



YEARLY STATUS REPORT - 2022-2023

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.	03325444520
• 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	
• Affiliated / Constitution Colleges	Affiliated
• 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_2021_2022.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/aqar/1.1.2.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C++	66	2005	01/03/2005	02/02/2009
Cycle 2	B++	2.77	2016	03/12/2016	02/12/2021
Cycle 3	A+	3.33	2023	29/12/2023	28/12/2028
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	View File				

IQAC		
9.No. of IQAC meetings held during the year	18	
<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)		
Organized 7 Days' National Level Faculty Development Program on Preparedness for the revised accreditation framework 2022 in collaboration with the West Bengal State Council of Higher Education and 6 other colleges from 19.09.2022 - 26.09.2022		
Publication of books enabling teachers to disseminate knowledge and information on different disciplines.		
Conducting Seminars on Cross-cutting issues like Gender, Human Values, Sustainable environment, etc		
Signing MOU's with International Benevolent Research Foundation, Rahara for research purpose, Hulladek Recycling Pvt. Ltd for E-waste management, Netaji Subhas Open University for Distance Learning, WEBEL for skill development, etc.		
Initiation of SWAYAM Courses.		
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
<p>Introduce Honours course in Computer Science, Hindi and B. Com, Post-Graduation (PG) degree courses in English, History, Political Science and Education and Post-Graduate Diploma in Computer Applications (PGDCA).</p>	<p>Not yet done as SOP is yet to be approved by the Govt. of West Bengal</p>
<p>Initiate Value Education in collaboration with schools and colleges</p>	<p>Value Education seminar by RKMVC and teaching staffs (teaching VAC of newly introduced NEP curriculum) are guided and mentored by Principal Maharaj of RKMVC Value Education Committee has been formed to initiate sessions on value Education, as a part of nation building process.</p>
<p>Resource mobilisation for research, publication, seminars and infrastructural development</p>	<p>Govt, Non- Govt. and CSR initiatives have been enlisted</p>
<p>To begin certificate course on Applied Sociology</p>	<p>Initiated</p>
<p>Internships of students in various organizations.</p>	<p>Internship is running in the department of Food and Nutrition. IQAC is taking measures to initiate internships under the college Incubation Centre as per the mandate of NEP 2020, subject to the approval by the University</p>
<p>Conduct Gender-Audit & Green Audit</p>	<p>Permission for conducting Gender Audit in other institutions as HMMCW is the only college offering Women's Studies in its degree programs in the district and prayer for approval sent to the University. College has sent prayer to the University for conducting Green Audit in other colleges as it is a pioneer institution to offer</p>

	Environmental Science in its degree program.
Development of sensitive display boards with audio assistance for visually impaired staff and students	Software and Gadgets will be purchased and Governing Body has given necessary approval.
To install another set of Solar Panel to boost up the process of energy conservation	Proposal for grant has been sent to Higher Education Department, Govt.Of West Bengal
Introduce Tissue Culture Laboratory	Done and initiation of a research project under it continues in -progress
Conversion of conventional energy to non-conventional energy usages.	Under process
Initiation of Academic Bank of Credit as per the mandate of NEP 2020	The college has introduced its own system of Students Details Repository so that after registration of the University in ABC system the college can easily switchover.
To initiate certificate course on Travel and Tourism.	Done and successfully started
Provision of audio books in the library to ensure an inclusive education system.	Governing Body has given approval.
Introduce preliminary Mathematics class for Arts General students to enable them to face the challenges of global job market	Classes have started.

13.Whether the AQAR was placed before statutory body?	Yes
--	------------

<ul style="list-style-type: none"> Name of the statutory body 	
--	--

Name	Date of meeting(s)
Governing Body	26/04/2024

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	12/02/2024

15. Multidisciplinary / interdisciplinary

College teaches various subjects which are multidisciplinary in nature. Environmental Science is a multidisciplinary field that integrates knowledge from the natural sciences, the humanities, and the social sciences and covers various aspects of physical, biological, social, and economic processes. Food and Nutrition is a multi-disciplinary field involving chemistry, biochemistry, nutrition, microbiology and Physiology to give one the scientific knowledge to solve real problems associated with the many facets of the food system. The study Journalism and Mass Communication incorporates elements from sociology, psychology, language studies and many other disciplines. Political science is enriched with resources from sociology, economics, psychology, and anthropology. Women's Studies examine social and cultural constructs of gender, systems of privilege and oppression and the relationships between power and gender and in doing so it depends on interdisciplinary knowledge source. Education and sociology, both focus on the social factors such as gender, social class, race and ethnicity, and rural-urban residence. In our college teachers often take classes of other disciplines, like Economics teachers take classes of Food and Nutrition, Education, Zoology etc. to teach Statistical procedures. Political Science, History, Bengali, English teachers take classes of Women's Studies and so on to make the studies interdisciplinary in nature. Moreover, there is an interdisciplinary platform, Saraswat Charcha Chakra, which organises interdisciplinary seminars, workshops etc.

16. Academic bank of credits (ABC):

ABC has been conceptualized under the National Education Policy (NEP 2020) in which all students are required to register on ABC, i.e., Academic Bank of Credits. According to the new rule, it is necessary to have an ABC ID to take admission to any college or university. As per UGC mandate, Academic Bank of Credit, also known as ABC, is a unique digital platform designed to manage the academic credits of students from Higher Education Institutes across India. West Bengal State University has recently registered itself in the ABC portal. Our college already has its own mechanisms of system of Students Details Repository, in which students upload their documents; after this notification of West Bengal State University, students have

started Uploading their documents and thereby enrolling themselves in ABC portal to obtain unique ID, so that they can ensure their academic mobility across the nation to pursue for better education. College is trying its best to complete the process at the earliest to enhance the scope of seamless integration of skills and experiences into a Credit Based system.

17.Skill development:

Hiralal Mazumdar Memorial College for Women engages in a series of activities for capacity building and skill enhancement of the students. These programmes have been designed to equip the students to face challenges of life and employment in the emerging times. Capacity building and skill enhancement activities are carried by the college in following ways: 1. Skill Development Courses 2. Special Programmes organised by the Departments 3. Entrepreneurship and Innovation training Provided by IIC and Incubation Centre. 4. Internships Skill Development Courses are offered to all undergraduate students, which include, Writing Skills, Presentation Skills, computer training for Academic Purposes. Internal evaluations for these courses are conducted by the departments/ concerned section. Special Programmes organised by the Departments to train students on Soft skills, through certificate courses or through Incubation Centre, like organic jewellery making, Art and Craft, painting etc., which are offered as certificate courses as well. For Life skills, College offers Yoga and Meditation course, Self Defense course, Kalavant, (Music department) etc. These are certificate courses, getting affiliation by West Bengal State University. Language and Communication skills are transmitted through Communicative English and Computer Literacy courses, certificate courses offered by the departments of English and Computer Science respectively. Awareness of trends in Technology and software is within our plans for future. We are planning to organize programmes on AI, R etc. Academic Sub-committee has already started working on it. The programmes organised by the departments for skill and capacity enhancements also include special lectures, workshops and training sessions on Yoga, Health and Fitness, Interview Skills, Group Discussion/presentation techniques etc. Career Guidance programmes, organised by Career Counseling and Placement Cell, Innovation and Entrepreneurship, promoted by RDC and IIC are conducted for skill development. Interactive sessions with successful innovators are organised to tell about the success stories of entrepreneurs to inspire developing Entrepreneurial Skills among the students. Hands on Training for Self-Employment are provided to the students to encourage students to set up start-ups. IPR Workshops are conducted by the IPR Cell.

