



YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	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	hmmcw35@gmail.com
• Alternate e-mail	gsoma5995@gmail.com
• Address	17, Jadunath Sarbabhouma Lane,near Kali Temple, Dakshineswar
• City/Town	Kolkata
• State/UT	West Bengal
• Pin Code	700035
2.Institutional status	
• 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. Sonali Mukherjee				
• Phone No.	03325442632				
• Alternate phone No.	8967442448				
• Mobile	7908696636				
• IQAC e-mail address	iqac.hmmcollege@gmail.com				
• Alternate e-mail address	sonalimukherjee@hmmcw.in				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://hmmcollege.ac.in/upload/aqar/AQAR_2020-211.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://hmmcollege.ac.in/upload/ca_nonaca_files/ACADEMIC_CALENDAR_1.pdf				
5.Accreditation Details					
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
6.Date of Establishment of IQAC			24/02/2014		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	NIL	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			No File Uploaded		

9.No. of IQAC meetings held during the year	08	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
Acceleration of Add-On and Certificate courses as Interdisciplinary and collaborative endeavours.		
IQAC proposed Rs 25,000 and Rs 15,000 for Science and Arts departments respectively to promote and motivate Research for students and teachers. Along with this IQAC also proposed for RDC following UGC norms (2022) and Incubation Centre which were adopted by the authority accordingly.		
More than forty Webinars/Seminars were organized throughout the year.		
Organized 7 days long FDP on Preparedness for NAAC in collaboration with West Bengal Council for Higher Education and five other colleges.		
Organized two 7 days training programmes in collaboration with Career Counselling and Placement cell for skill development of the students using the CSR project of Mahindra Pride Classroom (Naandi Foundation) and Anudip Foundation.		
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		

Plan of Action	Achievements/Outcomes
Introduce Honours course in Computer Science, Hindi and B. Com.	Not yet done as SOP is yet to be approved by the Govt. of West Bengal.
Introduce Post-Graduation (PG) degree courses in English, History, Political Science and Education and Post-Graduate Diploma in Computer Applications (PGDCA).	Not yet done as SOP is yet to be approved by the Govt. of West Bengal.
Initiate Value Education in collaboration with schools and colleges	Value education webinars and seminars have been conducted in collaboration with other colleges like NNC,SCM,PNDC,etc.
Resource mobilisation for research, publication, seminars and infrastructural development.	Some Govt., Non-Govt and CSR resources have been mobilized.
To begin certificate course on Applied Sociology.	Enrollment is on process
Internships of students in various organizations.	Food and Nutrition department is promoting lots of such internships
Conduct Gender-Audit.	Done
Construction of washrooms for differently-abled stakeholders.	Done
Development of sensitive display boards with audio assistance for visually impaired staff and students.	Process has been initiated.
Arranging wheel chairs for orthopedically challenged staff and students	Procured.
Drinking water facility for differently-abled students and staff.	Will be done out of CSR Grant
Arrangement of stretcher with trolley for emergency purposes.	Order has been placed.

Introduce new centre for training students for competitive examinations.	Mathematics and English classes have started.
To install Solar Air Conditioner (AC)	Not yet installed
Introduce Tissue Culture Laboratory.	Under process.
Establishment of a Butterfly Garden.	Done.
Develop a Fruit Orchard, especially with reference to fruits of Bengal.	Done
Rejuvenation of Medicinal Plants.	Under process
Develop an orchid garden.	Under process
Introduce preliminary Mathematics class for Arts General students.	Classes have started
Provision of audio books in the library to ensure an inclusive education system.	Not yet procured
Conversion of conventional energy to Non-Conventional energy usages.	Partially done.
To initiate certificate course on Travel and Tourism.	Yet to be done.
Subscribe to e-governance.	Mostly done in selected segments.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	21/01/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	16/01/2023

15. Multidisciplinary / interdisciplinary

College introduces interdisciplinary approach to enrich teaching-learning process that empowers students in developing knowledge, problem-solving skills and self-confidence.

Teachers from almost all science departments take atleast two classes per week irrespective of their specific disciplines

Teachers from different Humanities departments also take classes in interdisciplinary approach. Teachers from Department of Mathematics, Commerce take classes in different Science and Humanities department.

There are distribution of classes in Department of Education and Psychology , Sociology , Political Science in a vice versa manner.

Department of Women's Studies of our college is run by Departments of English, Bengali, Sociology, Political Science, History etc.

As per CBCS syllabus , every student has to read Environment Studies as AECC. So teachers of Department of Environmental science assume an important role in interdisciplinary Teaching-Learning process.

16. Academic bank of credits (ABC):

The College is waiting to get approval from the respective authorities for implementation of Academic Bank of Credit for enabling students to earn and accumulate credits across multiple institutions. The College in its initial stage has applied to the affiliating university seeking permission to introduce ABC at least in its skill-oriented programmes.

HMMCW has entered into MOU with different institutions and thinking of introducing online and conventional mechanisms to promote Academic Bank of Credit to benefit students of different institutions bringing them under the common

umbrella of ABC.

Introduction of ABC in degree level however would require significant coordination

between institutions and regulatory bodies.

Introduction of Academic Bank of Credit to enable students to transfer credits

between institutions and earn non-traditional courses might be a grand beginning.

College runs various certificate courses in collaboration with different academic and

research institutions as mentioned in Criterion 3. Through those certificate programs

and value-added courses, the college is planning to follow the basic objectives of the

Academic Bank of Credit. MoU with New Alipur College, P.N. Das College, Sree

Chaitanya Mahavidyalaya, Netaji Nagar College, Bengal Institute of Political Studies,

Indian Benevolent Research Foundation, Indian Academic Researchers Association

etc.

17.Skill development:

For students to succeed in their future occupations, it is crucial that they have the necessary skills.

The college through Career Counseling Cell, Incubation Centre under the guidance of IQAC

undertaken multiple projects for the skill development and employability of the students.

College introduces such curricula along with regular curriculum in a way that enables students to

acquire practical skills applicable to their chosen professions.

These can include opportunities for

entrepreneurships, internships, and experiential learning.

College provides students with career services including career workshops, practise interviews, and networking opportunities.

The College host seminars, training camps and workshop for professionalism development. During

2021-22 Career Counseling and Placement cell under the guidance of IQAC organised two 7 day long

skill development programmes using the CSR initiatives of Mahindra Pride Class room (Naandi

Foundation) and Anudip Foundation.

