barrel to dispose them off with the help of the municipality.

#### Bio Waste Management

Department of Zoology uses specimen for their practical. Wastes are handed over to Kamarhati Municipal Corporation .

#### E-waste Management

E-wastes are generated from computer laboratories, Electronics, Physics, Chemistry Labs, Academic and Administrative Offices. All these wastes are put to optimal use. But equipments which cannot be reused or recycled are disposed off through E-scrap collectors.

#### Hazardous chemical and reactive waste Management

College does not generate any hazardous waste. Our chemical waste pit deals with synthetics, acids etc. College discourages use of plastic.

| File Description  | Documents                 |
|---|---------------------------|
| Relevant documents like agreements/MoUs with Government and other approved agencies | <a href="#">View File</a> |
| Geo tagged photographs of the facilities  | Nil                       |
| Any other relevant information  | <a href="#">View File</a> |

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**B. Any 3 of the above**



| File Description                                  | Documents                 |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | <a href="#">View File</a> |
| Any other relevant information                    | No File Uploaded          |

### 7.1.5 - Green campus initiatives include

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

A. Any 4 or All of the above

| File Description                             | Documents                 |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | <a href="#">View File</a> |
| Any other relevant documents                 | No File Uploaded          |

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

B. Any 3 of the above

| File Description  | Documents                 |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | <a href="#">View File</a> |
| Certification by the auditing agency                                      | <a href="#">View File</a> |
| Certificates of the awards received                                       | No File Uploaded          |
| Any other relevant information  | No File Uploaded          |

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment**

D. Any 1 of the above



with ramps/lifts for easy access to classrooms.  
 Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment  
 5. Provision for enquiry and information :  
 Human assistance, reader, scribe, soft copies of reading material, screen reading

| File Description   | Documents                 |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities                        | <a href="#">View File</a> |
| Policy documents and information brochures on the support to be provided | No File Uploaded          |
| Details of the Software procured for providing the assistance            | No File Uploaded          |
| Any other relevant information   | No File Uploaded          |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The College admission policy encourages diversity and inclusiveness. The College encourages a religious minority section to get admission and follows the government stipulated quota of reservation for ST, SC, OBCs, in order to promote inclusiveness in higher education.

A spirit of inclusiveness is inculcated through programmes like celebration of the birthday of Rabindranath Tagore, Netaji Subhas Chandra Bose, Swami Vivekananda, Mahatma Gandhi, Ishwar Chandra Vidyasagar and so on. Celebration of Republic Day, Independence day, Communal Harmony day, NSS day, NCC day etc. are all designed to transmit the values of harmony. Webinars are organised to disseminate knowledge about our plural society.

Celebration of Saraswati Puja and Holi in which Hindu and Muslim students jointly participate teach us about the need for communal harmony.

College also celebrates 21st February as International Mother

Language Day, as well as organises seminars of Urdu , Sanskrit and English reflecting our respect towards all languages.

College upholds the scientific and humanistic values by celebrating Science Day, International Women's Day, World Yoga Day, Environment Day etc. Motivational and value based education are nurtured to teach them about national values of social and communal peace and national integration.

| File Description   | Documents                 |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | <a href="#">View File</a> |
| Any other relevant information   | No File Uploaded          |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

1. The newly admitted students of the college are primarily provided with code of conduct while in Campus;
2. The Internal Complaints Committee hands out codes to protect oneself from sexual harassment
3. The department of Political science organises short briefing programs on rights and duties pertaining to students and how they ought to behave as responsible citizens
4. The department of Sociology and Psychology organises short programs on child care and gerontology
5. College organises value based education to encourage positive values in them
6. Students are constantly reminded to switch off electrical facilities of college before leaving their classrooms; and prevent wastage of water in washrooms.
7. College organised a webinar on cyber security in 2020; also staff & students pledged to make the world immune from cyber crime.
8. The students are directed to follow strict guidelines of do's and don'ts during examinations and class session that trains them with rights and duties as examinees

9. College has a grievance box where students can drop their grievance if any covertly.

10. The college seeks to maintain a cordial relation among students, teachers and non teaching staff nurturing mutual respect towards one another.

| File Description   | Documents                 |
|--|---------------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | <a href="#">View File</a> |
| Any other relevant information   | No File Uploaded          |

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

A. All of the above

| File Description   | Documents                 |
|--|---------------------------|
| Code of ethics policy document   | <a href="#">View File</a> |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | <a href="#">View File</a> |
| Any other relevant information   | No File Uploaded          |

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

National festivals create an environment which grooms the students with a spirit of Indian culture and respect for heritage. In this pandemic year the college has celebrated memorable days through

blended mode. Mainly departments, NCC and NSS collaborate to organize such programmes. Lectures by Historians or experts of the field are also organized. An outcome of commemorating these days is awareness generation.