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

According to Kautilya, education should aim at three outcomes as characteristics in graduates : Creation of New Knowledge, wisdom to use the right knowledge in right time & place for right purpose, and development of skill to get the proper results of knowledge in real life. Integration of knowledge and skills in an appropriate manner has always been a goal of transmission of knowledge in HMMCW. Our education system is focused on dissemination of knowledge with a thrust on the content, addressing "what to know" and "how to know" in the backdrop of Indian Knowledge System. Vedic literature and culture is taught through the courses on Philosophy, Sanskrit etc. There is a vast repository of knowledge in all native Indian languages, like Bengali, Urdu, Hindi, which are taught in our college. Indian Knowledge encompasses the foundational knowledge, taught by Science, Humanities and Social Sciences through structured syllabus. IKS (Indian Knowledge System) is nurtured by dissemination of knowledge by teaching Mathematics, Botany, Physiology, Food and Nutrition etc. Yoga and Meditation, Kalavant, Performing Art are such skill enhancement and certificate courses, which train students on Indian traditional concept of health and well-being, Indian music Instruments, Indian art and literature etc. Computing, Languages and Linguistics, Public Administration and many more subjects cover the domain of Indian Knowledge System. IKS contributes to the various fields like understanding on nature of plants & herbs, discovery of zero, decimal system of numerals, algorithms for computation of Pi, Panini's universal grammar, trends of Good Governance in ancient India etc. College acknowledges that India has a treasure of knowledge that enriched the Indian civilisation for millennia. Therefore HMMCW has introduced several courses and activities to enable students to learn about our heritage and culture. Our medicinal plant garden, our Museum, our rich academic resources on Vedas, are the examples of our humble attempts to run our academics in tune with the tradition of Indian Knowledge System, within the limited scope as an affiliated institution. We have introduced Travel and Tourism as a certificate course. In near future we are planning to make students aware about the rich diversity of India by arranging tours in different places of historical significance, so that they can appreciate India's diversity, culture and traditions. College has a plan to establish an IKS Centre of knowledge, subject to the approval of the affiliating university. College RDC is planning to work along the line and spirit of IKS to catalyse original research and education. Incubation Centre of the College deficatedly tries to train students about Indian heritage of Art and craft, painting,

organic jewellery making and so on. Saraswat Charcha Chakra, an inter-disciplinary platform of HMMCW often arranges lectures and seminars covering the domain of Indian art, literature, social and scientific knowledge etc.

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

Outcome-Based Education (OBE) is a student-centric teaching and learning methodology in which the course delivery, assessment are planned to achieve stated objectives and outcomes. It focuses on measuring student performance i.e. outcomes at different levels. Some important measures taken by HMMCW to satisfy the goal of the Outcome Based Education are as follows: 1. Prospectus of the college describes course attainment mechanisms at the very beginning of commencement of courses. 2. Courses to be studied in a semester and evaluation process are communicated through first Orientation programmes. Course Outcome (CO) measurement procedures are described with the highlights of the significance of essential learning that learners are going to attain, and can reliably realise at the end of a course. 3. Program Outcomes (POs) are descriptions of the qualities, skills, abilities and understandings, which a programme offers to the students. POs indicate what students are expected to know and be able to do by the time they graduate from the institution. Students join an institution from different backgrounds, cultures and experiences. While studying in HMMCW, we want them to broaden their horizon and attitudes, and to develop their current skills and abilities and learn new ones. This is transmitted among all the students through academic calendars, Orientation programmes, departmental meetings etc. This communication helps them in their studies and future careers and reflect the Vision, Mission and Core Values of the institution. POs are developed through meaningful experiences and the processes of learning. College helps students to have their own vision from the very beginning and realise their progress, enabling them to groom as strong individuals with potential academic ambience. Our PO designs distinguish our students from others, by instilling an added value they are expected to offer to the employers and society generally. Through their POs, our departments wish to provide a framework for connecting their students eith the global job market and with ongoing global learning mechanisms. It is the interconnected arrangement of courses, co-curricular and extracurricular activities to accomplish predetermined objectives leading to the awarding of a degree. This is communicated to the students through different meetings, academic calendars etc. , in which there are reflections on what students are expected to be able to do by the time of graduation. POs designed by the departments are expected to be

aligned closely with Graduate Attributes. 5. Program Specific Outcomes (PSOs) are sketched to allow students to know about the expected achievements in their career. IQAC guides the academic bodies and Career and Placement Cell to map PSOs for the graduates. The Career Counseling and Placement Cell guides the students regarding the possibility for the students to be able to attain at the time of graduation with reference to a specific discipline. 7. For assessment of Outcomes IQAC encourages the departments to adhere to profile mapping based on the philosophy of OBE. Against each course content mapping is done to assess the reliability of knowledge transmitters.

20.Distance education/online education:

NSOU STUDY CENTRE - B10 Hiralal Mazumdar Memorial College for Women, Kolkata (West Bengal State University, Kolkata) Netaji Subhas Open University (NSOU) recognised by the UGC, DEC and Govt. of West Bengal, is a State Open University, study Centre of which is operating in our college (B 10). It has also been accredited with an 'A' Grade by NAAC on 2023. NSOU Study centre established in Hiralal Mazumdar Memorial College for Women, Dakshineswar in the year 2003 with UG Courses. Currently the Centre offers Two UG Honours Course()and Seventeen PG Courses to provide an opportunity of higher education to various disadvantage's groups of aspirant learners.

IGNOU STUDY CENTRE - 28166 Hiralal Mazumdar Memorial College for Women, Kolkata (West Bengal State University, Kolkata) IGNOU Centre established in 2021 as an Exam Centre, IGNOU Study Centre-28166 blossomed into a full-fledged Learning Support Centre (LSC) under Kolkata IGNOU Regional Centre in the year 2023, though approval came during 2021-2022 academic session. With IGNOU's mission of providing inclusive, quality education and skill enhancement, the centre facilitates counselling, vocational guidance, practical experience, library resources, and academic support for various programs. Catering to diverse learners, it offers services for Bachelor of Arts (General) - BAG; Bachelor of Commerce (General)-BCOMG, Master of Arts (Economics) -MEC; Master of Arts (Hindi)-MHD; Master of Arts (History)-MAHI; Master of Arts (Public Administration)-MPA; Master of Arts (Commerce)-MCOM; Master of Arts (Urdu)-MAUD. To aid students further, exam dates and assignment details are available on the Kolkata RC website. With its commitment to accessible education and community empowerment, IGNOU Study Centre-28166 stands as a beacon for thousands of learners seeking knowledge and skill development. For any further details regarding exam dates and assignments etc. students can also access the RC - website by clicking on the following link:
<http://rckolkatta.ignou.ac.in/studentcorner/5>

Extended Profile

1.Programme

1.1	47
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1326
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	627
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	341
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	88
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	90
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4. Institution

4.1	44
Total number of Classrooms and Seminar halls	
4.2	86.48449
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	52
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution, committed to educating and emancipating women through its mission has adopted several mechanisms to effectively deliver the curriculum. The Academic Sub-Committee meets regularly with the departments to decide on the course of action through academic planning. Other initiatives include:

- Providing Clear Learning Objectives: Beginning with well-defined learning objectives the institute guides curriculum development and assessment through CO, PO and PSO.
- Ensuring effective academic upgradation of students through offering tutorial and remedial classes for the advanced and slow learners respectively.
- Integrating Technology to enhance teaching and learning experiences through PowerPoint presentations, online learning platforms, e-modules etc.