For students' practical experience, college collaborates with businesses and organisations in the sector. Department of Food & Nutrition organised such collaborative programs.

Mentoring programmes also let students learn from experts in concerned fields, who can advise and guide them.

Ultimately, for the purpose of ensuring that students are prepared to succeed in their future occupations, the College place a high priority on skill development.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

UGC has provided guidelines for Indian Knowledge System(IKS) .West Bengal State University has not issued any mandate for the College and university teachers for undergoing compulsory training programmes in IKS. But through different programmes the spirit of this scheme is transmitted.

The programmes include learning Chemistry in the light of Ayurveda, Mathematics in the knowledge bank of ancient India, learning History through the study of Mahabharata or Museology, Sanskrit through Tarkashastra, Smriti, Sruti the Arthashastra etc. History has introduced certificate course on Museology, so as to make students learn about Indian heritage and culture.

The IKS-related credit based sessions could not be formally allocated, but 36 hour's course module on Museology is an initial step towards adoption of IKS.

College plans to introduce more such courses as on archaeological artefacts, temple icons etc.

Teaching Bengali to Urdu students is an innovative endeavour in this respect. Seminar on

Aryabhatta's astronomical treatise called Aryabhatiya geometry is another example of our inclination towards IKS.

Economics teachers and students learn about the history of the Indian economy and thoughts from the Dharmashastras, Mahabharata, and Arthashastra. History project on Dakshineswar and visits to

local temples and historical sites are illuminating our students and teachers.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Outcome-based education (OBE) has been designed to articulate and measure the outcome of learning by a comparative assessment with that of expectation.

Skills and knowledge gathered by the students are placed on a testing mechanism before they are sent for final examination.

Students' performance is evaluated in following phases:

Class tests

Tutorials

Internal Assessment

Final Examination

Through Outcome-based education, the college measures educational effectiveness based on results, evaluates and compares the outcome from the entry level and make a comparative statement throughout the academic sessions. This helps in identifying slow and advanced learners.

Time consumed by regular classes is one of the determinants regarding OBE; hence teachers try to increase involvement of the students in learning process through projects, students' seminars, conferences, field tours etc. Project reports are prepared, with an eye to redesign curriculum delivery and teaching materials. Renewed teaching methods are adopted to make teaching-learning more effective.

The reports are placed in Academic Subcommittee which help redesigning the courses away from the conventional curriculum in order to promote students' acquisition of higher-order of knowledge and skills.

Through seminars, Certificate and Add-on courses, excursions the teachers transmit knowledge by going beyond conventional barriers and help students to get illuminated on the basis of OBE mode.

This has made our graduates to be strikingly more successful than

graduates of previous years tuned with the traditional teaching-learning preparation method.

20.Distance education/online education:

The Pandemic compelled the college to move to online instruction. Through its add-on, certificate, and collaborative regular courses in the later part of the session 2021-2022, it helped make online and remote learning more widely accepted.

The college invested in LMS for online learning.

The College provides students with the option of synchronous virtual classes and for other courses.

Hybrid Education: The face-to-face interaction provided by traditional classroom learning with teachers and classmates, many students prefer it. The institute offers hybrid courses that mix online and in-person education while giving students access to both forms' advantages.

The college collaborates with online learning platforms to provide MOOCs-related workshops as future endeavour.

Through group discussions and student seminar presentations in the virtual mode, the college built virtual learning environments that emulated the in-person classroom experience and allowed students to connect with one another and their professors in real-time.

Distance Education Programs The College has an NSOU centre and plans to introduce IGNOU and MANUU to provide distance learning opportunities.

The institution gives students who might not be able to attend in-person sessions due to work, family, or other responsibilities more flexible and accessible options by providing online and distance learning opportunities. The institution makes sure that these programmes continue to be as rigorous and high-quality as their equivalents offered in person.

Extended Profile

1.Programme

1.1 45

Number of courses offered by the institution across all programs

during the year

File Description	Documents
Data Template	View File

2.Student

2.1 1541

Number of students during the year

File Description	Documents
Data Template	View File

2.2 690

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

File Description	Documents
Data Template	View File

2.3 395

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 89

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 91

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	45
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	1541
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	690
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	395
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	89
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	91
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	58
Total number of Classrooms and Seminar halls	
4.2	7264187.36
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	68
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

College adopted following mechanisms for effective execution of the curriculum.

- Curriculum Mapping through Academic Calendars and Academic Plans
- Learning Management System
- Assessment and feedback
- Faculty and Staff Development Program
- Continuous Evaluation
- Curriculum related knowledge dissemination through Prospectus
- Time-Table Preparation: Time-table is finalized by the Routine Sub-Committee before the commencement of classes.
- Innovative Teaching Mechanisms: Besides traditional lectures/seminars, ICTs in classrooms/PPT etc. are used. Participative learning, group discussions/quiz competitions/debates/students' seminar etc. are conducted. During the

lockdown classes were conducted online through G-Suite/Conference Call/ Video Call.

- Introduction of E-Modules: E-Modules facilitate innovative teaching.
- Academic Resource Bank: Study materials and reading references are uploaded in the website.
- Compilation of Question Banks: Question banks for each course aid in the effective curriculum delivery.

As an affiliated college, it follows the syllabus and curriculum of WBSU, though BoS members and other teachers take part in curriculum design. Departmental meetings take place for curriculum execution/modalities for examinations etc. The entire syllabus/routine /academic calendar are displayed on the college website. Collaboration with adjacent institutes for co-teaching the courses are done.

Induction and orientation programmes are organised for students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://hmmcollege.ac.in/upload/aca_nonaca_files/PROSPECTUS_2021-22.pdf

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

Preparation of Institutional and Academic Calendar, Academic Plan:

The college follows the calendar notified by the affiliating University. In addition, Institutional Calendar is prepared by the college of this academic session portraying the number of working days and teaching days, tentative dates of college examination Continuous Internal Evaluation (CIE) for each Semester and also the tentative date of commencement of class and of university examinations. On the other hand, the Departmental Academic Calendars are designed with focus on timely allocation and completion of syllabus, internal examinations/ continuous assessment, lesson plans, workshops, seminars and extracurricular activities. Academic plans aimed to bring forth the proposed activities of respective departments like the proposed number of extension or special lectures, invited talks, seminars or workshops, film projections etc. to make the process of teaching

more interesting. In a nutshell the academic calendar and plan provide the students with an overview of academic activities of the concerned department on yearly or half-yearly basis.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://hmmcollege.ac.in/upload/aca_nonaca_files/ACADEMIC_CALENDAR.pdf

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	View File
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

45

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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)

13

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

469

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

469

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Our college aims to instil in students' values of equality, ethics, sustainability etc. with reference to the curriculum of

several disciplines.

