



Phone No: (033) 2564-5148 / 2544-2632
2544-0932 (N.S.O.U.) Fax : (033) 2544-4520

HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN

DAKSHINESWAR • KOLKATA - 700 035

E-mail : hmmcw35@gmail.com / Website : www.hmmcollege.ac.in

Ref. No.

Date

29.06.2023

Notice

A meeting of IQAC sub-committee will be held on 14th July 2023 at 12:00 Noon in the Mangalalok Hall of our college.

All concerned members of the committee are requested to remain present in the said meeting.

IQAC (Internal Quality Assurance Cell)

<u>Sl. No.</u>	<u>Designation</u>	<u>Name</u>
1.	Principal & Secretary, Chairperson	Dr. Soma Ghosh
2.	IQAC Coordinator	Dr. Sonali Mukherjee Bandyopadhyay
3.	NAAC Jt. Coordinator and SPOC, NPTEL Local Chapter & Coordinator Research, Innovation & Extension	Dr. Madhushri Das
4.	NAAC Jt. Coordinator and GB Member, Coordinator, Student Support & Progression	Dr. Pradipta Mukherjee
5.	Person interested in the wellbeing of the College – Community Delegate	Mr. Dhiman Mukherjee
6.	Principal, Netaji Nagar College, Eminent Educationist	Dr. Amrita Datta
7.	Associate Professor, GGGD College, Ekbalpur and GB Member	Dr. Madhumita Sen
8.	Alumni Association Secretary and GB member	Mrs. Meghna Mitra
9.	Associate Professor, Moulana Azad College, Governing Body Member of West Bengal Urdu Academy	Dr. Dravid Ahmed
10.	Local Councillor, Kamarhati Municipality	Mr. Arindam Bhowmick
11.	Bursar, President, IIC and GB Member, Jt. Coordinator, Infrastructure & Learning Resources	Dr. Lipika Mullick



HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN

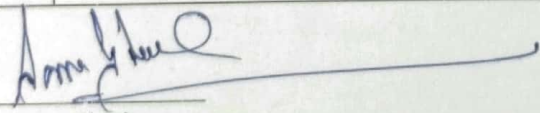
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12.	Jt. Coordinator, Curricular Aspects	Dr. Chandrabali Dutta
13.	AISHE Nodal officer and GB Member, Jt. Coordinator Research, Innovation & Extension	Dr. Partha Pratim Pradhan
14.	Jt. Coordinator, Teaching, Learning & Evaluation	Dr. Dilip Panda
15.	Jt. Coordinator, Infrastructure & Learning Resources and Jt. Science Coordinator	Dr. Indrajit Biswas
16.	Jt. Coordinator, Governance, Leadership and Management, Jt. Science Coordinator	Dr. Amrita Banerjee
17.	Jt. Coordinator, Institutional Values and Best Practices	Dr. Sujata Mukhopadhyay
18.	Coordinator, Unnat Bharat Abhiyan and Joint Convener of Research and Development Cell Nodal Coordinator, Mianority Cell	Dr.S.Rehan Ahmed
19.	Technical Coordinator, Research, Innovation & Extension	Ms. Aatreyi Bhattacharyya
20.	Technical Coordinator, Student Support and Progression	Ms. Debi Bhattacharyya
21.	Technical Coordinator	Mrs. Debdatta Ganguly
22.	Accountant and Non-Teaching Member (GB)	Shri Prosenjit Das
23.	Technical Coordinator	Mr. Pritam Dhara
24.	Technical Coordinator	Mr. Bidhan Baidya
25.	Technical Assistant (Registration and Examination)	Mr. Amit Mondal
26.	Technical Assistant(Cashier)	Mr. Joydeb Bhattacharyya
27.	Industrialist- PIDILITE	
28.	Employer	Anudeep Foundation
29.	Students' Representative	


Dr. Soma Ghosh
Principal

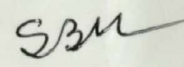
Principal
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata - 700 035

Resolved that NAAC related work will be distributed as follows.

- 1) Add-On course brochure will be prepared by Smt. Debdutta Ganguly and Smt. Munmun Kundu.
- 2) Dr. Pritha Kundu will look after the certificate courses
- 3) Collaboration/ MOU will be maintained by Dr. Amrita Banerjee
- 4) Dr. Amrita Banerjee will also look after the data of Staff Development data.
- 5) Students' feedback analysis data will be done by Shri Amit Mondal
- 6) Dr. Amrita Banerjee will keep contact with Tushar Infotech for LMS.
- 7) Dr. Prodip Das (TCS) will take the responsibility of Dept. Internal Assessments related data collection.
- 8) Grievance Redressal will be looked after by Dr. Sonali Mukherjee
- 9) RDC is the responsibility of Dr. Lipika Mallick, Dr. Rehan Ahmed, Smt. Rituparna Maity.
- 10) Report regarding P.C Chandra set-up will be submitted by Smt. Koel Sengupta
- 11) The reports of extension activities will be prepared by Dr. Sujata Mukherjee, Smt. Sandhya Saren.
- 12) Dept. Input will be collected by TCS Dr. Prodip Das, Dr. Madhushree Das.
- 13) Gym will be looked after by TCS Dr. Prodip Das, Dr. Pradipta Mukherjee.
- 14) Report making of Rainwater harvesting is the responsibility of Dr. Indrajit Biswas
- 15) Alumni related data will be collected by Dr. Pradipta Mukherjee
- 16) Journal links will be provided by Smt. Devi Bhattacharyya



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IQAC CO-ordinator
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Date: 17.07.2023

Notice

A meeting of the IQAC will be held on 24.07.2023 & 25.07.2023 in the new seminar room (Mangalalok) of the College from 2.30 P.M. to discuss the following agenda:

1. To read and confirm the the proceedings of the previous IQAC meeting.
2. To analyse the criterion wise SSR documentation and mock presentation.
3. To discuss about various PPT.
4. To discuss about uploading of SSR
5. To discuss about CAS of teachers.
6. Misc.

All the members of IQAC and criterion wise coordinators are requested to note and attend.

With regards,

Dr. Soma Ghosh

Principal & Secretary

Principal
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata – 700 035

Venue: Mangalok

Time: 3pm

Members present

1. ~~Anjali~~ 24/7/23
2. Anjali Mukhopadhyay 24/7/23.
3. Sonali Mukherjee
4. Sandhya Sarew 24/07/2023
5. Reema Gupta. 24/07/2023
6. Sneha Ghosh 24/7/23
7. Tanushree Chakraborty. 24/07/23.
8. Ranjana Banerjee. 24.07.23.
9. Monjila Khater 24/07/23
10. Smritiparna Biswas. 24/7/23.
11. Usmi Saha 24/07/23.
12. Debnati Chakraborty 24/07/23
13. Puja Kundu 24/07/2023
14. Chandrabali Dutta 24/07/2023
15. Kamalika Das Majumdar 24-07-23.
16. Arpita Mukherjee. 24/7/23.
17. Rajasree Chakraborty. 24/07/23
18. Sharmistha Mitra 24/07/2023.
19. Kun Kun Nandy. 24/7/23.
20. Anindita Samanta 24/07/23
21. Sonali Kar - 24/7/23.
22. Sindhu Mandal Chattopadhyay. 24/7/23.
23. Parva Mondal 24.07.23.
24. Tanaya Ray 24/7/23
25. ~~Usha Bhatnagar~~ 24/7/23
26. Rudipta Chakraborty 24/7/23
27. Ranaya Aroy - 24/07/23.
28. Mausumi Adhikari 24-07-2023
29. Moumita Das. 24/07/2023.
30. Ishita Chatterjee 24/07/2023
31. Anura Goswami 24/07/2023
32. Keya Chattopadhyay. 24/07/2023

33. Sabha Khatun 24.7.2023
34. Oindrila Dutta 24.7.23.
35. Kibansanti Jha - 24/07/23
36. Debashree Ghosh (Biswas) 24/7/23
37. Ruben 24/7/23

38. Keyul Sanyal 24/07/23
39. Anup Panda 24.7.23
40. Anshu 24/07/23
41. Soori Ghosh 24/07/23
42. Anurika Ghosal 24/7/23
43. Anup 24-7-23
44. Poulami Sinha 24/7/2023
45. Ritwik Acharya 24/7/2023
46. Rituparna Dey 24/7/2023.
47. Bishu Bandyopadhyay 24/7/2023