- **Active and Participative Learning:** Our College also encourages active participation and engagement among students by promoting critical thinking, problem-solving, and application of knowledge through projects, debates, group discussions, drama-presentations etc.
- **Quality Resources and Materials:** Our faculties provide high-quality textbooks, online resources etc. supporting the curriculum and enhance learning outcomes.
- **Encouraging Professional Development of Teachers:** Our institute encourages professional development of educators to enhance their teaching skills, stay updated on best practices, and effectively implement the curriculum.
- **Assessment and Feedback:** We have implemented MCQ Portal as an assessment method to evaluate students' learning along with quizzes, presentations, projects etc.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://hmmcollegeforwomen.in/naac_dvv/assets/naac_document/1.pdf

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

Organizing Institutional and Academic Schedules, Academic Planning: Each academic session's Institutional Calendar outlines the working days, teaching schedules, tentative dates for college examinations in each semester, as well as the expected start dates for classes and university exams. Departmental Academic Calendars prioritize the timely allocation and completion of syllabi, internal assessments, lesson plans, workshops, seminars, and extracurricular engagements. Continuous Internal Evaluation is emphasized in accordance with the prescribed syllabus of all subjects of the affiliating university. Regular class tests, oral and poster presentation, quiz etc. are conducted to fulfil the academic requirements of the university as well as to ensure good academic ambience in the college.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://hmmcollegeforwomen.in/naac_dvv/assets/naac_document/1_(1).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

21

File Description	Documents
Any additional information	View File
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)

30

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

825

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

825

File Description	Documents
Any additional information	View File
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 is committed to cultivating a culture rooted in fundamental human principles, ensuring equitable opportunities for both academic pursuits and extracurricular engagement among students and faculty. Embedded within the undergraduate curriculum are discussions on gender equality, ethical conduct, and environmental sustainability, reflecting our dedication to holistic education. To uphold these values in reality, a spectrum of committees, including the Equal Opportunity Cell, Grievance Redressal Cell and Anti Ragging Cell, serve to address concerns and foster a supportive community. This way, we have aimed to bridge the gap between theory and practice.

Furthermore, initiatives like the National Service Scheme (NSS) and National Cadet Corps (NCC) actively propagate these ideals beyond the classroom. The establishment of the Gender Equity Cell- Nari Samsad underscores our commitment to gender equity, promoting awareness through various programs and conducting annual Gender Audits.

Encouraging hands-on involvement, students are empowered to spearhead projects addressing these critical issues, fostering experiential learning and holistic growth. Aligning with national and international standards, our campus prioritizes environmental sustainability, boasting green spaces as well as butterfly and kitchen gardens.

Through consistent programming, we endeavor to uphold these core values, nurturing a community that embraces inclusivity, integrity, and environmental responsibility.

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

15

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
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

180

File Description	Documents
Any additional information	View File
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

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	B. Feedback collected, analyzed and action has been taken
File Description	Documents
Upload any additional information	View File
URL for feedback report	https://hmmcollegeforwomen.in/naac_dvv/assets/naac_document/1_4_2_cp_1.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	View File
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	
49	
File Description	Documents
Any additional information	View File
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	
West Bengal State University (the affiliating University) designs the mechanism for assessing students' learning and performance in U.G. Courses. The College developed a system of continuous	

assessment based on the guidelines of WBSU.

Internal Examinations/ projects/ assignments/MCQ-based class tests help to evaluate the learning outcome of students. The gradual progression level of students is assessed through judicious maintenance of a databank containing all the enrolled students.

For slow learners, remedial classes are arranged both offline and online mode, and tutorial classes are utilized as a mechanism to evaluate the comprehension capacity of students. Teachers scrutinize marks obtained by students in every semester. Thus, slow and advanced learners are identified and teachers make separate lists with names and roll numbers. Then notifications are issued by the principal for remedial classes for slow learners. Student seminars add benefits to peer learning.

Extension lectures/ interdisciplinary deliberations/ special lectures under the Faculty Exchange Programmes are organized by respective departments to fulfill the urge of academics as well as intellectual enrichment of advanced learners. Creative activities, such as making videos, posters, etc. and several competitions are regularly organized as mechanisms of psychological booster for academic quality enhancement.

File Description	Documents
Link for additional Information	https://hmmcollegeforwomen.in/naac_dvv/assets/naac_document/2_compressed.pdf
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
1326	88

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

The teaching-learning system of HMMCW includes chalk and talk-based lecture methods, project-oriented and ICT-based learning, educational excursions, MOOC Courses, and virtual platforms namely Google Meet, Zoom, YouTube, etc.

Experiential learning: Students are motivated for independent experiments in practical classes. Food and Nutrition and Physiology Departments mentor students for internship programs. Departments namely Education, Bengali, Journalism, Zoology, Botany, History, Sociology, Geography, etc. are practicing experiential learning through industry visits, and excursions in historical places. HMMCW Gallery of artifacts is a treasure in the experiential learning world. Endeavor of College RDC, Arts and Craft, Painting, Jewelry making, phenyl, and hand-wash preparation are used for stimulating the creative spirit of students.

Participative learning: Participation in quiz competitions, debates, add-on/certificate courses, students' seminars, and besides OPAC use, NPTEL, video-making, webinars, interdisciplinary and extension lectures, NCC, and NSS activities are pillars of participative learning. College magazine 'Prabaho', the newsletter 'Infoscape', several Departmental journals, and wall magazines are excellent platforms for expressing students' all-around activities.

Problem-solving: Academic Resource Bank and model questions (College website), LMS, University questions in digital library portal, Career Counselling Cell related programs, etc. are significant problem-solving methods adopted in HMMCW.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://hmmcollegeforwomen.in/naac_dvv/assets/naac_document/2(2).pdf

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

Teachers of HMMCW use ICT-enabled smart classrooms and tools for reaching out to students within and beyond classroom teaching effectively. Teachers especially from the days of the Pandemic are habituated with technology-oriented teaching. ICT-based classrooms are the backbone of teachers for making presentations and students are mentored for participation in presentations. Recorded audio and

video lectures, e-contents, and shared e-books are utilized as long-term learning resources. Academic resource banks in the HMMCW website, and LMS are milestones for obtaining study notes, PPT, model questions, WBSU questions, You Tube resources Online competitions, poster-making, projects, and paper presentations by hybrid mode using modern technology are used and appreciated as tools of students' academic upgradation. Lectures recorded in 'SwayamPrabha', Channel- 3, One India one Digital Platform' are readily available to students as important learning treasures ([https:// odp. Inflibnet.ac.in](https://odp.inflibnet.ac.in)).