Professional ethics and gender values is taught in Philosophy, Education, Sociology, Political Science and rightly maintained under the aegis of various committees and Nari Samsad, which ensures gender neutral environment in the college by organizing sensitization programmes. On the occasion of International Women's Day (8th March) the IQAC and Naari Samsad of our college organized a Two day's conclave in collaboration with Netaji Nagar College.

The College also focuses on human values of respect and recognition for the great personalities of our nation. The NSS and NCC along with Social Outreach Cell always work hard to promote these values and strive for overall holistic development of the college and its people.

Apart from teaching Environmental Ethics and Sustainability in the curriculum of Botany, Zoology, Geography etc., our college also adheres to the protocols regarding safety of the environment and sustainability addressed in (MDGs) and (SDGs) of the United Nations. The campus is eco-friendly maintaining trees, birds' nests, animal hut, butterfly garden and medicinal plant garden.

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	View File

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

09

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
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)	View File

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

243

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

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
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File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
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
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File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://hmmcollege.ac.in/upload/aca_nonaca_files/STAKEHOLDERS_FEEDBACK_WITH_LINK.pdf

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	View File

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

54

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

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

The affiliating university designs and directs the course of assessing the learning and performance of students pursuing under graduate (U. G.) course. The college has its mechanism of continuous evaluation following the guidelines of the university (West Bengal State University).

- The students appear for class tests and internal examinations conducted as per academic calendar. Teachers prepare questions prior to the examinations and also we provide option of question banks. Once the examinations are over, Teachers evaluate the students performance and then publish the results.
- Each department prepares student progression chart to identify the scale of progression. We begin with marks obtained by each student in the last board exam and keep a notice or marks obtained in every semester by each student. This continuous progress helps each department identify the slow learners and the advanced ones, accordingly separate list of both prepared with name and roll numbers.
- Once the list is published, Principal makes a notification for remedial class slots for slow learners. Later the performance score of these slow learners are tallied to identify their improvement. The names of students who improved following this mechanism is recorded separately and departments get it signed by the Principal. Accordingly the Principal notifies for Parent-Teachers meeting on scheduled date to update guardians about the progress of their wards.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
1541	89

File Description	Documents
Any additional information	View File

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

- **Experimental 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. Students engage in Industry-Institute interaction program to derive practical knowledge. The Food and Nutrition department engages students in internship program with a hospital close to the college. The department of Education, Bengali, Journalism, Zoology, Geography conduct experimental learning through visits of industry, historical places etc. College museum is an exhibit as experimental learning.

- **Participative learning:**

Students are motivated to participate in quiz competitions, paper presentation and online certificate courses to get the flavour of participative learning. Extempore, debate, competitions and seminar presentation 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, faculty exchange programs, interdisciplinary lectures have made learning interactive. College publishes newsletter 'Infoscape' bearing information about different activities while different departments publish journals offering a platform to express learners' thoughts & ideas. NCC and NSS involve students in various learning activities.

- **Problem solving:**

Academic Resource Bank uploaded in college website, LMS, active library portals, question banks, solution of career queries, NPTEL etc. are problem solving efforts.

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

Use of ICT tools by faculty members facilitates enhances effectiveness and efficiency in teaching and learning process. Teachers acquire the skill of being experts in use of technology to reach out to greater number of students. Extensive application of technology helps the knowledge givers and receivers extend beyond class rooms. Learning becomes easier and accessible anywhere anytime.

- The college has 09 ICT enabled class rooms, 63 desktops, 04 laptops, 02 scanners, 07 Projection mechanisms etc. as tools for better learning. The library provides access to e-resources through N-list programs of INFLIBNET.
- Our teachers are using such tools to draw the attention and concentration of student in classrooms. Our academic resource Bank and LMS are uploaded in our website and serve as digital repositories of study materials. Recording of video lectures, e-contents etc. Is made available to students for long-term learning and future referencing. 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 were transmitted through our dedicated You Tube channels.
- Lectures are also recorded in SWAYAMPRAKHA, Channel - 3, one India one Digital platform which is made available to students as additional learning resource.

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

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

67

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

89

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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)	View File

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

769

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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.

- CBCS mode of teaching and learning calls for transparent and robust mechanism of internal assessment to help student learns and prepare their course curriculum better. Internal assessment of 25 marks is scheduled by the affiliating university. The institutional and the academic calendars mention the tentative dates of internal assessment, class tests, tutorials etc.
- The Principal of the college makes a clear notification of the internal examination stating date of examination and completion of same. Thereafter internal examination results are published. We aim to make continuous evaluation (CE) of student through examinations and other mechanism like assignments on topics mentioned in the syllabus, organizing quiz, presentation sessions (evaluating their articulation

skill) assign project work for wider exposure to learning group discussion to develop reasoning power of student. The faculty member of each department evaluates the student and keeps a record of their performance.

- However, once the internal examinations are over the marks are recorded and sent to the examinations cell of the college for digital data banking.
- Any grievance related to marks obtained by student in the internal examination is submitted to Principal who meets the examination committee of the college on the basis of course outcome of each department. Thereafter the report of the meeting is submitted to the IQAC of the college for recommendations to improve the performance of each student.

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 Principal meets the faculty members and request them to look into the matter. 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.

- PO, PSO and CO for all programmes offered by the institution are stated and displayed in college website.
- The college states the learning schedule and learning outcomes through prospectus, institutional and academic calendars to college staff and students. They are informed about the same during induction and orientation sessions. Discipline, dedication & determination is the motto of the institution.
- All members of the institution are expected to adhere to it for all round development. The syllabus of each program provides clear information about the courses, generic elective courses and skill enhancement courses etc. as well as about their learning outcomes, scheme of institution and evaluation to enable students gain interdisciplinary knowledge and critical thinking, problem solving ability, communication coordination, planning management etc.
- Program outcomes:

After the completion of graduate courses the students demonstrate command

over their learning outcomes in general.

i) Develop critical skills in their practice and application of knowledge enabling them to make contribution in society.

