



HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN

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

DAKSHINESWAR • KOLKATA - 700 035

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

Ref. No.

Date

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.

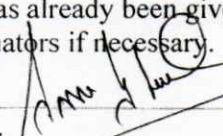
Academic Audit Report: All teaching staff members are required to submit their Academic Account Report for the academic year 2022-2023 to the Internal Quality Assurance Cell (IQAC) **by April 15, 2024**. This report plays a crucial role in assessing our academic performance and ensuring continuous improvement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

Dakshineswar, Kolkata-700 035

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