The College is enriched with 10 ICT-enabled classrooms, 79 desktops, and laptops, 15 printers, scanners, and projection mechanisms as excellent tools ensuring knowledge enhancement of students and the self-development of teachers. Our dedicated YouTube channels (Channel- 1: [https:// youtube.com@hiralalmazumdarmemorialcol15463](https://youtube.com@hiralalmazumdarmemorialcol15463); Channel- 2: <https://youtube.com@hmmcwebinar3120>) are the main pillars of information and technology based learning experience.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://hmmcollegeforwomen.in/naac_dvv/assets/naac_document/2_(3).pdf

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

88

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

88

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

31

File Description	Documents
Any additional information	View File
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

841

File Description	Documents
Any additional information	View File
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.

The students are supported in learning and for better development of their course content, the teaching and learning necessitates an open and reliable internal assessment mechanism. The affiliated university schedules the 25-mark internal assessment. The academic and institutional calendars enlist the dates for internal assessment, class exams, tutorials, and other events.

The principal announces the internal examination, including the date and time of the assessment in compliance with the University. Our goal is to assess students continuously (CIE) through exams and other means such as homework assignments on subjects covered in the syllabus, quizzes, presentation sessions (which assess articulation skills), project work assignments for broader exposure to learning, and group discussions that foster students' ability to reason. Every department's faculty member records the student's performance and evaluates them. The entire process is monitored by the Academic Subcommittee.

On the other hand, after the internal exams are completed, the grades are documented and forwarded to the college's examinations department for digital data banking.

Any complaint regarding the obtained marks from the internal test is sent to the principal, who meets with the college's examination subcommittee based on the results of each department's course. Subsequently, the meeting report is presented to the IQAC for suggestions regarding the improvement of student performance.

File Description	Documents
Any additional information	View File
Link for additional information	https://hmmcollegeforwomen.in/naac_dvv/assets/naac_document/2_(8).pdf

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

At the onset, the Department addresses the problem. If the student is not satisfied it is further forwarded to the college examination committee and examination cell, which consists of the principal and senior faculty members. When the principal meets with the faculty, she takes the necessary actions. Every assertion a pupil makes is validated by rechecking the answer sheet. Student complaints are successfully conveyed to the university so that appropriate action can be taken. In this regard, the college's Grievance Redressal Cell

is functional. The principal and/or the IQAC Coordinator with the Academic Sub-committee take the required initiatives to resolve the issues.

Through the Principal, complaints about university question papers, external practical test results, or both are sent to the university. In addition, teachers actively seek out solutions to the problems.

The university is immediately notified of any complaints or disputes about admit cards, topic codes, exam dates, or results, and the students are informed as appropriate. In severe and extraordinary circumstances, the principal recommends that the educational and psychological counseling cell take up the matter. To assist such pupils in learning and improving their performance, the relevant department also gives remedial/ tutorial classes to the students.

File Description	Documents
Any additional information	View File
Link for additional information	https://hmmcollegeforwomen.in/naac_dvv/assets/naac_document/2 (9).pdf

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.

Each course has different COs stating the objective of the course and what a student should expect to learn after the successful course completion.

POs indicate what students are expected to know and be able to do after their graduation. Students with varied experiences and cultures develop their pre-acquired skills and abilities and learn new ones while studying in HMMCW. Through this outcome-based education college helps students to set their vision and realize their progress. Our POs distinguish our students from others, by instilling an added value they are expected to offer to the employers and society. POs help our students to connect with the global job market. It is the interconnected arrangement of courses, and co-curricular and extracurricular activities to accomplish predetermined objectives. POs designed by the departments are expected to be aligned closely with Graduate Attributes.

Program Specific Outcomes (PSOs) allow students to know about the

expected achievements in their career. IQAC guides the academic bodies and Career and Placement Cell to map PSOs for the graduates.

The college states the learning schedule and learning outcomes through prospectus, institutional, and academic calendars and during induction sessions. Departmental POs, PSOs, and COs are displayed on the college website.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://hmmcollegeforwomen.in/naac_dvv/assets/naac_document/CO_PO_attainment_merged.pdf
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.

The program outcomes and course outcomes are formally discussed in the classroom and displayed on the departmental notice board and college website. College evaluates and measures the Program Outcomes and Course-specific Outcomes 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.

Slow learners are suggested to attend remedial classes. Counseling and mentoring of the students who lag behind the advanced learners are done with empathy and care.

The principal regularly meets with students and parents to share and evaluate the learning outcomes. Teachers keep track of the learning outcomes of the students through academic monitors, CIE, Semester-Wise evaluation reports, etc. Teachers work as facilitators to ensure that the students achieve their goals. The career counselling cell of the college in association with IQAC monitors the progression of each student

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://hmmcollegeforwomen.in/naac_dvv/assets/naac_document/CO_PO_attainment_merged(1).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

341

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	View File
Paste link for the annual report	https://hmmcollegeforwomen.in/naac_dvv/assets/naac_document/2_6_3_cp_2.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://hmmcollegeforwomen.in/naac_dvv/assets/naac_document/2\(10\).pdf](https://hmmcollegeforwomen.in/naac_dvv/assets/naac_document/2(10).pdf)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
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

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

27

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

21

File Description	Documents
Any additional information	View File
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

50

File Description	Documents
Any additional information	View File
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

Extension activities undertaken by students of Hiralal Mazumdar Memorial College for Women, Kolkata in the neighbourhood community during the academic year 2022-23 focused on sensitizing students to social issues for their holistic development and creating a positive impact.

Health and Hygiene Awareness Campaigns: Students organized health and hygiene awareness campaigns in the neighbourhood community, educating residents about the importance of sanitation, personal hygiene practices, and disease prevention.

Environmental Conservation Initiatives: Students initiated environmental conservation initiatives such as tree plantation drives, waste management workshops, and clean-up campaigns in the neighbourhood.

Education Outreach Programs: Students conducted education outreach programs in collaboration with local schools and community centers, providing academic support and mentoring to underprivileged children.

Gender Sensitization Workshops: Students organized gender sensitization workshops and discussions to raise awareness about gender equality, women's rights, and social justice issues in the community.

Community Service Projects: Students engaged in various community service projects, including volunteering at local shelters, orphanages, and elderly care centers.

Cultural Exchange Programs: Students organized cultural exchange programs and events to celebrate diversity and promote intercultural understanding in the neighbourhood community.

These extension activities facilitated the holistic development of students by providing opportunities for experiential learning, leadership development, and civic engagement.

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

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

10

File Description	Documents
Any additional information	View File
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

39

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

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

41

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	No File Uploaded

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

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

26

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.

44 Classrooms including 23 laboratories, Instrumentation room, two seminar halls, having a seating capacity of 80 & 300 respectively, one Museum, one archive, one computer work-station, multiple LAN facilities help nurturing the academics for the students. The campus is wi-fi enabled with 8 Routers, free 4G connection, 4 Domain. 10 Classrooms with projectors, 06 laptops, 73 desktops and one IBM server, multiple software for e-governance and ERP.

Vermicomposting pit, Chemical waste pit are other lab aids. Medical unit for staff & students, students' insurance, wheel chair, stretcher for ailing person. Two equipped air-conditioned staff rooms with locker and washroom, well-equipped departments help fostering

healthy academic ambience. Ramp and DIVYANG toilet, subsidized canteen, regular renovations, clean environment, drainage and sewerage help maintaining sustainable environment.

