



# 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



## Notice

### Subject: Submission of Documents for AQAR Submission

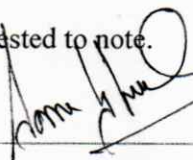
To All Heads of Departments (HoDs),

As we approach the deadline for the Annual Quality Assurance Report (AQAR) submission, I am writing to remind you of the importance of timely document submission for the session 2022 - 2023. All HoDs for the session 2022 - 2023 are hereby requested to submit the following documents in soft copy format to the email address [hmmcacademiccalendar@gmail.com](mailto:hmmcacademiccalendar@gmail.com) positively by 15th April, 2024:

1. Academic Calendar and Academic Monitor (Hard Copy)
2. Academic Plan
3. Course Outcome (CO), Program Outcome (PO) Mapping, Program Specific Outcome (PSO)
4. Certificates/Add-on Courses (Brochures, Course Content, Register Enrolment Details, Certificates)
5. Board of Studies (BoS) Details, University Evaluation, Scrutiny, Paper Setting, Moderation, etc.
6. Link or Screenshots of ICT-Based Teaching-Learning
7. Departmental Meeting Reports
8. Departmental Event Reports
9. Departmental Routine

Please ensure that the documents are organized and clearly labelled for ease of reference during the AQAR compilation process.

All Concerned are requested to note.

  
09.4.2024

Dr. Soma Ghosh  
Principal  
Principal Hiralal Mazumdar Memorial College  
For Women  
Dakshineswar, Kolkata-700 035