Different days like World Science Day, International Women's day, Earth Day, World Aids Day, NSS Day, Environment day, International Yoga Day, Communal Harmony Day, Sadbhavana Diwas, World Human Rights Day, Raksha Bandhon, Teachers' Day, etc are celebrated by the College. National days like Independence Day and Republic Day are observed by hoisting of the flag. Gandhi Jayanti is also commemorated by the College. Different departments and students prepare videos to celebrate birth and death anniversaries of important personalities, like Swami Vivekananda, Netaji Subhas Chandra Bose, Iswarchandra Vidyasagar, Rabindranath Tagore, Kazi Nazrul Islam, Satyajit Roy and so many others to learn lessons from their glorious lives, which are uploaded in college You Tube Channel. College Foundation Day and Pre- Durga Puja celebrations are so gorgeous, that refresh the minds of all the students and staff.

| File Description  | Documents                 |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | <a href="#">View File</a> |
| Geo tagged photographs of some of the events  | <a href="#">View File</a> |
| Any other relevant information  | No File Uploaded          |

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### 1. Title Mentoring students

Goal To enhance learners personal and career prospects

Context Devised to promote personality development of students

1. Each department have a mentor- mentee ratio.
2. Guidance of mentors to mentees are recorded.

Evidence

1. Records of Mentor-Mentee activities
2. Approx. 150 students found employment in 2020-2021.
3. Reduced truants.

#### Challenges

1. Time constraint.
2. Students are often reluctant to share their problem with mentors.

#### Notes

1. Promotion of value education, tapping knowledge and experience of experts.
2. More methodical strategy required.

#### 2. Title Videography initiated

#### Goal

1. To encourage students in video making
2. To help them overcome their own flaws while communicating and presenting a program.
3. To enhance students confidence and transform them to skilled video makers.

#### Context

Virtual mode of teaching- learning adopted during 2020-2021 pandemic; we encouraged students to participate in co- curricular activities through videography unlike study materials uploaded as e- modules.

#### Practice

Students engaged in programs through video making and uploading in You Tube channels.

#### Evidence

1. Videos recorded and stored by college.
2. Several students became technologically sound.

#### Challenges

Dearth of fund.

#### Notes

This could enhance professional skill in the domain.

| File Description                             | Documents                 |
|--|---------------------------|
| Best practices in the Institutional web site | <a href="#">View File</a> |
| Any other relevant information               | <a href="#">View File</a> |

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college has flagged off communicative English and Computer Literacy since 2015 as add on courses to enhance proficiency in communicating in English and provision for offering computer literacy initiated to provide basic knowledge of computer operations to all students to equip them with additional skills to help them compete and penetrate into the job market. The college adheres to an egalitarian policy by offering the courses to all newly admitted students.

Since most of our students hail from vernacular mediums who often shy reading original texts and references written in English. This causes an impediment to their gaining clarity on the subject they chose to pursue. College has imitated communicative English to equip students in English and enable them combat the challenges of global job market.

A Computer Literacy course is being designed to provide a general skill to operate and use the machines while learning. Students are taught to make academic presentations, search for study materials online and engage in co-curricular and extracurricular activities online. This course that was course initiated 6 years ago proved useful in maintaining continuity in academic pursuance for all students during lockdown due to the pandemic.

| File Description                             | Documents                 |
|--|---------------------------|
| Appropriate web in the Institutional website | <a href="#">View File</a> |
| Any other relevant information               | <a href="#">View File</a> |



## 7.3.2 - Plan of action for the next academic year

- Introduce Honours course in Computer Science, Hindi and B. Com.
- Introduce Post-Graduation (PG) degree courses in English, History, Political Science and Education and Post-Graduate Diploma in Computer Applications (PGDCA).
- Initiate Value Education in collaboration with schools and colleges
- Resource mobilisation for research, publication, seminars and infrastructural development.
- To begin certificate course on Applied Sociology.
- Internships of students in various organizations.
- Conduct Gender-Audit.
- Construction of washrooms for differently-abled stakeholders.
- Development of sensitive display boards with audio assistance for visually impaired staff and students.
- Arranging wheel chairs for orthopedically challenged staff and students
- Drinking water facility for differently-abled students and staff.
- Arrangement of stretcher with trolley for emergency purposes.
- Introduce new centre for training students for competitive examinations.
- To install Solar Air Conditioner (AC)
- Introduce Tissue Culture Laboratory.
- Establishment of a Butterfly Garden.
- Develop a Fruit Orchard, especially with reference to fruits of Bengal.
- Rejuvenation of Medicinal Plants.
- Develop an orchid garden.
- Introduce preliminary Mathematics class for Arts General students.
- Provision of audio books in the library to ensure an inclusive education system.
- Conversion of conventional energy to Non-Conventional energy usages.
- To initiate certificate course on Travel and Tourism.
- Subscribe to e-governance.