Kitchen Garden, Butterfly Garden, Orchid Garden, Medicinal Plant Garden Hydroponic System & Fruit Orchard encourage students to learn about the bio-friendly environment conservation.

Other facilities includes : Regular health check-up, diet Counseling , psychological counseling, effective training and placement ; one open-air stage for cultural activities, hired large play ground, sports amenities.

46 CCTV cameras, 22 fire extinguishers, strong boundary wall ensure safety and security.

20 KW Solar Power panels for renewable energy source and 1200 watts generator for uninterrupted power supply, two rainwater harvesting system, LED lights help conservation of environment and generate awareness about sustainable development along the line of SDG goals.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://hmmcollegeforwomen.in/naac_dvv/assets/naac_document/4_1_1_Additional_Information_Updated.pdf

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

The cultural activities are performed in open air stage or in ANANDALOK/MONGOLALOK Hall under the guidance of the Cultural committee. The Institute promotes participation in different youth festivals organized by HMMCW such as XIPHIAS, Freshers' welcome etc. Microphones, speakers, amplifiers along with digital video cameras are made available in the Institute. Special days of National importance are celebrated under the leadership of NSS and NCC. Birth anniversaries and other memorable days are observed to groom the students with the Indian values and heritage. Air-conditioned Green room and attached toilet facilities are provided for convenience of performers. The college has a hired ground (Meghnad Sporting club) which is large and with modern amenities. HMMCW has a gymnasium/ Fitness center of 300 sq. ft. (App.) and

facilities for indoor and outdoor games. The Institute has a good record in sports events at University, District & State level (Khel-VI). College hosts Inter-College University level Cricket Tournament. Students get various awards in sports and games, as well as for different cocurricular events. College provides training on yoga, meditation, self-defense etc. for ensuring healthy living for the students. Institute celebrates Yoga Day on 21st June every year.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://hmmcollegeforwomen.in/naac_dvv/assets/naac_document/4_1_2_additional_information.pdf

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

11

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

11

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://hmmcollegeforwomen.in/naac_dvv/assets/naac_document/4_3_1_it_infrastructure(1).pdf
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)

59.38693

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 fully automated using Integrated Library Management System (ILMS) software Koha (Version 22.05.05.000). The automation of library started in the year 2015 and since then efforts are taken to cater better automated library services. The library catalogue can be searched through web enabled Online Public Access Catalogue (WebOPAC) available 24x7. WebOPAC link is <https://hmmcollege-opac.kohacloud.in/>

The College library is rich in resources with 19,209 books, above 6,000 e-journals and 7,99,500 e-books subscribed through N-LIST. About 17 departments of the college have Seminar 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 conducted Book Fair within the College campus to promote reading habits among the students.

The museum section adjacent to the library teaches the students about the rich culture and heritage of our country.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://hmmcollegeforwomen.in/naac_dvv/assets/naac_document/4_2_1_Additional_Information.pdf

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	A. Any 4 or more of the above								
<table border="1"> <thead> <tr> <th data-bbox="84 365 542 421">File Description</th> <th data-bbox="550 365 1468 421">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="84 432 542 521">Upload any additional information</td> <td data-bbox="550 432 1468 521">View File</td> </tr> <tr> <td data-bbox="84 533 542 694">Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)</td> <td data-bbox="550 533 1468 694">View File</td> </tr> </tbody> </table>	File Description	Documents	Upload any additional information	View File	Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File			
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)									
1.53268									
<table border="1"> <thead> <tr> <th data-bbox="84 1037 542 1093">File Description</th> <th data-bbox="550 1037 1468 1093">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="84 1104 542 1149">Any additional information</td> <td data-bbox="550 1104 1468 1149">View File</td> </tr> <tr> <td data-bbox="84 1160 542 1216">Audited statements of accounts</td> <td data-bbox="550 1160 1468 1216">View File</td> </tr> <tr> <td data-bbox="84 1227 542 1388">Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)</td> <td data-bbox="550 1227 1468 1388">View File</td> </tr> </tbody> </table>	File Description	Documents	Any additional information	View File	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	
File Description	Documents								
Any additional information	View File								
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									
50									
<table border="1"> <thead> <tr> <th data-bbox="84 1686 542 1742">File Description</th> <th data-bbox="550 1686 1468 1742">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="84 1753 542 1798">Any additional information</td> <td data-bbox="550 1753 1468 1798">View File</td> </tr> <tr> <td data-bbox="84 1809 542 1899">Details of library usage by teachers and students</td> <td data-bbox="550 1809 1468 1899">View File</td> </tr> </tbody> </table>	File Description	Documents	Any additional information	View File	Details of library usage by teachers and students	View File			
File Description	Documents								
Any additional information	View File								
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									

Regular updating is done towards IT facilities. Available internet bandwidth is 150 Mbps, 100Mbps, 50 Mbps provided by WISHNET. Cloud based Learning Management System (LMS) for the smooth functioning of Teaching- Learning system during the Covid-19 pandemic times. Number of Wi-Fi routers have also been augmented with high configuration and Wi-Fi network facilities were deployed across the campus to enable stakeholders. Online Feedback mechanism for stakeholders, 360 Degree Performance Appraisal System, entry in service portal for competitive examinations, bio-metric, e-attendance system for keeping record of student attendance, financial accounting software, CCTV cameras are installed for surveillance in total campus area, supported by Wi-Fi connectivity. The college purchased 04 domains for academic and administrative facilities. Computers, reprographers, LCD projectors, Public Address System and Laptops are upgraded. Technical support for smart classrooms and the audio-visual room, electrical appliances is provided by dedicated staff. Automated library circulation services, barcoded library cards and issuance of Library Clearance Certificate from Koha. Question papers of University Examination have been digitized and student can freely access them from the College website. Provision of Web-OPAC services through cloud hosting of Koha.

02 printers, 09 Desktops and 02 Laptops are acquired in this session.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://hmmcollegeforwomen.in/naac_dvv/assets/naac_document/4_3_1_it_infrastructure(1).pdf

4.3.2 - Number of Computers

79

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
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)

86.48449

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.

HMMCW Technical Team members look after maintenance of IT infrastructure. LAN and network connections are duly monitored by technical assistants. It includes Computers and Laptops, Internet and Wi-Fi facilities, Fire Extinguishers, Server, LCD Projectors. Interactive panel and other related support in various classrooms, laboratories, library, common central facilities. Technical Team of the college takes care of the requirement regarding installation of different software in computer laboratories, antivirus and other updates and IP address updates etc. Maintenance of Office, Library, Classrooms, computer Lab and all individual PCs for Entire Departments are done by tendering for service providers; Finance Subcommittee considers the recommendation of the Tender and Purchase Committee and the Building subcommittee and then refers the proposals and estimated expenses to the Governing Body for final decision. Usually lowest bidder is given work order. But quality of work is also considered. Website is maintained through website

management sub-committee. The Institution needs to deploy third party housekeeping agency for cleaning and safety of campus. Security personnel are deployed at various entry and exit points on campus for surveillance. Subsidized Canteen facility is provided to students in campus. Natural green lawn is maintained and nurtured with care for sustainable environment. Lots of plants of different types, roof-top garden etc. have made the campus eco-friendly.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://hmmcollegeforwomen.in/naac_dvv/assets/naac_document/4_1_1_Additional_Information_Updated.pdf

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

526

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

107

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	https://hmmcollegeforwomen.in/naac_dvv/assets/naac_document/5_1_31.pdf
Any additional information	View File
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

342

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

342

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

A. All of the above

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

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	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

37

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

35

File Description	Documents
Upload supporting data for student/alumni	View File
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

07

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.