- (ii) Analyse issues and incidents in life.
- (iii) Communicate effectively in writing on different topics
- (iv) Some may demonstrate management /leadership skills
- (v) Effectively articulate & acknowledge the impact of legal ethical and political environment.
- (vi) The students will be ready for employment in different areas.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

- College evaluates and measures the Program Outcomes and Course specific Outcome in different ways. 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 program 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 outcomes 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 the dreams. Meeting 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	No File Uploaded
Paste link for Additional information	https://hmmcollege.ac.in/upload/aca_nonaca_files/2_6_2_Programme_Specific_Outcome.pdf

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

389

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://hmmcollege.ac.in/upload/aca_nonaca_files/2_6_3_6th_SEM_Course_wise_result_outcome.pdf

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/aca_nonaca_files/2_7_Students_Satisfaction_Survey.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)**150000**

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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****01**

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
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****73**

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

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

22

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

52

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

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

NSS/NCC of the institution offers opportunity to the students to inculcate the democratic spirit, group learning etc. Holistic development of students may be attained by involving them in

various extension activities, community services. The College has one unit each of NSS headed by one Teacher-Programme Officer and NCC headed by one Lieutenant Officer. Benefits of NSS/NCC are communicated to the students during Orientation of the 1st year students. The regular activities like Blood donation awareness camp, thalassemia screening and awareness camp, campus cleaning, plantation etc. aims at the improvement of overall condition of the locality. Additionally, NSS/NCC units of the college arrange Special Camping Programmes in economically backward area. During COVID essential food items, masks and sanitizers were distributed in Nivedita Colony. Sanitary Napkins, Dresses, tripods, utensils, pillows, etc were distributed to slum inmates. Since the programmes are executed by students, they develop hands-on experience in management and thus leadership qualities are groomed. The academic experience thus is complemented by their participation in social activities and they acquire the skill for becoming good, responsible citizens with zeal for social work. The college also offered its premises as a Safe Home during pandemic, from 24 May 2021 to July 2021.

File Description	Documents
Paste link for additional information	https://hmmcollege.ac.in/upload/aca_nonaca_files/3_3_1_EXTENSION_ACTIVITIES.pdf
Upload any additional information	No File Uploaded

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

08

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

34

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

729

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

22

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

13

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

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.

The college ensures an adequate level of infrastructural and physical facilities for teaching- learning: • Well-ventilated classrooms and well-equipped laboratories , College has a central Instrumentation Centre with few essential instruments which are of interdisciplinary use. • Four conference rooms with audio visual facility, cordless microphones, collar microphone and power point slider • Smart classrooms • The College library is resourced with 18,570 books, above 6000 online journals (N-LIST) etc. • Thirty fire safety mechanisms. • Adequate Computers and internet facilities. • Wi-fi enabled campus • One Reprographic Centre. • Playground with games amenities • Open air-stage • 20 KW Solar Power panels for eco-friendly renewable energy source and 1200

watts generator for uninterrupted teaching and learning process. .
 PWD toilet, wheel chair and ramp for differently abled people. .
 CCTV cameras. . Reserved parking spot adjacent to college . .
 Authorized subscription for google meet for conducting online
 events and dedicated YouTube channels for record and transmission.
 . A public address system . Health Check-up Centre, Diet
 Counselling Centre, Psychological Counselling Cell, Gymnasium,
 Yoga Centre etc. . A historical Archive and Museum to uphold the
 spirit of Indian heritage and culture . A Kitchen-garden,
 Medicinal Plant Garden, Fruit Orchard and a Butterfly Garden .
 Hostel facility in collaboration with BKC college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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 sports every year, though interrupted during pandemic period. There is a well-equipped gymnasium in the ground floor with an area of 15/30ft. Yoga is compulsory for all the newly admitted students and optional for the rest. College has a Yoga room with an area of 20ft/30ft. Self-defense, Yoga etc. are conducted by instructor hired on consolidated payment approved by GB. College organizes University Level Inter-College Cricket Championship. There is an open-air stage for cultural programs. Programs are also held in ICT enabled rooms. Cultural events like International Mother Language Day, Celebration of birth/death anniversaries of great persons, Independence Day and Republic Day, College Foundation Day, NSS and NCC programmes etc. are organized virtually and physically to inculcate cultural values and ideals among students. The beautiful small ground of the College is used to host cultural activities and festivals. Teachers stayed connected with students as mentors online since July to November 2021 for mental wellbeing; along with online classes and webinars, different co-curricular and extracurricular activities were conducted by mentors through virtual mode.

File Description	Documents
Upload any additional information	View File
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.

10

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

10

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

1105085.40

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Library is automated using Integrated Library Management System (ILMS) software Koha version 3.16 and we have Online Public Access Catalogue (OPAC) accessible within the library.

The College library is rich in resources with 18,570 books, above 6,000 e-journals and 7,99,500 e-books subscribed through N-LIST. Every department of the college has dedicated departmental libraries for use by their students and teachers. Within the Library Reading Room, there are two separate cubicles, well-equipped with two computers for teachers and three computers for students.

Library has digitised University final exam question papers (previous years) and made them available to the students through College website. Library also conducted Online Book Exhibition during pandemic to promote reading habits among the students.

The museum section adjacent to the library teaches the students about Indian/regional culture and heritage.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

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

C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-

journals during the year (INR in Lakhs)

0.77993

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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)**4.2.4.1 - Number of teachers and students using library per day over last one year**

39

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The institution provides 8 to 10% of the annual budget for the upgradation of IT facilities which are audited as per statutory rule.

? Budgetary planning is done at the beginning of every financial year for ICT infrastructure and modernization. ? The institutional website is maintained and updated regularly by a dedicated committee and website manager through which the stake holders can access information and circulars. ? Number of Wi-Fi routers has also increased with high configuration after previous accreditation and Wi-Fi network facilities were deployed across the campus to enable stakeholders to get maximum benefits out of ICT facilities for their normal academics, projects and research works. ? LAN and network connections are duly monitored by technical assistants. ? HMMCW purchased two domains (hmmcollege.ac.in) & (hmmcw.xyz). Computer maintenance, website management and related technical assistance, ERP are outsourced to

various skilled agencies on the basis of collaborative contract. ?
HMMCW has 63computers and 5 laptops for its work.