Q. 48.

51. Haimayee Mukherjee 24.7.23.
49. Triparna Saha 24/07/2023
50. Debopama Mitra 24/07/23
51. Rakshankar Das 24/07/23
52. Abhina Basu (Kandam) 24/07/23.
53. Anup 24.07.23
54. Binay Mohan 24/07/23
55. Munmun Renu 24/7/23
56. Anup 24/7/23
57. Debodutta Chatterjee 24.7-23
57. Indrajit Biswas 24/7/23
58. Santanu Das 24/7/23
59. Anindya Suman Bhunia 24/7/23
60. Gayatri Bhattacharyya (Gandari) (AH21-12) 4th 24/7/23

Venue: Mangalalok

Time: 3:15 pm

Members present

1. ~~Ananya~~ 25/7/23
2. Lucia 25.07.23
3. Anvita Banerjee 25/07/23
4. Ashu 25/07/23
5. Dilip Panda 25/07/23
6. Rudipta Chakraborty 25/07/23
7. Tanaya Agraj 25/07/23
8. Anindita Samanta 25/07/23
9. Bidhu Bidya 25/07/23
10. ~~Rishi~~
11. ~~Rishi~~ 25-7-23
12. Sneha Ghosh 25.7.23
13. Antara Goswami 25/7/23
14. Debashree Ghosh (Rishu) 25/7/23
15. Senali Kar 25/7/23
16. Koyel Sanyal 25/07/23
17. Anindya Sanyal 25/7/23
18. Leen Leen Nandy 25/7/23
19. Tanaya Ray 25/7/23
20. ~~Usha Bhattacharya~~ 25/7/23
21. ~~Swati~~ 25/7/23
22. Ishita Chatterjee 25/7/23
23. Keya Chattopadhyay 25/7/23
24. Parna Mondal 25.07.23
25. ~~Yashika~~ Meudal 25.07.23
26. Anvita Chaudhuri 25/7/23
27. Oindrila Mondal Chattopadhyay 25/7/23
29. Manalita Meity 25/7/23
30. Kibhananti 25/07/23
31. R. Sen 25/7/23
32. Gayatri Bhattacharya (Student) (AHE-112) 4th 25/7/23
33. Sweety Majumdar (Student) (AG-22-84) 2nd 25/07/23
34. Rituparna Maiti 25/07/2023

35. Fizali Khil 25/7/2023

36. G.C.

37. Qendrita Dulla 25/7/2023

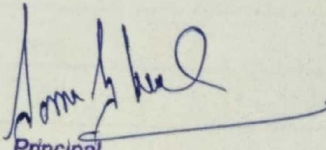
38. Santeya Saran 28/7/2023

Proceedings of the meeting of IQAC dated 24.07.2023 & 25.07.2023 held in the new seminar room (Mangalalok) of the College from 2.30 P.M.

1. Resolved that the proceedings of the meeting of the IQAC dated 14.07.2023 were read and confirmed.
2. Noted that SSR documentation and mock presentation were held on 24th July, 2023 and on 25th July 2023 in Mongalalok at 3 pm and following observations were received.
 - Presentations were good; minor additions to be made.
 - Financial accounting is required.
 - PPT format needs modification in some cases.
 - More inputs were added to SSR, which are to be added before uploading it in the NAAC portal.
3. Resolved that all PPTs are to be submitted to Dr. Pradipta Mukherjee after inserting recommended changes.
4. Resolved that uploading of SSR will be done on 27th July, 2023. All staff was requested to remain present on 27th July at the time uploading of SSR.
5. Resolved that CAS incumbents be requested to submit their CAS files completed as per rule, along with their Service books. Further resolved that transferred teachers are requested to bring their Service Books from the previous College at the earliest before submitting their CAS documents to IQAC, failing which IQAC will not be able to proceed for CAS screening process.
6. Resolved that the proposal of the Department of Political Science to hold the international student exchange during the month of September, i.e. Conclave II, in collaboration with DURS (Dhaka University of Research Scholars).

Sonali Mukherjee

IQAC CO-ordinator
Hiralal Mazumdar Memorial College
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Principal
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Date: 25.08.2023

Notice

A meeting of the meeting of IQAC will be held on 01.09.23 in the new seminar room (Mangalalok) of the College from 2.30 P.M.

1. To read and confirm the proceedings of the meetings dated 24th and 25th July. 2023.
2. To discuss about the presentation of the PPT of all departments.
3. Misc.

All concerned are hereby requested to note and attend.

With regards

Dr. Soma Ghosh
Principal & Secretary

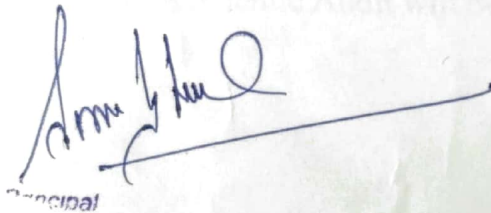
Sonali Mukherjee

Principal
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata – 700 035

IQAC CO-ordinator
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata – 700 035

Proceedings of the meeting of IQAC dated 01.09.23 held in the new seminar room (Mangalalok) of the College from 2.30 P.M.

1. Resolved that the proceedings of the meetings dated 24th and 25th July. 2023 were read and confirmed.
2. Resolved that all the departments will present their (modified) PPT on 1st September' 2023 in Mongalalok at 3 pm.
3. Resolved that the departments are yet to submit their (modified) PPT is requested to submit the same within a week to Dr. Pradipta Mukherjee.
4. Resolved that training sessions will be held for the teachers on LMS & Website and Library orientation programme on OPAC for the Students on and from 27th September, 2023.
5. Resolved that the proposal submitted the Department of Political Studies to hold an International Seminar on Japan's Multidimensional Engagements in South Asia, organised by the Pan-Asia Research Institution (PARI), Tokyo in Association with CSSSEAS, Kazi Nazrul University, Asansol on 25th September, 2023, is approved.



Principal
College

For Women
Dakshineswar, Kolkata - 700 035

Sonali Mukherjee

IQAC CO-ordinator
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Date: 17.09.2023

Notice

A meeting of the IQAC of the College will be held on 29.09.2023 in the new seminar hall (Mangalalok) of the College from 1.00 P.M.

1. To resolve the proceedings of the meetings dated 1st September, 2023.
2. To discuss about the presentation of the revised PPT of all departments.
3. To discuss about the action taken reports (ATR), Outcomes and related documents all the committee.
4. To discuss about the Individual Performance Report of the teaching and non-teaching staff and Academic Audit.
5. Misc.

All the members of IQAC and criterion wise coordinators are requested to note and attend.

With regards

Dr. Soma Ghosh
Principal & Secretary

Principal
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata – 700 035

29/9/23

Members Present

venue - Principal's chamber

Time: 11:30 -

1. ~~Amal Kumar~~ 29/9/23.
2. Lebasree Ghosh (Biscuits) (Academic) 29.9.23
3. Indrajit Polson (Academic Administrative Quality assurance) 29.9.23
4. Chandrakali Dutta (Students' Career & Welfare Assurance) 29.09.2023
5. Dilip Panda (Staff Welfare) 29.09.2023
6. Ananta Banerjee (Academic Quality Assurance) 29/9/2023
7. Pradyota Mishra (Administrative)
8. Arshad 29/09/23 (Academic & Assurance)
9. Selam Ahmed 29/09/23 (Research and Development Cell)
10. Rudip D. 29-09-23 (Social Outreach)
11. Ananta Mishra Pradyoty 29/9/23. (Social Outreach)
12. Madhusmita Das 29/9/23 (Research and development)
13. SBU (IQAC coordinator)
14. Kipika Mullik 29.09.23 (Routine, T&P, Research Sub-Comm, PF Sub Comm)
15. Binayanka Narayan Das 29.9.23 (Academic)
16. Yashwita Mandal 29.9.2023 QAAC coordinator

**Hiralal Mazumdar Memorial College For Women
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Proceedings of the meeting of IQAC dated 29.09.2023 held in the new seminar room (Mangalalok) of the College from 1.00 P.M.

1. Resolved that the proceedings of the meetings dated 1st September, 2023 were read and confirmed.
2. Resolved that the observations made in the meeting of IQAC on 29th September '2023 in Mongalalok at 3 pm be inserted in the PPT of the departments and the same be submitted within one week.
3. Resolved that all the committee convenors are to prepare the action taken reports (ATR), Outcomes and related documents for NAAC Visit.
4. Resolved that Individual Performance Report of the teaching and non-teaching staff be submitted within 5th October, 2023.
5. Resolved that Academic Audit will be held on 6th October, 2023.

SSM

**IQAC CO-ordinator
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata – 700 035**

[Signature]

**Principal
Hiralal Mazumdar Memorial College
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Date: 29.9.2023

Notice

A meeting of the IQAC of the College will be held on 06.10.2023 in the new seminar room (Mangalalok) of the College from 12.00 noon.

1. To resolve the proceedings of the meeting of the last IQAC held on 29th September, 2023.
2. To discuss about the mock visit to the departments.
3. Misc.