50

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
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)

HMMCW has always been dedicated to nurture and inculcate the values of team work among its students. Students are encouraged to conduct co-curricular and extracurricular activities.

The HMMCW hierarchy comprises several wings and committees to run its administration at the college level. Class representatives are nominated from among the toppers in the departments, as well as from the students' council to voice their needs and observations. As and when necessary students are also being called as invitee members in various committees to foster Co-curricular activities.

Students also actively engage in organising numerous days of National importance, various awareness programmes on Health and Hygiene and Waste management, Sustainable environment, entrepreneurship development etc.

Recreational activities are all managed and organised by the students under the guidance of their teachers and staff.

These opportunities provide platforms enabling them to enhance their skills and decision making ability.

Students have regular direct contact with the Principal and their departmental teachers.

The Institution is planning to form:

The Art and Craft Club

The Music Club

The Dance Club

The Drama Club

The Artificial Intelligence Club (AI club)

The Entrepreneurship Development Cell (EDC)

Self- help groups

File Description	Documents
Paste link for additional information	https://hmmcollegeforwomen.in/naac_dvv/assets/naac_document/ilovepdf_merged_compressed_(4).pdf
Upload any additional information	View File

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

29

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

Alumni association (Shrote, meaning Waves of rivers) strives to promote an enduring relationship between students and their Alma Mater. The Alumni have contributed liberally towards the development of the institution through several activities etc. The involvement of alumni in supporting and engaging themselves voluntarily in the college activities is important for maintaining and expanding the scope of development of the College. They, by establishing a bond facilitate closer ties between alumni, students and college. Every alumni has experienced being a student to becoming a unique and different graduate, which has enabled them to contribute to the institution in different ways and scale and helping us in developing infrastructure and new outlook to our college.

File Description	Documents
Paste link for additional information	https://hmmcollegeforwomen.in/naac_dvv/assets/naac_document/5_4_1.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	View File

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 Vision

'Tamaso Mâ Jyotirgamaya'. From darkness, lead me to light. Our college believes in the principle of omnipresent, omniscient, and omnipotent power of the inner-selves of its students. Its motto is Discipline, Dedication and Determination.

Our Mission

"We want education by which character is formed, strength of mind is increased, the intellect is expanded, and by which one can stand on one's own feet."-: Swami Vivekananda

- Create an atmosphere of intellectual vigour and moral rectitude.
- Empower women to assert leadership roles in a global market
- Provide high-quality educational opportunities for achieving full human potential, developing an equitable and just society, and promoting national development.
- Create skilled workforce, in conjunction with multidisciplinary abilities across the sciences, social sciences, and humanities.

- Enhance access and inclusion in higher education, including digital training.
- Encourage innovative thinking driving towards sustainability.
- Provide a scope of holistic learning.

The Head of the Institution monitors academic administration and management through statutory/non-statutory committees under the leadership of respective coordinators. The Governing Body, the highest administrative body of the College, governs the management of the College in compliance with the opinion of the majority of the members.

File Description	Documents
Paste link for additional information	https://hmmcollegeforwomen.in/naac_dvv/assets/naac_document/611_merged.pdf
Upload any additional information	View File

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

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 Governing Body 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. An example of decentralized management is stated below:

The admission committee monitors and facilitates the whole admission process. Each member of the committee is assigned a specific role. A group of members promotes the advertisement through newspapers, banners and flexes. Another group handles social media interactions (Whatsapp, Facebook, Instagram etc.). The members of website committee ensure displaying the same in the college website. Some of the members of the committee work to finalize the subject combination, fees structure, tie breaking rules, merit index etc. Some of the members communicate all the relevant information to the University through an online portal. All these information verifications and the admission rules are finalized in consultation with the Academic Subcommittee, Finance Subcommittee, IQAC and

endorsed by the GB.

File Description	Documents
Paste link for additional information	https://hmmcollegeforwomen.in/naac_dvv/assets/naac_document/6.pdf
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 analyzed and the feedback is shared among all stakeholders.

Internal Assessment has been successfully completed based on strategic planning: Each of the UG courses implement a continuous evaluation process monitored by the Examination Subcommittee. Under this process apart from teaching-learning-evaluation activities as prescribed in the syllabus, various other strategies (projects/laboratory quiz/class tests/assignments etc.) are also taken up by the respective Departments/course instructor/coordinator(s). IQAC with the help of Academic subcommittee sets up criteria to identify advanced/slow learners. Accordingly, tutorial and remedial classes are organized by the faculties. The evaluation process comprises the performance of a student in the class, the performances in various examinations and attendance as per CBCS curriculum. Teachers also prepare student-attainment reports, which reflect marks for different student's interests and abilities, e.g.: a student may be not comfortable in group discussion but is good at written assignments. In the attainment report teachers identify an objective value judgment of the students based on their interests and performances in the class.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://hmmcollegeforwomen.in/naac_dvv/assets/naac_document/6_(1).pdf
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 which work constantly for providing student centric support services.

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

Finance Committee is entrusted with protecting and renewing the institutions resources and fulfillment of 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 Coordinator 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.

Academic Subcommittee promotes different teaching methods and strategies to enhance the teaching effectiveness. It monitors the standards of education, teaching and training, inter-departmental coordination (interdisciplinary/multidisciplinary classes), research and examinations within the institute.

File Description	Documents
Paste link for additional information	https://hmmcollegeforwomen.in/naac_dvv/assets/naac_document/ilovepdf_merged_(2).pdf
Link to Organogram of the Institution webpage	https://hmmcollege.ac.in/College/administration?item=Organogram
Upload any additional information	View File

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	View File
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:

Promoting Government Schemes:

- Medical Allowance and Enrollment under West Bengal Health Scheme
- Maternity benefits as per norms
- Child Care leave
- Study Leave for Research activities

College initiatives:

- 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 (contributed out of venue hiring charges) gives support in crisis.
- Refundable loans are provided to staff. Financial incentives are given during major festivals.
- Medical leave
- Staff recreation and refreshment
- Arranging seminars/workshops for professional development and mental well-being of teaching and non-teaching staff
- Yoga classes
- Gymnasium
- Wi-Fi facility
- Workspace
- Cool drinking water
- Computing facility
- Identity cards
- CCTV and Campus Security

File Description	Documents
Paste link for additional information	https://hmmcollegeforwomen.in/naac_dvv/assets/naac_document/ADD_INFO_CRI-6.pdf
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

45

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

04

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	View File
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**

47

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	View File
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 is helpful in analyzing the

strengths and weaknesses of the staff eventually ensuring better performance. Seminars are organized where resource persons enlighten the faculties on various aspects of CAS.

Teaching Staff: The performance of each faculty member is evaluated according to the Annual Self-Assessment for the Performance Based Appraisal System (PBAS) which is checked and verified by the Heads of the Departments, Academic Subcommittee Conveners, the IQAC Coordinator and the Principal followed by external audit: external members of GB (university and government nominee) and IQAC and finally by the university experts and Jt. DPI (nominated by the Govt. of WB).