Computers of Accounts Department are supported by a 40mbps LAN and college computers have 300-user capacity wi-fi system.

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

4.3.2 - Number of Computers

68

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

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	View File

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)

7264187.36

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

Annual Maintenance Contracts (AMC) for computers, reprographers, water purifiers and cooler, LCD projectors, Public Address System and CCTV. • Technical support for smart classrooms and the audio-visual room, fire-extinguishers, electric appliances. • Daily cleaning, periodic repair and painting of college buildings. Toilets are cleaned twice daily. • Regular cleaning, trimming and de-weeding of campus greenery, sanitisation and waste management with the help of municipality and by the people of Nibedita Colony which is an employment drive also, e-waste management, chemical disposal mechanism. • Gardener for maintenance of sports track, flower beds, medicinal garden, kitchen garden, orchard, orchid garden and trees. • Pure drinking water through Zero-B Ion Exchange and Aqua guard machines. Regular cleaning of tanks. • Annual stock taking, weeding, maintenance of withdrawal register, library- users' and visitors' register, discarding of outdated cards, automation through KOHA software, addition and upgradation of e-resources in library. • Procurement and maintenance of infrastructure, books and laboratory goods as per rules of government and as set by Governing Body. • Regular digital uploading and notice board display of new library arrivals. • Log books and annual audit for laboratory stocks. • professional security service and CCTV surveillance. • Green Audit and Energy audit. • Structural Audit is being processed, though soil test was done earlier.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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	
670	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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)	View File
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	
266	
File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
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	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

1347

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

1347

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)	View File

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	View File
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

56

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

132

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

0

File Description	Documents
Upload supporting data for the same	View File
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.**

11

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)	View File

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)

Institution facilitates students' representation in various administrative bodies through various committees, like

? Anti Ragging Committee

? IQAC

? ICC

? Sports

? Cultural Committee

Outcome of students' representation and engagement is measured by student's feedback mechanism. The student-exchange programme has been a success with students from Bangladesh sharing their ideas on education. The students provide guidance in respect to attendance, aid, concession etc. Financially weak students are provided assistance by students' representatives. Students are also actively engaged in co-curricular activities like Students' seminar, preparing documentaries, projects, films, professional courses following the norm of Indian knowledge system etc. and in extra-curricular activities such as Yoga and Meditation, sports, Ankan Club and Adult Literacy. During pandemic, students were involved in monitoring Safe Home, a facility offered towards covid symptomatic patients. They distributed essential items to the neighbouring community during the pandemic. Students take part in various camps like blood donation, Thalassemia detection, cleaning, Dengue awareness, diabetes, low cost nutritional diet for slum dwellers, importance of handwashing. Memorable days are observed solemnly and programmes are organised throughout the year. Participation of Swarnali Banerjee in NIC added feather to the cap of the college. Active participation of the students in various cultural activities is highly applauded.

File Description	Documents
Paste link for additional information	Nil
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

08

File Description	Documents
Report of the event	View File
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)	View File

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

The Alumni of the college plays an important role in various activities. The college feels proud to get its alumni as Governing Body member, teachers and non-teaching staff. Their activities are as follows:

1) Participation in different cultural events like

a) Baishe Shrabon

b) College Foundation Day

c) Gandhi Jayanti

d) Vidyasagar Jayanti

e) Independence Day

f) Matribhasha Diwas

g) Noboborsho (Bengali New Year)

h) Rabindra Jayanti

2) Community service in different fields, like:

a) Yash cyclone relief work

b) Distribution of essentials in Nivedita Colony

c) Contribution of books to the Central Library

3) Others services

a) Video editing for college documentaries and college events

b) Contributing Examination fees for an ex-student

c) Contributing College fees for few needy current students during the pandemic

Beside participation, Alumni group also motivates the present students to be a part of

the college through various events.

The total financial contribution of this group in this session is Rs. 35,135/-.

File Description	Documents
Paste link for additional information	https://hmmcollege.ac.in/upload/aca_nonaca_files/5_4_1_Contribution_of_Alumni_Association.pdf
Upload any additional information	View File

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

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

Our activities are directed towards global competence to achieve excellence and ensure quality education.

- The institution always tries to elevate the status of the college to a position of reputation and it also inculcates

discipline, dedication and determination in our students.

- The college tries to bridge the rural-urban divide and cater to the needs of minority students by ensuring enhanced facilities and services towards academic excellence and creating opportunities for better placement.
- The institution draws a strategic plan in the Governing Body (GB) before adopting any resolution. These plans evolve around academic, administrative and societal requirements. The feedback from students, alumnae, and teachers helps in the up-gradation of the existing system. Parent-teacher meetings constitute a unique feature of the institution.
- The GB, the highest administrative body of the College, with the President, Principal as the secretary and representatives from Teaching, Non-Teaching, Students and External Members, governs the management of the College in compliance with the opinion of the majority of the members. All major decisions on development, infrastructure, financial management, academic affairs, admission, governance and administration are taken by the GB in line with recommendations and suggestions of IQAC and various statutory and non-statutory sub-committees. All major decisions on academic affairs are discussed and decided by the IQAC and Academic Sub-committee alongwith the Research Sub-committee.

File Description	Documents
Paste link for additional information	https://hmmcollege.ac.in/index.php/Frontend/page?id=26
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.

- The Principal encourages and co-operates with the faculty members to build up a mutually trusted relationship among the faculties and students for the sake of a healthy academic environment.
- For proper functioning of the institute and promotion of participative management, the institute runs on a decentralized management operative process. Different sub-committees have been framed by the GB and the Principal. Members are selected on the basis of expertise and interest.

Teachers' Council takes an active role in ensuring teachers' participation in an equitable manner. Regular all-staff meetings are held to make and implement policies.