All the members of IQAC and criterion wise coordinators are requested to note and attend.

With regards

Dr. Soma Ghosh
Principal & Secretary

Principal
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Ref. No.

Date


Date: 04.10.2023



NOTICE

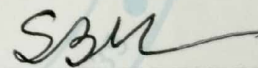
This is a gentle reminder to all the teachers that you must submit your individual performance report and departmental PPTs by 5th of October, 2023, so that these can be presented before the expert for academic audit on 6th October & 12th October, 2023.

Please ignore if already submitted.


04/10/2023

Dr. Soma Ghosh
Principal

Principal
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata-700 035



Dr. Sonali Mukherjee
IQAC Coordinator

IQAC CO-ordinator
Hiralal Mazumdar Memorial College
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Members Present

6/10/2022

Venue: Mangalok

Time 3.30 -

1. ~~Anu Anu~~ 06/10/23
2. TRidara 06/10/23
3. abasree Ghosh (Prinun)
4. Rulicli 06.10.23
5. Arpita Mukherjee 06/10/23
6. Rijastu Chakraborty 06/10/23
7. ~~Arpita Ghosh~~ 06/10/23
8. ~~Indrajit Biswas~~ 06/10/23
9. Kamalika Anandamurthy 06/10/23
10. Shibamanta Ghosh 06/10/23
11. Prithu 06/10/23
12. Dilip Pandey 06/10/2023
13. Ananta Banerjee 06/10/23
14. Tizali Mishra 06/10/23
15. Chandrakali Saha 06/10/2023
16. ~~K.P.~~ 06.10.23
17. ~~R. B. D.~~ 06-10-23
18. Swati Ghosh 06/10/23
19. Debdule Chatterjee 06.10.23
20. Lun Lun Nandy 06/10/23
21. Debi Bhattacharya 06/10/23
22. Keya Chattopadhyay 06/10/23
23. Rudipta Chakraborty 06/10/23
24. Tanaya Atrony 06/10/23
25. Antara Goswami 06/10/23
26. Swapna Jha 06/10/23
27. Debashmita Pathak 6/10/23
28. Nilanjana Bagchi 6/10/23
29. Keyel Bandyopadhyay 06/10/23
30. Anindita Samanta 06/10/23
31. Dr. Anurita Chandhuri 6/10/23
32. Maralisa Maity 6/10/23
33. Usmi Saha 06/10/23
34. Sandhya Saha 06/10/23

Tushar Kanti Ghara
Joint D.P.L.W.B.
Education Directorate
Govt. of West Bengal

35. Sanghamitra Pat 06/10/23
35. ~~Thal~~ Md 6/10/23
36. Rabisankar Das 6/10/23
37. Abha Ban Chaudhury. 06/10/23.
38. Isheta Chatterjee 06/10/23.
39. Munmun Kundu 06/10/23
40. Oindrila Dutta 06/10/23
41. Triparna Sett 06/10/2023
42. Smritiparna Biswas. 6/10/23.
43. Debnati Chakraborty 6.10.23
44. Anamikha Shaw 6/10/23
45. Oindrila Mandal Chattopadhyay 6/10/23
46. Debopama Misra 6/10/23
47. Tanaya Ray 06/10/23
48. ~~Ujjwal Chakraborty~~ 6/10/23
49. Anjate Mukhopadhyay 6/10/23.
50. Ritwik Acharya 6/10/2023
51. Anjanika Chakraborty Das 6.10.23
52. Anindya Sundar Bhowmik 06/10/23
53. Santanu Das 06/10/23
54. Kauser Rahman 06/10/23
55. Sakha Khatun 06/10/23
56. R - Sen 6/10
57. Mir Md Iqbal Alam 06/10/23
58. M. S. S. 6/10/23
59. Chakraborty. 06/10/23.
60. Parina Mondal 06.10.23.
61. Laxmi Munnu 06/10/23
62. Mausumi Ashikari 06-10-23
63. Moumita Das. 06/10/2023.
64. Cituparna Mahapatra 06/01/2023

The Meeting continued from 3.40 p.m onwards upto 5.55 p.m in Mangalalok. JDPI Professor Tushar Ghora, Principal Dr. Soma Ghosh and IQAC Co- Ordinator Dr. Sonali Mukherjee and teachers of different departments were present in the Meeting

Dr. Pradipta Mukherjee and Dr. Madhushri Das were present in the Meeting as Joint NAAC Co- Ordinators of HMMCW. .

Prof. Ghora observed PPT Presentations of Department of Chemistry (done by Dr. Amrita Banerjee), Psychology (Dr. Rajashree Chakraborty), Department of Sanskrit (Shri Dibakanta Jha with Dr. Dilip Panda), Department of English (Dr. Pritha Kundu and Smt. Shraboni Mazumdar), Department of Education (Dr. Prodip Das), Department of Bengali (Dr. Keya Chattopadhyay and Smt. Sudipta Chakraborty); Department of Political Science (Dr. Rupa Sen), Department of Zoology (Dr. Indrajit Biswas), Department of Sociology (Dr. Chandrabali Dutta), Department of Botany (Dr. Tamal Mondal), Department of Physiology (Dr. Mahua Seth) and Department of Philosophy (Smt. Swati Ghatak) and gave his valuable suggestions about Best Practices, Student's intake, Add- On courses, keywords explaining content of links related to Academic Calendars, Academic Plans , Event reports etc.

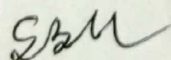
Prof. Ghora highlighted issue of number of publications in PPT of Departments of HMMCW as a significant one .

Prof. Ghora gave his advice on issues of mission and vision and SWOC analysis in PPT presentations of HMMCW related Departments.

The meeting ended with vote of thanks.

Proceedings of the meeting of IQAC dated 06.10.2023 held in the new seminar room (Mangalalok) of the College from 12.00 noon

1. Resolved that the proceedings of the meeting of IQAC dated 29th September, 2023 were read and confirmed.
2. Resolved that mock visit to the departments will be held on 9th and 10th November, 2023. Further resolved that under the leadership of IQAC coordinator, Dr. Sonali Mukherjee, Jt. Conveners of NAAC, TCS will be the team members for the mock visit.
3. Resolved that as proposed by the Department of Political Science a round table symposium on Human Rights to observe the International Human Rights day will be held on 9th December, 2023 in collaboration with West Bengal Political Science Association.



IQAC CO-ordinator
Hiralal Mazumdar Memorial College
Dakshineswar, Kolkata - 700 035

Principal
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata - 700 035



Hiralal Mazumdar Memorial College for Women

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Ref. No. _____



Date 07/10/2023

Date: 07.10.2023

Notice

A meeting of IQAC sub-committee along with all Head of The Departments will be held on 17th October 2023 at 12:00 Noon in the Anandalok Hall to discuss regarding the presentation of Departments & matters related to forthcoming NAAC visit.

All concerned members of the committee & all HODs are requested to remain present in the said meeting.

IQAC (Internal Quality Assurance Cell)

Sl. No.	Designation	Name	
1.	Principal & Secretary, Chairperson	Dr. Soma Ghosh	M 10/10/23
2.	IQAC Coordinator	Dr. Sonali Mukherjee Bandyopadhyay	SB 11/10/23
3.	NAAC Jt. Coordinator and SPOC NPTEL Local Chapter & Coordinator Research, Innovation & Extension	Dr. Madhushri Das	MD 9/10/23
4.	NAAC Jt. Coordinator and GB Member, Coordinator, Student Support & Progression	Dr. Pradipta Mukherjee	PM 10/10/23
5.	Bursar, President, IIC and GB Member, Jt. Coordinator, Infrastructure & Learning Resources	Dr. Lipika Mullick	L Mullick 09.10.23
6.	Jt. Coordinator, Curricular Aspects	Dr. Chandrabali Dutta	CD 07/10/23
7.	AISHE Nodal officer and GB Member, Jt. Coordinator Research, Innovation & Extension	Dr. Partha Pratim Pradhan	PP 07/10/23
8.	Jt. Coordinator, Teaching, Learning & Evaluation	Dr. Dilip Panda	Dilip Panda 07.10.2023
9.	Jt. Coordinator, Infrastructure & Learning Resources and Jt. Science Coordinator	Dr. Indrajit Das	ID 07/10/23
10.	Jt. Coordinator, Governance, Leadership and Management, Jt. Science Coordinator	Dr. Amrita Banerjee	AB 07/10/23
11.	Jt. Coordinator, Institutional Values and Best Practices	Dr. Sujata Mukhopadhyay	SM 10/10/23
12.	Coordinator, Unnat Bharat Abhiyan and Joint Convener of Research and Development Cell Nodal Coordinator, Minority Cell	Dr. S. Rehan Ahmed	Rehan Ahmed 10/10/2023
13.	Technical Coordinator, Research, Innovation & Extension	Ms. Aatreyi Bhattacharyya	AB 9/10/23
14.	Technical Coordinator, Student Support and Progression	Ms. Debi Bhattacharyya	DB 9/10/23