The faculty members are informed well in advance of their due promotion (under UGC CAS) and are recommended based on their API score to appear before the screening-cum-selection committee.

Non-Teaching Staff: They are also assessed through annual performance appraisal (Administrative Audit). The various parameters for assessment include departmental abilities, capacity to do hard work, discipline, relations/cooperation with superiors, subordinates, colleagues, students and public, efficient organization of documents and technical abilities. Teacher members are nominated for coordination and internal evaluation before formal external Administrative Audit.

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

File Description	Documents
Paste link for additional information	https://hmmcollegeforwomen.in/naac_dvv/assets/naac_document/ipr_merged_compressed.pdf
Upload any additional information	View File

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 provide us solutions to improve the current procedures. It also recommends rectifying the current policy with the present leading best practices among educational

intuitions.

Internal audits and government audits make financial operations transparent and defined. Budgetary compliances and software systems (as part of e-governance) are used for financial transparency and accountability.

As a part of internal audit, important processes viz. Admission, Payroll, Procurement, Fixed Asset Management & Financial Accounting, Revenue Recognition & Statutory Compliance are annually reviewed by the Finance Subcommittee under the guidance of GB. Utilization Certificates against different

funds are duly audited and submitted to the respective authority.

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

The internal stock audit is carried out by GB-approved CA under the supervision of coordinators assigned by the authority. The external audit is carried out by an auditor appointed by the Govt. of WB.

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	https://hmmcollegeforwomen.in/naac_dvv/assets/naac_document/AUDIT_REPORT_merged.pdf
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)

14.65767

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 strategically targets for various sources of funds:

- Grants from central/state governments
- Receipts from fees from regular courses and self financing courses
- Income generated from venue hiring charges (external examinations) and distance learning centers (IGNOU, NSOU)
- Institutional Overhead Charges
- Alumni and philanthropic contributions
- Research and consultancy activities
- MoU with organizations like WEBEL (profit sharing)
- Revenue generation through Incubation Centre

College fund is used for developmental and maintenance activities, healthy living and resourceful teaching-learning. Imprest money is sanctioned to each department for regular contingency uses. This financial autonomy depicts decentralization strategy of optimal utilization of resources. Following mechanisms are implemented to utilize the fund potential of the College:

- Running Certificate courses
- Seminars/webinars/workshops/conferences etc
- Extension lectures and special classes
- Organizing various professional development programs
- Additional laboratory support by setting up of an instrumentation room and engagement of contingent assistant as per requirement
- Financial assistance to needy students

File Description	Documents
Paste link for additional information	https://hmmcollegeforwomen.in/naac_dvv/assets/naac_document/ilovepdf_merged_(4).pdf
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

- HMMCW IQAC is committed to quality assurance in academic development and curriculum execution. Academic accountability is ensured through academic monitors and academic/administrative accounting of all teaching and non-teaching staff. The college ensures Academic Administrative Audit through 4 layers. Internal academic audit is performed by HOD, Academic Subcommittee conveners and IQAC coordinator. Thereafter the Principal authenticates the documents after physical verification followed by External Audit- External Members of GB (university and government nominee) and IQAC and finally by the university experts and Jt. DPI (nominated by the Govt. of WB). Internal financial audit is monitored by the Finance Subcommittee before external audit.
- 30 courses comprising of skill enhancement and certificate courses, Add-on and Value-added courses have been completed successfully in collaboration with Incubation Centre, Research and Development Cell for Entrepreneurship development as well as with external institution/agencies which are unique contributions of HMMCW IQAC. Such skill development drives are also taken by the Career Counselling Cell for fostering employability. Admission, enrolment and examination of the students availing these courses are monitored by the Certificate Course Committee.

File Description	Documents
Paste link for additional information	https://hmmcollegeforwomen.in/naac_dvv/assets/naac_document/ilovepdf_merged_compressed_(3).pdf
Upload any additional information	View File

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

Effective monitoring of teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals is measured through student profile mapping to enable students develop interdisciplinary knowledge, critical thinking, problem solving ability, communication coordination, planning management etc. College evaluates and measures the Program Outcomes, Program Specific outcomes and Course specific Outcome in different ways. Teachers evaluate students learning outcomes through examinations, projects/assignments/quiz/presentations/class tests etc. Principal and the faculties regularly meet students and the parents to share feedback. Counselling, mentoring and remedial classes of the students who lag behind the advanced learners are done with empathy and care.

Academic and administrative accountings of the teaching and non-teaching staff are ensured through annual submission of Individual Performance Report as per prescribed format. These reports are checked and verified by the Heads of the Departments, Academic Subcommittee conveners, the IQAC Coordinator and the Principal followed by External Audit: External Members of GB (university and government nominee) and IQAC and finally by University experts and JDPI, Govt. of WB. The Performance based Appraisal System has significantly helped in the evaluation of the performance of employees, motivating them, analyzing their strengths and weaknesses and ensuring better performance.

File Description	Documents
Paste link for additional information	https://hmmcollegeforwomen.in/naac_dvv/assets/naac_document/ilovepdf_merged_(5).pdf
Upload any additional information	View File

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

A. All of the above

Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://hmmcollegeforwomen.in/naac_dvv/assets/naac_document/quality_collab_merged.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
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

Aiming towards the Sustainable Development Goals (SDGs) 2030 agenda of gender equality (SDG 5) and quality education (SDG 4), the college encourages and reinforces gender equity and sensitization in all of its activities pertaining to the curriculum in all of the subjects taught as well as extracurricular academic and cultural programs that are offered to students from all socioeconomic backgrounds. The college has well-accorded Gender Equity Cell and Internal Complaints Committee for guiding and maintaining harmony and spread awareness towards all around sensitizations in campus and community. Anti ragging Cell with Social Outreach Cell create a sense purpose and foster leadership and companionship in students. NCC and NSS wings of the college brings discipline among students. Psychological Counselling Cell and Health Check-up centre monitor well-being of students in psychological and health related matters. Our students find the path towards new avenues of career and entrepreneurship through the Incubation Centre and Career Counselling & Placement Cell. Comprehensive infrastructural facilities for women on campus is promoted by 24x7 securities and safety with human resources and technological systems. Common Rooms, Gymnasium, Day-care Centre are available. Adequate number of sanitized toilets with facilities for women can be found at every block.