- Examples favouring decentralized management are as follows:

One senior teacher is entrusted to look after service benefits of the teachers and non-teaching staff. One senior teacher and senior non-teaching staff assist teachers and staff in managing their leaves. Representatives from the competent faculties have been entrusted to activate AISHE, NIRF, Uchhasiksha Portal, Utkarsh Bangla Project, Unnat Bharat Scheme to handle scholarships for the students and so on. There is a dedicated coordinator for Add-on/value-added courses; there are Science coordinators, Humanities and Social Science Coordinators, NSS Programme Officer, NCC and Placement Officer etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

All progressive initiatives are implemented through rigorous planning which is initially proposed in Academic sub-committee/Teachers' Council/IQAC. Financial decisions are endorsed by Finance sub-committee and finally approved by the GB. After the plans are executed, the outcome is further analysed and the feedback is shared among all stakeholders.

- The college always focuses to provide quality occupational skills to the students as a part of strategic/perspective planning to stress on employability of its students after completing their studies. Career Counselling Cell of this college is the primary unit to ascertain Industry Interaction/Collaboration and visits designed to enhance the employment skills of the students in compliance with the requirement of the global job market. Training programmes and annual career fair are organized on a regular basis for skill development of our students to face the global job market.
- The college ensures Academic Administrative Audit through 4 layers. Internal academic audit is performed by HOD and

IQAC. Thereafter the Principal authenticates the documents after physical verification followed by External Audit (2 layers) - External Members of GB and IQAC; then by university nominee. Internal administrative audit is carried out through various committees and substantiated by the Finance Subcommittee before external audit.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
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.

The institute functions via a definite organizational framework, prospective planning, dynamic leadership and decentralized administration. The principal as head of the institution carries out academic administration and management through well-established statutory/non-statutory bodies.

Governing Body: It is responsible for the operation of all aspects of the institution including finance, human resource, appointment and service rules, educational and research functions and infrastructure arrangements.

Academic Subcommittee : It monitors the standards of education, teaching and training, inter-departmental coordination, research, examinations within the institute and shall exercise such other powers and perform such other duties and functions as may be imposed or conferred upon it by the Rules and Bye-Laws.

Finance Committee: The finance committee is entrusted with protecting and renewing the institutions resources and assisting the board fulfilling its financial responsibilities. The committee reviews and prepares annual budget proposal under the direction of the Bursar and Principal which is forwarded to the Governing body for approval.

Internal Quality Assurance Cell: The IQAC is responsible for the development, application and monitoring of quality benchmarks for various academic and administrative activities of the institution

so as to improve the overall performance of the college. IQAC acts as a link between the institution and Principal/Governing body.

File Description	Documents
Paste link for additional information	https://hmmcollege.ac.in/index.php/Frontend/feedback?type=Action%20taken%20by%20IQAC
Link to Organogram of the Institution webpage	https://hmmcollege.ac.in/upload/aca_nonaca_files/college_hierarchy.pdf
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	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The college has effective welfare measures in place for its teaching and non-teaching staff. The various welfare schemes are as follows:

- Medical assistance
- Maternity leave
- Child Care leave
- All the non-doctoral staff members are encouraged to get enrolled for part-time Ph.D program.
- Subsidized on campus medical facilities
- Staff Welfare fund gives support in crisis.

- Refundable loans are provided to staff. Financial incentives are given during major festivals.
- Medical leave
- Yoga classes
- 24-hour power back-up (100%) through solar power plants
- Wi-Fi facility
- Computing facility
- Identity cards

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

16

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

10

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)	View File

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

24

File Description	Documents
IQAC report summary	View File
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)	View File

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

The Performance Based Appraisal System (PBAS) has significantly helped in the evaluation of the performance of employees, motivating them, analysing their strengths and weaknesses and ensuring better performance.

Teaching Staff: The performance of each faculty member is assessed according to the Annual Self-Assessment for the PBAS which is checked and verified by the Heads of the Departments, the IQAC Co-ordinator and the Principal.

Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) that is based on the API score. The faculty members are informed well in advance of their due promotion and are recommended based on their API score to appear before the screening-cum-selection committee.

The faculty members are assigned additional duties and responsibilities besides academics. The Institute accords appropriate weightage for these contributions in their overall assessment.

Non-Teaching Staff: They are also assessed through annual performance appraisal. The various parameters for staff members under different categories are. Character and Habits, Departmental Abilities, Capacity to do hard work, Discipline, Reliability, Relations/Co-operation with superiors, subordinates, colleagues, students and public, Power of Drafting (where applicable), efficient organization of documents and technical abilities.

On satisfactory performance, all employees are granted promotions and financial upgradation.

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

The audit aims to review whether the process of the financial systems is as per norms and if there are any deviations in the current process, they provide us solutions to improve the current procedures. It also recommends rectifying the current policy with the present leading best practices among educational intuitions.

Regular audits make financial operations transparent and

objectively defined. Budgetary compliances help financial management to ensure accountability.

Various software systems as part of e-governance, are used for financial transparency and accountability.

As a part of internal audit, various committees under the Finance Subcommittee annually review important processes viz. Admission, Payroll, Procurement, Fixed Asset Management & Financial Accounting, Revenue Recognition & Statutory Compliance.

Science coordinators and the librarian look after laboratory and library stock audits respectively.

The internal stock audit is carried out by GB-approved Chartered Accountant under the supervision of coordinators assigned by the authority. The external audit is carried out by an auditor appointed by the Government of West Bengal.

IT and GST returns are submitted every year within the stipulated filing date. Finally, all the reports are placed before the Finance Sub-committee and endorsed by GB before submission to the Higher Education Department.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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)

17,43,151

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The college executes its financial strategies through the Finance Sub-committee constituted with external and internal members entrusted with the following powers:

- To consider the annual accounts and financial estimates of the college and recommend the annual budget / revised estimates to the Governing Body for approval
- To fix limits of the total recurring and nonrecurring expenditure of the year based on the income and resources of the college
- The Finance Committee meets at regular interval to examine the accounts and to scrutinize proposals for expenditure and ensure financial transparency through internal and external audits
- Utilization of Government grants, 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. Pandemic fund has been generated by college staff and alumni. The college fund is utilised to execute various activities, as per budget; few of them are as follows:

- Research
- Certificate courses
- Seminars/webinars/workshops/conferences etc
- Extension and special lectures
- Various professional development programs
- Additional laboratory support by setting up of an instrumentation room and engagement of contingent assistant as per requirement
- Regular Sanitization of the college
- Financial assistance to needy students through covid cell
- Development and annual maintenance