Members Present

17/10/23

Venue: Anandalok

Time: 12-

1. ~~Sampriti~~ 17/10/23
2. SSK 17/10/23
3. Pooja 17/10/23
4. Prithi 17/10/23
5. Kibhanta Jha 17/10/23
6. Chandrakanti Dutta 17/10/2023
7. Priti Jha 17/10/2023
8. Anvita Bajorjee 17/10/2023 [Department of Chemistry]
9. ~~Madhurima~~ 17/10/23
10. Anupam Panda 17.10.2023
11. Snehasree Ghosh 17.10.23 (History Dept.)
12. M. Sreeraj 17/10/23 (Physiology)
13. Leena Leena Das 17/10/23 (Geography Dept.)
14. Rakhi Bhattacharya 17/10/23
15. ~~Rakhi~~ Shukla 17/10/2023
16. R. Sen 17/10/23
17. R. Chakraborty 17/10/23 (Psychology)
18. Sakshi Kheloi 17/10/23
19. Koyel Sengupta 17/10/23
20. Chandan Kumar Roy 17/10/23
21. Soma Saha 17/10/23
22. Keya Chattopadhyay (Bengali) 17/10/23
23. Swati Ghosh (Philosophy) 17/10/23
24. ~~Rishi~~ (ECON) - 17.10.23
25. ~~Paul~~ (Library) - 17/10/23
26. Bidhan Baidya 17/10/23
27. Gayatri Chakraborty 17/10/23

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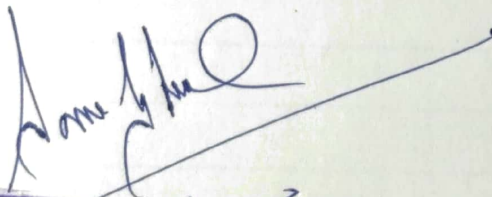
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Proceedings of the meeting of IQAC dated 17.10.2023 held in the Meeting room of the College from 1.30 P.M.

1. Resolved that the proceedings of the meetings dated 6th October, 2023 were read and confirmed.
2. Resolved that all quality assurance cell coordinators and committee conveners will be requested to submit their reports highlighting ATR and Outcome on 7th November to Dr. Pradipta Mukherjee, NAAC Coordinator.
3. Resolved that the different assignments as notified by the Principal dated 15th October, 2023 and with concerned staff have been decided as follows for NAAC visit -
 - a. Dr. Chandrabali Dutta – Certificate Course and related documents
 - b. Dr. Amrita Banerjee – MoU and Collaboration related documents
 - c. Dr. Dilip Panda – Student related data
 - d. Dr. Lipika Mallick – RDC
 - e. Dr. S Rehan Ahmad – RDC, IIC, UBA & Minority, OBC related activities.
4. Resolved that the modified PPT of the Departments will be presented during the last week of November along with IQAC PPT.



Sonali Mukherjee

~~IQAC Coordinator
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata - 700 035~~

~~IQAC CO-ordinator
Principal
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata - 700 035~~

Principal
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata - 700 035

IQAC CO-ordinator
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata - 700 035



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Date 08/01/2024

08.01.2024

Notice

A meeting of IQAC Working Team will be held on 16th January 2024 at 02:30 P.M in the Anandalok Hall to discuss regarding next plan of action.

All concerned members of the committee are requested to remain present in the said meeting.

IQAC Working Team

<u>Sl. No.</u>	<u>Designation</u>	<u>Name</u>	<u>Signature</u>
			<i>of attendance</i> <i>16/01/2024</i>
1.	Principal & Secretary	Dr. Soma Ghosh	<i>M 16/01/24</i>
2.	Member	Dr. Lipika Mullick	<i>Lipika 16.01.2024</i>
3.	Member	Dr. Sonali Mukherjee	<i>Sonali 16/1/24</i>
4.	Member	Dr. Pradipta Mukherjee	<i>Pradipta 16/1/24</i>
5.	Member	Dr. Madhushri Das	<i>Madhushri 16/1/24</i>
6.	Member	Dr. Partha Pratim Pradhan	<i>Partha 16/01/24</i>
7.	Member	Dr. Dilip Panda	<i>Dilip Panda 16/01/24</i>
8.	Member	Dr. Sujata Mukhopadhyaya	<i>Sujata 16/1/24</i>
9.	Member	Dr. Indrajit Biswas	<i>Indrajit 16/1/24</i>
10.	Member	Dr. S. Rehan Ahmad	<i>Rehan Ahmad 16/01/24</i>
11.	Member	Dr. Chandrabali Dutta	<i>Chandrabali 16/01/2024</i>
12.	Member	Sri. Mriganka Narayan Das	<i>M 16.1.24</i>
13.	Member	Dr. Pritha Kundu	<i>Pritha Kundu 16/01/2024</i>
14.	Member	Dr. Amrita Banerjee	<i>A 16/1/24</i>
15.	Member	Dr. Sreyashi Ghosh	<i>S. Ghosh 16/1/24</i>
16.	Member	Sm. Sandhya Saren	<i>Saren 16.01.24</i>
17.	Member	Dr. Rittiwik Chatterjee	<i>Chatterjee 16.01.24</i>
18.	Member	Sm. Aatreyee Bhattacharyya	<i>Aatreyee 16/1/24</i>



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Date 08/01/2024

19.	Member	Sri. Bidhan Baidya	Bidhan Baidya 16/1/24
20.	Member	Sm. Debi Bhattacharya	Debi Bhattacharya 16/1/24
21.	Member	Dr. Mohua Seth	M. Seth 16/1/24
22.	Member	Dr. Arpita Mukherjee	Arpita 16/1/24
23.	Member	Dr. Debasmita Pathak	
24.	Member	Sm. Debductta Ganguly	Debductta Chatterjee 16/1/24
25.	Member	Sm. Kamalika Das Majumdar	Kamalika Das Majumdar 16-01-2024
26.	Member	Sm. Rituparna Maity	Rituparna Maity 16/1/2024
27.	Member	Sm. Rituparna Maity Rituparna Seta	Rituparna Seta 16/1/2024
28.	Member	Sm. Sanghamitra Paul	Sanghamitra Paul 16.01.24
29.	Member	Sm. Koyel sengupta	Koyel 16/1/24
30.	Member	Sri. Prasenjit Das	Prasenjit Das 16/1/24
31.	Member	Sri. Amit Kumar Mondal	Amit 16/1/2024
32.	Member	Sri. Joydeb Bhattacharya	
33.	Member	Sm. Shilpa Das	Shilpa 16/1/24
34.	Member	Sri. Anupam Mukherjee	

(Signature)
08/01/2024

Dr. Soma Ghosh

Principal
Principal

Hiralal Mazumdar Memorial College
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Ref. No.

Date 08/01/2024.

08.01.2024



Notice

A meeting of IQAC Working Team will be held on 16th January 2024 at 02:30 P.M in the Anandalok Hall to discuss regarding next plan of action.

All concerned members of the committee are requested to remain present in the said meeting.

IQAC Working Team

<u>Sl. No.</u>	<u>Designation</u>	<u>Name</u>	<u>Signature</u>
1.	Principal & Secretary	Dr. Soma Ghosh	
2.	Member	Dr. Lipika Mullick	Lipika 08/01
3.	Member	Dr. Sonali Mukherjee	SBM 9/1/24
4.	Member	Dr. Pradipta Mukherjee	Pm 10/1/24
5.	Member	Dr. Madhushri Das	MD 08/01
6.	Member	Dr. Partha Pratim Pradhan	PP 11/01/24
7.	Member	Dr. Dilip Panda	Dilip Panda 8/01
8.	Member	Dr. Sujata Mukhopadhaya	Sujata 10/1/24
9.	Member	Dr. Indrajit Biswas	IB 8/1/24
10.	Member	Dr. S. Rehan Ahmad	Rehan Ahmad 9/1/2024
11.	Member	Dr. Chandrabali Dutta	Dutta 9/1/24
12.	Member	Sri. Mriganka Narayan Das	M 11.1.24
13.	Member	Dr. Pritha Kundu	P 10/01/24
14.	Member	Dr. Amrita Banerjee	AB 08/01/24
15.	Member	Dr. Sreyashi Ghosh	S. Ghosh 9.1.24
16.	Member	Sm. Sandhya Saren	Sandhya Saren 9.1.24
17.	Member	Dr. Rittwik Chatterjee	R Chatterjee 10.1.24
18.	Member	Sm. Aatreyee Bhattacharyya	Aatreyee Bhat 9/1/24