File Description	Documents
Annual gender sensitization action plan	https://hmmcollegeforwomen.in/naac_dvv/assets/naac_document/ADD_INFO_CRI-7_1_1_AQAR_2022-23.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	https://hmmcollegeforwomen.in/naac_dvv/assets/naac_document/ADD_INFO_CRI-7_1_1_AQAR_2022-23_WOMEN_FACILITIES.pdf

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

A. 4 or All 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

The College maintained a 'Green campus with an eco-friendly environment' and situated in emission-free zone. There are no large-scale, heavy industry near the institute and garbage heap or waste collection centre at the vicinity. The College's Green Club categorizes the Waste Management Systems on the basis of wastes collected and generated- Solid, Liquid, Biomedical and e-Waste, Hazardous chemicals Waste Management. No radioactive wastes are generated. In case of Solid Waste from daily use of paper, Newspapers, Glass goods, food packets, plastic-goods, other goods or thrown away building materials are taken away by municipal or municipal authorized workers after collected from in-campus disposals. Raw vegetable wastes of Canteen and Department of Food & Nutrition are disposed at Vermicompost Pit maintained by Department of Zoology for future sustainable use. All Liquid waste is collected through The Kamarhatty Municipality's canals to collection centre. Biomedical Waste Materials generated from Department of Physiology

and Zoology are thrown at separated self-disposal bins at the respective laboratories. All of parentless e-wastes are collected in a designated bin and disposed by a PCB certified e-waste management organization- Hulladek. Hazardous Chemicals from the Science Departmental Laboratories are to be collected in a newly constructed Chemical Pit.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://hmmcollegeforwomen.in/naac_dvv/assets/naac_document/ADD_INFO_CRI-7_1_3_AQAR_2022-23.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 following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

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	View File
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

A. Any 4 or all 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	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

The college believe that children across all socioeconomical background deserve a comprehensive education ranging from traditional to modern subjects inculcating values of IKS in its initiatives. Communal Harmony Campaign Week & Flag Day is celebrated by conducting seminar with an awareness drive on-campus and collective sum by the staffs and students sent to NFCH, Govt. of India. The College's Museum with a certificate course- 'Basics of Museum' promote the knowledge of preservation of culture and heritage. Gender Equity Cell and Internal Complaints Committee aware staffs, students and faculties about women safety and right to information. Grievance Redressal System in college are always active and readily addressable. Students and Staffs Feedback Systems regarding administrative and management mechanisms are operative through online portal. On significant national days, lectures and workshops on a range of citizen rights, obligations, and responsibilities are also held and Social Outreach Cell, NCC, NSS wings with Cultural & Prize Distribution Sub-Committee organize programmes of importance of our nation's pride and cultures with a regular participation in inter and intra-collegiate sports. It is recommended for strong alumnus representatives to speak out in administrative-academic organizations and participate in decision-making for a constant flow of values.

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

The institution sensitizes the students and the employees to the constitutional obligations about values, rights, duties and responsibilities and constantly nurturing them as better citizens of the nation. Institute's Electoral Literacy Club has promoted civic and electoral awareness belonging to age group above 18 years. Through various activities and participating commemorative and observed days of the nation, the institution's staff and students are made aware of their constitutional responsibilities. The college offers Political science, Sociology, Philosophy, Psychology, Women studies subjects with certificate courses in 'Constitutional Rights and Duties of Indians' (Department of Political science in collaboration with Bengal Institute of Political Studies), 'Undoing Gender-Bias Using Psycho-Social Lens' (jointly by Department of Sociology and Psychology) put an effort to uphold democratic principles and community awareness. Environmental Studies, Botany and Zoology provide students with knowledge of worldwide environmental concerns, wildlife protection, forest and environment acts. Institution's Innovation Council of the institute runs a number of seminars and talks to aware about the policies and opportunities of research. IPR cell of the college guides with knowledge of Intellectual property and SC, ST and Minority Cell, Unnat Bharat Abhiyan imparts and encourage the backward classes to betterment and adapted marginal communities for upholding social responsibilities.

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,

A. All of the above

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

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

HMMCW nurtures the values of Indian culture and heritage and tries to correlate the existing values with the newer domain of knowledge generated by technology. Our values and thoughts dominated by the spirit of Unity in diversity is upheld by the College so that the knowledge on reality and virtual reality, machine learning or robotics do not make our students the slave of AI. With this aim the college celebrates various days of national and international importance to groom the students as responsible civilians and an uncomparable Samaritans like Independence Day, Republic Day, Netaji's Birth Anniversary, International Day of Mother Language, National Science Day, International Women's Day, Rabindra Jayanti, International Earth Day, World Environment Day, World Biodiversity day, World Ocean Day, International Yoga Day, Communal Harmony Day. The institute prioritizes observation of days like Birth Anniversary of Swami Vivekananda, Vidyasagar, Rabindranath Tagore, Kazi Nazrul Islam and so on. College Foundation Day is celebrated to inculcate the spirit of continuity of culture and heritage throughout the ages. International Literacy Day, National Month of Nutrition, International Democracy day in collaboration with Netaji Nagar college are celebrated to generate awareness on citizens' responsibilities among the students.

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: Academic Accountability through stringent monitoring mechanism

Objectives: Ensuring academic accountability.

Context: Monitoring academic performance of teachers.

Practice: Academic Monitors contain daily performance records of the teachers. Heads of the departments submit the same to IQAC. These are checked by the Principal, followed by verification by the 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 layers monitoring ensure accountability and transparency in teaching-learning outcome.

Problems encountered and resources required: Motivating all faculties to maintain academic monitors on daily basis is itself a problem, especially in the new normal phase.

Best Practices 2

Title -Health brings Resilience.

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

Context- To mobilize 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 funds and extraneous challenges are potential hurdles.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

As a leading institution of education for women in North 24 Parganas, the Vision and Mission of our college promulgate the virtue of "???? ?? ??????????" through establishing the intellectual vigour, women empowerment, skill enhancement and innovation with sustainable development imparting holistic education into her pupils. The 30 Certificate, Value-Added, Add-On Courses of college along with diverse regular programmes offered disseminate those values and goals. Courses such as Advance Excel, Web Design, Digital Marketing, Practising Social Research, Music Appreciation, Python, Basic Photography, Research Ethics & Implementation of SPSS helps in built skill, also Painting, Art & Craft, Jewelry Making and Preparing Phenyl and Handwash for Self-Entrepreneurship courses constitute the Incubation Centre, "Sankalpa"- The pioneering venture by the institute among others in our district and affiliating University. Sankalpa fosters the idea of self-entrepreneurship through creativity, innovation and environmental sustainability in students and alumni of the college.

The institution's motto, "3Ds", stands in 'Determination- Dedication- Discipline' and with this, Career Counselling & Placement Cell has been contributing students for years. For the last eight years, it has organized Career Fairs, held workshops on Skill Enhancement and provide overall career related guidance and grooming to girls of the institute.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- As the prayer addressed to the competent authority for new land yearn for establishing the second campus
- Introduction of New Subjects in UG and PG Level
- To introduce more Certificate, Add-On and Value-Added Courses in hybrid/blended/ online mode to promote Indian Knowledge System related to professional and personal values, ethics, environmental sustainability, Indian language, culture, museology, traditional uses of medicinal plants, gender equity, etc.
- Seeking new posts for existing and new Subjects
- Revamped the Medicinal Garden
- Introduction of the Entrepreneurial Development Cell for marketing of products prepared in the Incubation Centre
- Formation of Self-Help Group by Alumni.
- Opening Tailoring unit in the college for vocational training
- To develop collaborations with institutes of National and International repute for Teaching-Learning facilities and Research. Collaboration with National Jute Board for vocational training of the students, MoU with NJB, NIFT, Pollution Control Board, Paschim Banga Vigyan Manch, Tollygunge Academy of Folklore, etc.
- Rejuvenation and registration of the Incubation Centre as self-improvement facility
- Taking drive for skill enhancement and better placement.
- Promotion of Research aptitude among the students and teachers through the intervention of IIC and RDC, in tune with the Philosophy of Vikshit Bharat.
- To upgrade classrooms and laboratories for implementation of NEP 2020.
- To apply under DBT-Star College scheme.
- To procure Audio Books and ensuring physical and digital accessibility for persons with disabilities.
- To procure modern equipment in various laboratories.