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

- College IQAC is committed to quality assurance in academic development and curriculum execution. Academic accountability is ensured through academic accounting as well as by organising induction programmes, library orientation before the commencement of classes involving all stakeholders, student meetings before examinations and academic and administrative audits. Staff Development Programmes, FDP, Seminars, conferences etc., contribution of college teachers as BOS members in curriculum designing and structuring Course Outcome, Program Specific Outcome enrich curriculum planning and deliberation. Further we conduct mentoring, tutorials, classes for slow and advanced learners, collaborative events (implementation of MoU), inter and intra-institutional events, 'Saraswat Charchachakra' (Multidisciplinary Study Circle) etc., and regular feedback.
- Implementation of Unnat Bharat, Utkarsh Bangla, registration under Vidyanjali, setting up of Institutional Innovation Cell and Incubation centre under the supervision of College Research Development Cell, providing seed money for minor projects, nurturing minority students towards availing equal opportunities, giving exposure to the students by internship, industrial visits etc., are special contributions of IQAC. These help in promoting the employability of the students and their empowerment which are executed by the Career Counselling Cell, by offering different skill enhancement and certificate courses, Add-on and Value-added courses which are unique contributions of IQAC.

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

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

To enhance the effectiveness of teaching-learning and to produce skill-based

employability, various pedagogies including innovation and project-based learning, self-learning, industrial internship and peer-assisted learning have been introduced. Project-based learning is introduced for both theory and laboratory courses for a better understanding of the concept and to enable the students to apply their knowledge in real time. Advanced lectures on career aspects and higher studies are arranged by the departments to expose the students to the higher education sector and plausible job market. IQAC through its meetings addresses issues for upgradation of teaching- learning process. Besides, academic sub-committee meetings are conducted for effective monitoring of teaching learning process, methodologies of operations and learning outcomes at periodic intervals and Parent-Teacher meetings are held to discuss the performance of their wards. Feedback is taken at regular intervals from all stakeholders and analysed for overall performance improvement.

Academic Administrative Audit is executed annually. Initially internal academic audit is performed by Senior Teachers, Academic sub-committee convener and IQAC coordinator. Thereafter the Principal authenticates the documents after physical verification followed by External Audit by external Members of GB, external IQAC members and university nominee.

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

6.5.3 - Quality assurance initiatives of the

A. All of the above

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)

File Description	Documents
Paste web link of Annual reports of Institution	https://hmmcollege.ac.in/upload/aca_nonaca_files/6_5_3_Resolution_of_IOAC.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

For the promotion of gender equity, the college committedly takes several steps.

1. Equal access is ensured to all girls hailing from rural and urban communities, from different socio-economic and cultural backgrounds to education and they are placed on a platform of equal status.
2. Expanded access to resources such as textbooks, laboratories, and computer facilities is assured to all girls irrespective of caste, creed, religion etc.
3. Gender-sensitive curricula help to generate awareness of gender issues through course contents and necessary teaching modules.
4. Introduction of Women's Studies subject as a pioneering college in the district is evidence of our gender-sensitive approach.

5. Enthusiastic female participation in statutory and non-statutory committees nurtures the flavour of gender-friendly academic leadership.

6. Our girl students excel in this competitive academic world.

7. The introduction of the Self Defense course as a pioneering college in the district ensures women empowerment.

8. The college through its ICC and Gender Equity Cell (Nari Samsad) adopt policies to create a gender-friendly ambiance.

9. Separate toilets and cubicles for women help them get refreshed and ensure comfort.

10. The college focuses on gender-inclusive culture and tries to create a more equitable and inclusive learning environment for all students.

File Description	Documents
Annual gender sensitization action plan	https://hmmcollege.ac.in/upload/aca_nonaca_files/7_1_9_GENDER_SENSITISATION.pdf
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	<p><u>a) Safety and security To protect safety and security college has taken some steps as follows ? CCTV cameras ? Fire Extinguishers ? Dual Entry cum Exit Gate ? A Grievance Redressal Box ? FIRST-AID Box ? One experienced doctor for health check up ? Security and housekeeping are rigorously handled to ensure safety. b) Counselling ? Seminars, Workshops, Skill Enhancement Programs, and Counseling sessions were frequently organized by the Psychological and Career Counselling Cell, Gender Equity Cell, ICC and other departments to promote awareness of gender equity. ? Three RCI licensed psychologists are present in the college for counseling. c) Common Rooms The college has a common room for students with necessary amenities which helps them groom properly. d) Any other relevant information ? A Female Yoga and Self Defense Instructors are present in the college ? Sanitary Napkin Vending machine is present in students' toilet. ? NCC and NSS promote inclusive growth through various programmes under the able guidance of a Lieutenant Sandhya Saren and a Lady Program Officer Dr. Sujata Mukhopadhyay respectively.</u></p>
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	B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
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

Waste Management :

In order to make the college a green space and reduce the amount of waste produced an initiative was taken to establish vermicomposting in the college by Environment Science department. Hands-on training was given to students of Environment Science who were interested to be a part of this project. A group of volunteers presently is working as a monitoring team. The project has just started with waste segregation and the composting pit has been installed to recycle organic waste.

E-waste management:

E-waste awareness programmes are organized by the Department of Environment Science and the department has proposed to sign an MOU with Hulladek in E-Waste and electrical waste collection drive is carried out regularly under the supervision of the college building committee, which helps in resource Mobilisation also.

Laboratory Safety and Management is looked after by the Science Coordinators to increase awareness and knowledge of science laboratory management, safety, and handling techniques among the users.

Waste paper collection and management drive are conducted by the building committee. A huge amount of waste paper is collected from different departments. The event is conducted in association with Kamarhati Municipality and local vendors.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://hmmcollege.ac.in/upload/aca_nonaca_files/7_1_3_WASTE_MANAGEMENT-1.pdf
Any other relevant information	No File Uploaded

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	View File
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	View File
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

C. Any 2 of the above

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
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 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**

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
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 has defined policy to create an inclusive environment

through its admission policy, cultural programmes, social outreach initiatives. Communal Harmony Day is celebrated to generate awareness on communal harmony.

The students from diverse cultural, linguistic and religious backgrounds take part in observation ceremonies like Independence Day, Republic Day etc. NSS and NCC units of the College arrange programmes, parades to exhibit harmony and solidarity and provide service to the underprivileged in society.