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Ref. No. _____

Date 08/01/2024

19.	Member	Sri. Bidhan Baidya	Bidya 11/1/24
20.	Member	Sm. Debi Bhattacharya	Debi Bhattacharya
21.	Member	Dr. Mohua Seth	M. Seth
22.	Member	Dr. Arpita Mukherjee	Arpita. 9/1/24
23.	Member	Dr. Debasmita Pathak	Debasmita Pathak
24.	Member	Sm. Debdutta Ganguly	Debduttachatterjee
25.	Member	Sm. Kamalika Das Majumdar	Kamalika Majumdar 10.1.24.
26.	Member	Sm. Rituparna Maity	Rituparna
27.	Member	Sm. Rituparna Maity	
28.	Member	Sm. Sanghamitra Paul	Sanghamitra
29.	Member	Sm. Koyel sengupta	Koyel
30.	Member	Sri. Prasenjit Das	Prasenjit
31.	Member	Sri. Amit Kumar Mondal	Amit
32.	Member	Sri. Joydeb Bhattacharya	Joydeb 9/1/24
33.	Member	Sm. Shilpa Das	Shilpa 9/1/24
34.	Member	Sri. Anupam Mukherjee	Anupam 10.1.24

08/01/2024

Dr. Soma Ghosh

Principal

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Date 08/01/2024.

08.01.2024



Notice

A meeting of IQAC Working Team will be held on 16th January 2024 at 02:30 P.M in the Anandalok Hall to discuss regarding next plan of action.

All concerned members of the committee are requested to remain present in the said meeting.

IQAC Working Team

Sl. No.	Designation	Name	Signature
1.	Principal & Secretary	Dr. Soma Ghosh	
2.	Member	Dr. Lipika Mullick	
3.	Member	Dr. Sonali Mukherjee	
4.	Member	Dr. Pradipta Mukherjee	
5.	Member	Dr. Madhushri Das	
6.	Member	Dr. Partha Pratim Pradhan	
7.	Member	Dr. Dilip Panda	
8.	Member	Dr. Sujata Mukhopadhaya	
9.	Member	Dr. Indrajit Biswas	
10.	Member	Dr. S. Rehan Ahmad	
11.	Member	Dr. Chandrabali Dutta	
12.	Member	Sri. Mriganka Narayan Das	
13.	Member	Dr. Pritha Kundu	
14.	Member	Dr. Amrita Banerjee	
15.	Member	Dr. Sreyashi Ghosh	
16.	Member	Sm. Sandhya Saren	
17.	Member	Dr. Rittiwik Chatterjee	
18.	Member	Sm. Aatreyee Bhattacharyya	



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Date 08/01/2024

19.	Member	Sri. Bidhan Baidya	Bidhan Baidya 16/1/24
20.	Member	Sm. Debi Bhattacharya	Debi Bhattacharya 16/1/24
21.	Member	Dr. Mohua Seth	M. Seth 16/1/24
22.	Member	Dr. Arpita Mukherjee	Arpita 16/1/24
23.	Member	Dr. Debasmita Pathak	
24.	Member	Sm. Debdutta Ganguly	Debdutta 16.1.24
25.	Member	Sm. Kamalika Das - Majumdar	Kamalika Das Majumdar 16.1.24
26.	Member	Sm. Rituparna Maity	Rituparna Maity 16/01/2024
27.	Member	Sm. Rituparna Maity	
28.	Member	Sm. Sanghamitra Paul	
29.	Member	Sm. Koyel sengupta	Koyel 16/1/24
30.	Member	Sri. Prasenjit Das	Prasenjit 16/1/24
31.	Member	Sri. Amit Kumar Mondal	Amit Kumar Mondal
32.	Member	Sri. Joydeb Bhattacharya	Joydeb Bhattacharya
33.	Member	Sm. Shilpa Das	Shilpa Das
34.	Member	Sri. Anupam Mukherjee	

Soma Ghosh
08/01/2024

Dr. Soma Ghosh
Principal
Principal

Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata-700 035

classmate

Date

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Re-accredited with A+ Grade (3rd Cycle) by NAAC in 2023

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Venue : Meeting Hall of HMMCW

Date : 16.01.2024

Time 2.30 pm onwards

1. Resolved that the proceedings of the meeting were read and confirmed unanimously by the members present in the meeting

2. Resolved that AQAR 2022- 23 will be submitted by April, 2024.

3. Resolved that the following members will take charge for the preparation AQAR and will work as criteria Coordinators/ members till further order: -

Criterion 1- Coordinators- Dr. Chandrabali Datta and Dr. Pritha Kundu; others associate members will be Kamalika Das Majumder, Dr. Arpita Mukherjee, DebduittaGanguly.

Criterion 2- Coordinators- Dr. MadhusreeDas Datta and **Dr. Mriganka Narayan Das; other members would be, Dr.Sreyasi Ghosh;** DebduittaGanguly and AatreyeeBhattacharjee.Dr. ParthaPratim Pradhan and Dr. Dilip Panda will help, as and when required by giving necessary advice.

Criterion 3- Coordinators- Dr.S Rehan Ahmad and Dr. Sandhya Saren, other associate member will be Smt. DebiBhattacharjee.

Criterion 4- Coordinators- Dr.LipikaMullik Ray and Dr. Indrajit Biswas; other members would be Smt.KoelSengupta, Mr. Bidhan Baidya.

Criterion 5- Coordinators- Dr.Pradipta Mukherjee and Dr. Debasree Ghosh Biswas; other members will be Smt. DebiBhattacharjee, Sri.BidhanBaidya, Smt. Priyanka Das, Smt. Sriparna Chatterjee

Criterion 6- Coordinators- Dr. Amrita Banerjee and Dr. Rittwik Chatterjee; RituparnaMaity, AatreyeeBhattacharjee, Dr.Mahua Seth and Debasmita Pathak be associated as team members.

Criterion 7- Coordinators- Dr. Sujata Mukhopadhyay and Dr. Madhumita Mondal, Rituparna Maity, Utsa Bhattacharjee to be included as other associate members.

4. Resolved that each Faculty member should have at least 02 Publications per year- one in Scotopia and another in College Publication/ UGC Care- listed or peer- reviewed other journals. Dr.Debasree Ghosh Biswas and Dr.Madhusri Das Dattawill monitor the process of Publications.

5. Resolved that Dr. Rehan Ahmed and Lt. Sandhya Saren will take measures to motivate teachers for quality publications so that Criterion 3 related score in NAAC accreditation can be improved.

SBU 16/1/24

IQAC CO-ordinator
Hiralal Mazumdar Memorial College
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6. Resolved that all Criterion- Heads would consult office team consisting of Shri Prosenjit Das, Shri Amit Mondal, Shri Asim Kumar Sinha, Shri Joydeb Bhattacharyya, Smt. Shilpa Das, Shri Anupam Mukherjee as per requirement.

7. Resolved that HoD of each Department will submit class reports of all Faculty members of his/her Department to the Principal Madam at the end of the month w.e.f. April, 2024.

8. Resolved that Dr. Lipika Mallik Ray as Routine Committee Convenor will check implementation of Central routine in all Departments with the help of her committee members.

9. Resolved that all departments will submit the proposal of seminars/workshops/conferences to the Principal and IQAC Coordinator through the seminar sub-committee. The convener of the seminar sub-committee will share the modalities after the meeting of the said committee for the smooth conduction of seminars/workshops/conferences etc.

10. Resolved that Academic Sub- Committee Convenors will sign Academic Monitors at the end of the month and in end of the session Academic Monitors will be signed by Principal and IQAC Co- Ordinator, w.e.f. April, 2024.

11. Resolved that Dr. Lipika Mallik Ray and Dr Sonali Mukherjee be requested to collate the suggestions from the faculty members for next course of initiatives to be undertaken by the IQAC.

Further resolved Dr. LipikaMullik Ray and Dr.SRehan Ahmed must take measures to boost up the activities of IIC andrejuvenate RDC.

Also resolved that Bursar must take into account the necessity of increasing Computers in Central Library, increasing English version books in Dept. Seminar Libraries, Central library etc. while proposing budget.

IQAC Coordinator, Dr. Sonali Mukherjee, and NAAC Coordinators, Dr. Pradipta Mukherjee and Dr. Madhusri DasDattaare requested to submit requisitions in the Post-NAAC phase to the Bursar within 7th March, 2024.

12. Resolved that 2nd NSS Unit in College be opened. Departments are requested to nominate 1st Semester students for NSS, NCC, Cultural programmes and Departmental toppers be nominated for different activities of the college.