College museum and archives are the genuine attempts to exhibit cultural and ethnic traditions so as to inculcate a value of integrity imbibed in Indian culture among its students. Different scholarships/aids are provided to different community of students to make them able to catch the bus of empowerment.

The cultural events of the students reflect the diversified cultural entities. Department of Sociology has undertaken a research project on inclusive education sponsored by ICSSR. Department of Education disseminates knowledge about inclusive education. Psychological Counselling cell and mentoring groups take

care of the mentally and physically challenged students. Teachers' Council try to assist disabled students, both financially and academically.

Ramps, Divyang toilet are there for differently abled stakeholders. Equal Opportunity cell works to promote campus-wide sensitization towards inclusiveness.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
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

Hiralal Mazumdar Memorial College for Women tries its level best to sensitise the students towards their duties and responsibilities as citizens of

India. The College

organises flag- hoisting ceremony every year during auspicious occasions of the

Independence Day and the Republic Day. Newly admitted students are provided with Code of Conduct related brochure and Internal Complaints Committee delivers codebooks to protect themselves from sexual harassment. Rules and regulations for students are displayed in College Website and on the college notice board also clearly. Gender Audit related Webinar organized by HMMCW Naari Samsad, ICC and IQAC on 31.01.2022 . 02 days' conclave for celebration of International Women's Day organized by HMMCW ,IQAC and Naari Samsad with Netaji Nagar College dated 8.3.2022 and 9.3.2022 (poster and oral presentation by students) were quite important events. Another significant event related to Gender issues was lecture by DR. Nandini Bhowmick entitled ' Mahabharater Gandharir Jontrona ajo prasongik' on 16.3.2022. HMMCW now offers 03 months short term Certificate Course on Constitutional Rights and Duties of Indian Citizens organized by Dakshin Dinajpur University and Department of Political Science of HMMCW in collaboration with Bengal Institute of Political Studies (BIPS) , Government Girls' General Degree College and Netaji Nagar College.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
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	View File
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	View File
Any other relevant information	No File Uploaded

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

Hiralal Mazumdar Memorial College for Women celebrates various national

and international commemorative days. World Science Day, International Women's Day, Earth Day, World Aids Day, NSS Day, Environment Day, International Yoga Day, Communal Harmony Day, Sadhabna Divas, World Human Rights Day, Raksha Bandhan, Teacher's Day, Independence Day, Republic Day, Gandhi Jayanti, Birth and Death anniversaries of renowned personalities (such as celebration of Birth Anniversary of Swami Vivekananda dated 12.01.22, Birth Anniversary of Netaji Subhas Chandra Bose dated 23.01.22, birth anniversary of Vidyasagar organized by the Department of

Bengali dated 26.9.22, death anniversary of Tagore related event dated 8.8.2022), 63 rd College Foundation Day celebration dated 10.8.2022 and Agamoni/ Pre- Durga Puja Celebration dated 28.9.2022 etc. were quite significant. Anti Tobacco Day on 31.5.2022 , World Environment Day on 05.6.2022, World Ocean Day on 08.6.2022 , International Yoga Day on 21.6.2022 , Celebration of Rabindra Jayanti on 09.5.2022, Nazrul Jayanti dated 24.5.2022, Nababarsher milanotsav on the occasion of celebrating Bengali New Year's Day dated 29.4.2022, Matribhasa Divas on 21.2.2022 were some examples of recent important events.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
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.

Best Practices 1

Title of the Practice : Monitoring Teaching-learning outcome

Objectives : Ensuring performance accountability.

Context: Monitoring academic performance of teachers for regular assessment of students' learning outcome.

Practice : Academic Monitors contain daily performance records of the teachers. These are checked by the Principal, followed by verification by the IQAC. Heads of the departments submit the same to IQAC. These monitors are placed before the Academic audit team, formed by GB and the team sent by the affiliating university.

Evidence of success: Four layer monitoring ensure accountability and transparency in teaching-learning outcome.

Problems encountered and resources required :

Motivating all faculty to maintain academic monitors on daily basis is itself a problem, specially in the new normal phase.

Best Practices 2

Title of the Practice-Health brings Resilience

Objective - improving health status of the people in the adjacent slum areas.

Context- To mobilise the sensitivity towards community among the students by serving the people of Metro Colony and Nibedita Colony.

Practice- College Social Outreach cell involves volunteers to monitor the health conditions of the inmates of the adopted slums and generates awareness.

Evidence of success: Slum-dwellers willingly come to the college now for different health check-ups.

Problems encountered and resources required : Arranging fund and specialist is a big challenge.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

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

Initiation of the Department of Women's Studies and steps towards Economic Empowerment of women

The College is committed to empower women for a healthy society. Department of Women's Studies inculcates values of gender equity. This is a pioneering effort of the college, being the first one in North 24 Parganas to initiate such a department offering degree programme. The Department true to its interdisciplinary nature, is involved in various interdepartmental academic activities.

In the second phase, the College dreamed to connect women with their goals to be entrepreneurs by forming an Incubation Centre. To give it a popular shape it drafted a collaborative agreement with other colleges on 13th April, 2022. Research Development Cell and Institutional Innovative Council of the College through the project of Economic Empowerment of Women aims to promote the notion of Incubation Centre and thus to groom the prospective entrepreneurs.

This distinct platform has been designed to ensure higher possibilities for women enabling them to move beyond the theoretical domain provided by the Women's Studies Department and

to make them realize the value of economic empowerment. Teachers are assisting these young incubators and accelerators by providing support for their aspiring entrepreneurship.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. To acquire vested land for second campus, prayer being already sent to competent authority.
2. To implement Biofloctechnology in our campus.
3. To provide Web-OPAC services through cloud hosting of Koha.
- 4.To establish Tissue culture lab.
- 5.Procurement of Audio Books for persons with disabilities.
6. To procure modern equipmentse.g.Total Station for Geography, Tensiometer for Chemistry, etc .
7. To be marked as a Star DBT College.
8. To initiate Self Help Group under NULM scheme for the prospective enterpreneurs under IIC.
9. To enroll for SWAYAM Local Chapter.
10. To introduce more Certificate, Add-Onand Value Added Courses
11. To undertake more projects under RDC.
12. To enter into more collaborations for Teaching-Learning and Research.