13. Resolved the following as slated in the floor of the meeting;

- Youth Redcross Society be initiated under Dr. Sujata Mukherjee.
- Entrepreneurship Development Cell be introduced under the supervision of Dr. Pradipta Mukherjee, AtrayeeBhattarjee, DebiBhattcharjee, PiyaliMitra, MunmunKundu, Debarati Chakraborty and Deb DuttaGanguly be included as other associate members.

SBM 16/1/24

IQAC CO-ordinator

Hiralal Mazumdar Memorial College

For Women

Dakshineswar, Kolkata – 700 035



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- Rituparna Maity and Rittik Acharya be requested to take initiatives for maintaining Butterflygarden, Kitchengarden, Orchard, Orchid house, Rain Water Harvesting, Energy audit, Green audit, Environment audit etc. under the supervision of Dr. Indrajit Biswas.

14. Resolved that all scripts of Internal Assessments should be submitted to Shri Amit Mondal in office so that Marks can be checked by the Principal with the help of the Conveners of the Academic Subcommittee, as practiced since the beginning of the internal assessment. Examination Subcommittee will monitor the process of continuous evaluation and internal assessment, SEC, VAC etc. and will submit the report to the Academic sub-committee.

15. Resolved that educational tours must be conducted with extreme security so that students' safety could be maintained and HODs should take vigilant role in this respect.

16. Resolved that the earlier decision regarding the rotational duty of HOD for two years among substantive teachers will be implemented universally from the F.Y. 2024-25.

17. Resolved that henceforth Mr. Mir Md Iqbal Alam and Mr. Kaoser Rahman will be the Co-ordinators of the certificate courses of Urdu Department and will act under supervision of Dr. S Rehan Ahmad.

Further resolved that Mr. Mir Md Iqbal Alam and Mr. Kaoser Rahman will help the in-charge Dr. S Rehan Ahmad in managing the office of the department.

Certificate Course Coordinators may be engaged to facilitate certificate courses, as for regular teachers time management is being a problem.

Further resolved that Dr. Payel and Dr. Reema Gupta will be the Coordinators of the Certificate courses of Hindi Department and will act under the supervision of Dr. Chandrabali Dutta (in-charge).

18. Regarding CAS of the substantive teachers, IQAC must check all the documents, along with the service book of the incumbents in original. Dr. Tamal Mondal, Dr. Indrajit Biswas and Dr. Prodip Das be requested to submit CAS files, as names of their Nominees have already been received by college office. Others, be given intimations to submit their files, enabling IQAC to seek names of Nominees from DPI and University. Resolved that names of Nominees be invited for CAS of Smt. Koel Sengupta, Dr. Rehan Ahmed, Dr. Sujata Mukherjee, as they have submitted their files, though minor corrections are to be added. Smt. Soma Saha be requested to submit her CAS File, to enable IQAC to seek names of the Nominees.

SBM 16/1/24

IQAC CO-ordinator
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata – 700 035


Principal & Secretary
Hiralal Mazumdar Memorial College
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Dakshineswar Kolkata-700 035



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Ref. No.

Date: 27.03.2024

Date

NOTICE

Subject: Meeting Notice: IQAC Meeting for AQAR Review

Dear Criteria Coordinators,

I am writing to inform you about an important meeting of the Criteria Coordinators of Internal Quality Assurance Cell (IQAC) with Principal scheduled to be held on **09.04.2024** at **12:30 P.M.** in the meeting room of our college. The purpose of this meeting is to review the completion of the Annual Quality Assurance Report (AQAR) session: 2022 - 2023.

In this regard, all Criteria Coordinators are kindly requested to attend the meeting with updated records related to their respective criteria.

Your presence and active participation in this meeting are crucial as we strive to maintain and enhance the quality standards of our institution.

All Concerned are requested to note.

SBM
Bm 27/3/24

Dr. Soma Ghosh

Principal

Principal

Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata-700 035

Members Present

- ① ~~Name / Date~~ 09.4.24
- ② Sonali Mukherjee
- ③ Dulida 09.04.24
- ④ Anirban Narayan Das 9.4.24
- ⑤ Shreyasi Ghosh 09.4.2024
- 6 Anvita Banerjee 09/04/24
7. Ritwik Chatterjee 09/04/2024
8. Santya Soren 09/04/2024
9. Kumalika Das Majumdar 9.4.2024
10. Arpita Mukherjee 09/4/24
11. Dilip Panda 09.04.2024
12. Anon 09/04/24
13. ~~Name~~ 9/4/2024
14. ~~Name~~ 09/04/2024
15. Madhusudan Das 09/04/24
16. Radipatunga 9/4/24
17. Sujate Mishra Padhyay 9/4/24
18. Yashwantrao Yashwantrao 9/4/24



HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN

DAKSHINESWAR, KOLKATA-700035

Re-accredited with A+ Grade (3rd Cycle) by NAAC in 2023

E-mail: hmmcw35@gmail.com Website: www.hmmcollege.ac.in

Venue: Meeting Room

Date 09.04.2024

Time: 12.30 pm onwards

1. Resolved that proceeding of the meeting dated 16.01.2024 are read and confirmed.
2. AQAR 2022-23 related Criterion wise discussions took place. As requested by the Principal Dr. Soma Ghosh following teachers will be in-charge of the Criterion:
(Criterion 1 by Dr. Chandrabali Datta , Dr. Pritha Kundu Criterion 2 by Dr. Madhushri Das;
Criterion 3 by Dr. Rehan Ahmed and Smt. Sandhya Saren; Criterion 4 by Dr. Lipika Mullick;
Criterion 5 by Dr. Pradipta Mukherjee; Criterion 6 by Dr. Amrita Banerjee; Criterion 7 by Dr. Sujata Mukhopadhyay).
3. Resolved that on duty leave would be sanctioned by Principal Madam in cases of paper presentations in seminars/ role of resource persons/hands- on-training workshops/FDP etc. but teachers must take C.L or E.L in cases of participation in seminars outside HMMCW College without paper presentation.
4. Resolved that Academic and Administrative Audit will be conducted in college on 19.4.2024 and teachers should be present in college premises within 11.30 a.m. on the day of audit. Moreover, Principal Madam announced that Departments should be ready with only documents because there will be no PPT presentation on that particular day of Audit.
5. Resolved that everyone should produce hardcopy of their OP, RC, FDP etc to IQAC, so that it can maintain a register of OP, RC, FDP etc. related details.
6. Resolved that teachers must submit their individual performance report and Departmental Audit report (2022- 2023) within the stipulated time as per her previous notice.
7. Resolved that Green Audit/Academic and Administrative Audit / Financial Audit conducted on regular basis in HMMCW can be mentioned as one of the best practices.
8. Resolved that Principal will give official letters to Convenors of all Sub- Committees and photocopies of letter given by the Principal will be received by members of each and every Committee of HMMCW College through the conveners of the respective committees. Date of Committee formation, GB date, item no. and validity will be mentioned in official letters to Convenors.
9. Resolved that Committee list will be given in College Website by NTS Shri Amit Mondal.
10. Resolved that Gender budget will be prepared by Dr. Pritha Kundu and Smt. Rituparna Maity.
11. Resolved that HOD / In charge of each and every Department should submit routine copies to Routine Committee Convenor Dr. Lipika Mullick Ray.
12. Resolved that HOD/Incharge should submit monthly academic monitor to Academic Sub-Committee Convenors who will sign the monitors of all Departments w.e.f April 2024 .IQAC Coordinator and Principal will sign the same at the end of each academic Year.
13. Resolved that reports of IIC and RDC will be submitted to the Principal by Dr. Lipika Mullick and Dr. Rehan Ahmed within 19.4.2024.
14. Resolved that by 19.4.2024 Criterion wise reports of AQAR 2022- 2023 should be submitted to the Principal for her perusal.

Principal
Hiralal Mazumdar Memorial College
for Women
Dakshineswar, Kolkata - 700 035

Sonali Mukherjee

IQAC CO-ordinator
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata - 700 035

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15. Resolved that Dr. Indrajit Biswas will give butterfly and kitchen garden related reports to Principal and Redcross Society related report will be submitted by Dr. Sujata Mukhopadhyay.

16. Resolved that internal assessments related scripts will be submitted by Departments to Examination Sub- Committee Convenors namely Smt. Sandhya Saren and Dr. Madhumita Mondal.

NTS Shri Ashim Kumar Sinha will be custodian of those scripts and SACT Faculty member Shri Bidhan Baidya will take part in marks uploading process in WBSU Portal with Shri Amit Mondal (NTS).

17. Principal Madam discussed about issues related to safety of students in educational tours and resolved that no other department's teachers be allowed to accompany unless unavoidable.

18. Resolved that the decision regarding rotational headship in Departments be executed.

19. Resolved that management of internal administration of Hindi Department of HMMCW College be given in the hands of Dr. Chandrabali Dutta.

20. Noted that service book is utmost necessary for promotion / CAS and the same must be updated to verify leave and service related details.

21. Principal Madam announced that Dr. Indrajit Biswas, Dr. Prodip Das should submit CAS related files to IQAC Co- Ordinator Dr. Sonali Mukherjee and also stated that CAS related procedure has been started for Dr. Sujata Mukhopadhyay, Smt. Koel Sengupta, Dr. S. Rehan Ahmed. Principal said that Smt. Soma Saha has submitted her CAS related papers already. Noted that Dr. Tamal Mondal has not yet submitted CAS File.

22. Resolved that Departments should give reports on teachers' publications to IQAC four times in a year for proper database management.

Thus, having no other agenda to discuss, the meeting ended with vote of thanks to the chair.

Principal
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata - 700 035

Sonali Mukherjee

IQAC CO-ordinator
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata - 700 035

Members present

1. Anamika 19/4/2024
2. Anvita Datta 19/4/2024
3. Madhavi Sen 19/04/2024
4. Anshu 19/04/24
5. Anshu 19/04/2024
6. Bijata Mukhopadhyay 19/4/24
7. Kamalika Das Majumdar 19.4.2024.
8. Anindita Samanta. 19/4/24
9. Poulami Sinha 19.4.24
10. Monalisa Murthy 19.4.24
11. Usmi Saha 19.04.2024
12. Swarna Jha 19/4/2024
13. Ishita Chatterjee 19/4/24
14. M. Seth 19/4/24
15. Sanghamitra Pal 19.4.24
16. Suparna Ghoshly 19.04.24
17. Mausumi Bhattachick 19.04.24
18. Rupa Sen 19.04.24
19. Mausumi Ashikari 19-04-24
20. Tanushree Chakraborty. 19.04.24.
21. Usha Bhattacharya 19/4/24
22. Priti Kundu 19/4/24
23. Anirban Chattopadhyay 19/4/24
24. Rebdutta Chattopadhyay 19.4.24
25. Abha Basu Chaudhry 19/04/24.
26. Anamika Dhar 19/4/24
27. Tanaya Ray 19/4/24
28. Monjila Khater 19/04/24
29. Haimonjee Mukherjee 19/4/24.
30. Smritiparna Biswas. 19/4/24.
31. Munmun Kundu 19/4/24.
32. Dr. Anvita Chaudhuri 19/4/24
33. Poojara Bhattacharya. 19.4.24.

35. Triparna Seth 19/04/2024
36. Chandrakali Dutta 19/04/2024
37. Samarwita Lala 19.04.24.
38. Arpita Das 19.04.24
39. Kajanti Chakraborty. 19/04/24.
40. Sharmistha Mitra 19-04-2024.
41. Arpita Mukherjee. 19/4/24
42. Nabiganka Banerjee Sa, 19/4/24
43. Ritwik Chatterjee 19/04/24
44. Gopa Chatterjee 19/04/24
45. Mousali Sinha. 19/4/24.
46. Abasmita Pathak. 19/4/24.
47. Ritwik Acharya 19/4/2024
48. Anvita Banerjee 19/04/2024
49. Sandhya Saha 19/4/2024
50. Bichan Baidya 19/4/2024
51. ~~Rituparna Maiti 19/4/2024.~~
52. ~~Madhushree Das 19/4/24.~~
53. Sullide 19.04.24
54. ~~Ritwik Acharya 19-04-24~~
55. ~~Sandhya Saha 19/04/24~~
56. ~~Chikanta Jha 19/04/2024~~
57. ~~Paneya Arany, 19/04/2024~~
58. ~~Rudipta Chakraborty 19/04/2024~~
59. ~~Panna Mondal 19.04.24.~~
60. ~~Rabisankar Das 19/04/24.~~
61. ~~S. P. Das 19.04.24~~
62. ~~Rehan Shmud 19/04/2024~~
63. ~~Santanu Das 19/04/24~~
64. ~~Yashvirika Yadav 19/4/24~~
65. ~~Seeta K. Das 19.04.24.~~

Academic & Administrative Audit

2022-23

Meeting of the auditors with the Criteria coordinators and with the Academic Sub-comm. Conveners.

- 1) Anamika → 19.4.24
- 2) M. K. → 19.4.24
- 3) N. K. → 19/4/24
- 4) N. K. → 19/4/24
- 5- Abhinav Narayan → 19.4.24
6. Anshu Anshu padhyay 19/4/24
7. Debashree Ghosh (Biswa) 19.4.24
8. Suleika 19.04.2024
9. Chandrabali Dutta. 19/02/2024
10. Arpita Mukherjee 19/4/24
11. < Behan Ahmad 19/4/2024.
12. Anshu 19/01/24
13. Anshu 19/4/2024
14. Sonali Mukherjee 19/4/24
15. Debajit Chatterjee 1

Date: 09.04.2024

Corrigendum Notice Date: 03.04.2024

NOTICE

Subject: Submission Deadline for Academic and Administrative Reports

Dear Faculty Members,

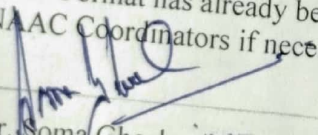
As part of our ongoing commitment to maintaining the highest standards of academic excellence and administrative efficiency at Hiralal Mazumdar Memorial College For Women, I am writing to remind you of the upcoming submission deadlines for important reports.

Academic Audit Report: All teaching staff members are required to submit their Academic Account Report for the academic year 2022-2023 to the Internal Quality Assurance Cell (IQAC) **by April 15, 2024**. This report plays a crucial role in assessing our academic performance and ensuring continuous improvement in our educational practices.

Administrative Audit Report: Additionally, the administrative office is tasked with compiling the Administrative Work Report, which should be submitted to me **by April 15, 2024**. This report serves as a comprehensive overview of the administrative operations conducted throughout the academic year.

Departmental Profile: Furthermore, all Heads of Departments (HoDs) of Session: 2022 - 2023 are requested to submit the departmental profile for the academic year 2022-2023 **by April 15, 2024**, to the IQAC. This profile provides valuable information about the achievements, activities, and initiatives undertaken by each department during the specified session. The timely submission of these reports is essential for the smooth functioning and advancement of our institution. Your cooperation and attention to this matter are greatly appreciated. A four-layer audit process will be conducted **on 19.04.2024**. All Teaching & Non - Teaching Staff are hereby directed to remain present on the aforementioned day.

Note: Format has already been given to you. Contact Academic Sub - Committee conveners / IQAC / NAAC Coordinators if necessary.


Dr. Soma Ghosh
Principal

Principal
Hiralal Mazumdar Memorial College
For Women
T. S. Ghosh, Kolkata - 700 005

Copy To:

- Dr. Sonali Mukhopadhyay, IQAC Coordinator
- Dr. Debashree Ghosh Biswas, Jt. Convener of Academic Sub-Committee
- Dr. Madhushri Das, NAAC Coordinator
- Dr. Pradipta Mukherjee, NAAC Coordinator & Convener Academic Sub-Committee
- Dr. Mriganka Narayan Das, Jt. Convener of Academic Sub-Committee
- Sri. Prasenjit Das, Head Clerk

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HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN
DAKSHINESWAR, KOLKATA-700035

Re-accredited with A+ Grade (3rd Cycle) by NAAC in 2023

E-mail: hmmcw35@gmail.com Website: www.hmmcollege.ac.in

Venue: Staff Room and Meeting Room Date: 19.04.2024 Time: 12 Noon onwards

1. Resolved that proceeding of the meeting dated 09.04.2024 are read and confirmed
2. Dr. Madhumita Sen, External GB Member, said to our esteemed faculty members, and the students that they are thrilled to announce that our institution has achieved an outstanding A+ grade in the NAAC assessment. This remarkable achievement is a testament to our collective hard work, dedication, and commitment to excellence. As external members of the GB; they have had the privilege of reviewing our institution's progress and growth over the past few years. They are impressed by the significant strides the college has made in academics, research, infrastructure, and governance under the able leadership of Dr. Soma Ghosh, Principal. She also praised our academic monitor. She further mentioned that the leave and daily activities to be documented properly. She congratulated on this outstanding achievement and wished success in our future endeavours and said that she will look forward to see our institution reach even greater heights in the future. She also stressed on the importance of maintaining proper service books. The college should adopt all possible measures to maintain the academic gradation of the college given by NAAC.
3. Dr. Amrita Dutta, External GB Member said that the achievement of our institution A+ grade is a reflection of its strong leadership, innovative teaching methods, and student-centric approach.

She appreciated the emphasis we have placed on skill development, community engagement, and sustainability initiatives. This achievement is not just recognition of our past efforts but also a challenge to continue striving for excellence. She encouraged us to build on this momentum, pursue new frontiers, and remain committed to providing a world-class education to our students. She stressed on documentation and website to be administered by senior teachers with help from junior teachers. She said that service documentation is vital as e-pension may be started shortly by the dept. of higher education

4. Later a meeting with criteria coordinators was held. There was a detailed discussion about advancement of all criteria. They were also asked to present the hard copy of the report at IQAC.

Thus having no other agenda to discuss, the meeting ended with vote of thanks to the chair.

Principal
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata - 700 035

Sonali Mukherjee

IQAC CO-ordinator
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata - 700 035



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E-mail : hmmcw35@gmail.com / Website : www.hmmcollege.ac.in

Phone No: (033) 2564-5148 / 2544-2633
(033) 2544-4522

Ref. No.

Date: 09.05.2024



Date

NOTICE

Subject: State-Sponsored Workshop on Intellectual Property Rights and Final Review of AQAR (2022-2023)

To: All Teaching and Non-Teaching Staff

We are pleased to inform you that Hiralal Mazumdar Memorial College For Women, in collaboration with Ramkrishna Mission Vivekananda Centenary College, will be organizing a state-sponsored workshop on the topic of Intellectual Property Rights. This workshop will be held tomorrow, i.e., 10.05.2024, at the Mangalalok Hall of our college, starting from 11:30 A.M. Additionally, the final review of the Annual Quality Assurance Report (AQAR) for the academic year 2022-2023 will be reviewed in Room No. B-105 of our college from 12:30 P.M. All Teaching and Non-Teaching Staff are hereby directed to attend both events punctually. Attendance for both teaching and non-teaching staff is mandatory, except for those who have been granted prior sanctioned leave. Please note that all classes will remain suspended on 10.05.2024, to facilitate the participation of staff in these important events.

By Order
Dr. Soma Ghosh
Principal

**Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata-700 035**

Venue:

Date

10/5/24

Time:

13:30

1.	Amrita	10/5/24	
2.	Sonali Mukherjee		
	Kipika Mallik Ray		
	Sujati Mukhopadhyay	10.5.25	13.30
	Shrindha Samanta	10/5/24	13:30
	Swarna Jha	10/5/24	13:30
	Ishita Chatterjee	10/5/24	13:30
	Abha Basu Chaudhury	10/05/24	13:30
	Suparna Ganguly	10/05/24	13:30
	Ritwik Chatterjee	10/05/24	13:30
	Mriganka Narayan Das	10/5/24	13:30
	Smeyari Ghosh	10/5/24	13:30
	Ashrayee Bhattacharyya	10/5/24	13:30
	Chindita Mondal Chattopadhyay	10/5/24	13:30
	Sonali Kar	10/5/24	13:30
	Dr. Anvita Chandhuri	10/5/24	13:30
	Monjila Khater	10/05/24	13:30
	Maitrayee Mukherjee	10/05/24	1:30
	Yashvita Yash	10/5/24	1:30
	Rajasree Chakraborty	10/05/24	
	Samarita Laha	10.05.24	
	Aspita Das	10.05.24	
	Shamistha Mitra	10-05-24	
	Rajjana Banerjee	10.05.24	
	Bidhan Bandyopadhyay	10/05/2024	
	Sudhansu Biswas	10/05/2024	1:30
	Anindya Sundar Bhunia	10/05/2024	1:30
	Santanus Das	10/05/2024	1:30
	Rishi	10/05/2024	1:30
	Ritwik Acharya	10/05/2024	1:30
	Rishi	10/05/2024	1:30
	Kibakanta Jha	10/05/2024	1:30
	Sabita Khatun	10/05/24	
	Rishi	10/5/24	1:30 1:30
	Mir Md Iqbal Alam	10/05/24	1:30
	Kausar Rahman	10/05/24	1:30

Kajal Roychanda	10/05/24	
Anvita Banerjee	10/05/24	
Rasna Mondal	10/05/24	13:30
Tanushree Chakraborty	10/05/24	13:30
Mousumi Adhikari	10-05-24	18:30
Laxmi Manna	10/5/24	13:30
Anirban Chattopadhyay	10/5/24	13:30
Pitambar Chakraborty	10/05/24	13:30
Kamika Anand	10/05/24	13:30
Chandrabati Datta	10/05/2024	1:30 pm.
Pradyota Mukherjee	10/05/2024	
Debdutta Chatterjee	10.5.24	1:30 pm.
Debasmita Pathak	10.05.24	1:30 p.m.
Triparna Saha	10.05.24	1:30 pm.
Nandini Das	10/05/24	1:30 pm.
Mousumi Bhattacharya	10/05/24	1:30 pm.
Arpita Mukherjee	10/5/24	1:30 p.m.



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Venue: B -105

Date 10.05.2024

Time: 01.30 pm onwards

1. Resolved that proceeding of the meeting of IQAC dated 19.04.2024 are read and confirmed.
2. Resolved that review of the documents, both narrations and data templates of all criteria related to preparation of AQAR 2022-23 were presented by all criteria coordinators before the faculties and staffs of the college in presence of the Principal, IQAC Coordinator, NAAC Coordinators and all IQAC members.
3. Resolved that after inspecting all the narration, additional information related documents and numerical for metrics related to QnM of the criteria, the corrections and all alterations are noted to be inserted in the AQAR 2022-23 before final submission . These are as follows:
 - 3.1 For the Part A portion of AQAR, the number of outgoing students will be inserted in point 2.3 against Number of outgoing/ final year students during the year
 - 3.2 For the Criterion 1/Curricular Aspects – for QnM 1.3.2 there are data insufficiency for field works/ projects works/internships by the departments and also for availability of documents supporting the claim; its effect on QnM 1.3.3 be checked.
 - 3.3 For Criterion 2/Teaching- Learning and Evaluation – for QIM 2.2.1 be revised and the classifications of advanced learners and slow learners as set by academic sub-committee of the college be clearly mentioned. In case of QIM 2.6.2 descriptions and examples related to PSOs must be focused in respect to the role of the Career Counselling & Placement Cell.
 - 3.4 For Criterion 3/Research, Innovations and Extension – for QIM 3.3.3 the narration was missing or not filled. In case of QnM 3.2.1 there were discussions regarding the exact number of publications and in QnM 3.3.4 the number of students in participating extension activities needs to be rechecked.
 - 3.5 For Criterion 4/ Infrastructure and Learning Resources- for all narrations to be adjusted for the word count and resources related to IT and curricular and co-curricular aspects, laboratories, environment and all maintenance related resources to be arranged accordingly. In case of QnM 4.4.1 Expenditure incurred on maintenance of infrastructure, the exact final amount must be mentioned and in QIM 4.4.4 all the AMCs must be added.
 - 3.6 For Criterion 5/ Student Support and Progression- Needs few revisions in respect to additional information.
 - 3.7 For Criterion 6/Governance, Leadership and Management – In case of QIM 6.2.1, the committees and bodies are to be arranged like, GB>Finance> IQAC > Academic Sub Committee.
QIM 6.4.1 must to rewrote and amount must be corrected and finalized (QnM 6.4.2), in case of 6.4.3 the MoU and collaborations and mobilizations of Funds to be re-written in compliance with the resolutions taken in Governing Body.

SBN



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In QIM 6.5.1 the collaborations and role of Career Counselling & Placement Cell has to be mentioned and QIM 6.5.2 the feedback from each department will be included.

- 3.8 For Criterion 7/ Institutional Values and Best Practices – In case of QIM 7.1.1 the word 'equity' is mentioned and the answer has to be written with the parity towards Gender Equity Cell, previously called Nari Samsad. In case of QIM 7.1.3 Chemical waste management should be properly depicted. QIM 7.1.4 the Communal harmony and the celebration and awareness drive need to be highlighted. In QIM 7.1.11 the dates of the event should be depicted as month-wise starting from January, however word count be considered. QIM 7.2.1 Best Practices may be 3 in number and 360-Degree Teachers' Performance Appraisal will be included. In QIM 7.3.1, Institutional Distinctiveness needs different approach in respect to the demands of a Women's college.
- 3.9 The Future Plan will be re-written properly and some points will be removed (Tissue Culture Lab, SWAYAM, Web-OPAC Koha)
4. Resolved that after all alternations and corrections made and changed, the Principal, IQAC Coordinator with NAAC Coordinators, Criteria Coordinators will meet virtually on 14.05.2024 for the final submission of NAAC AQAR 2022-23. Thus, having no other agenda for discussion, the meeting ended with vote of thanks to the chair.

Sonali Mukherjee

IQAC CO-ordinator
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata – 700 035

Principal
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata – 700 035