YEARLY STATUS REPORT - 2023-2024

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/37662.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	11
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes
• 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
• If yes, mention the amount	

11.Significant contributions made by IQAC during the current year (maximum five bullets)

College secured A+ Grade with CGPA 3.33 in NAAC 3rd Cycle
Completed of CAS screening process of 5 CAS incumbents & initiated CAS process of 5 incumbents
NAAC Accreditation workshop sponsored by Department of Higher Education, Government of West Bengal on 11th January 2024
Organised two (2) Administrative Training Programme for Non-Teaching Staff - 1. Quality Parameters : Departmental Performance & 2. Demonstration of Acupressure and Massage Therapy & Organised three (3) Professional Development for Teaching Staff - 1.ONE DAY WORKSHOP ON "HANDS ON TRAINING OF NAAC METHODOLOGY AND PREPARATION , 2.FACULTY DEVELOPMENT AND CONSULTANCY PROGRAMME FOR NAAC PREPAREDNESS & 3.ONE DAY NATIONAL SEMINAR ON HOW TO PUBLISH A QUALITY RESEARCH PAPER: TOOLS AND TECHNIQUES
Organized i. International Seminar organized by Depts. of English & Sociology HMMCW in collaboration with Depts. of English & Sociology of PCMM; ii. The Confluence 2 organized by Saraswat Charcha Chakra (Interdisciplinary Study Circle) of HMMCW in association with DURS (Dhaka University Research Society); iii. International Round Table on Japan's Multidimensional Engagement in South Asia organized by PARI (Pan Asia Research Institute-Tokyo & Dhaka) -CSSSEAS of KNU& Dept.of Political Science ;iv. Department of Psychology and Music

jointly organized one day International Seminar on Relation between Music and Psychological Well-Being.	

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
Training sessions for the teachers on LMS & Website.	Training sessions were held for the teachers on LMS & Website.
To conduct Academic & Administrative Audit	Academic Audit held on 6th October 2023. Academic & Administrative Audit will be done on 19-04-2024
To encourage departments to organise seminars, workshops, conferences through Seminar Subcommittee.	Proposal of Dept. of Political Science to hold international students exchange programme in collaboration with Dhaka University of Research Scholars (DURS) approved. Proposal of Dept. of Political Science to hold international seminar in collaboration with Pan-Asia Research Institution (PARI) and CSSSEAS, Kazi Nazrul University approved. Proposal of Dept. of Political Science to hold a round table symposium on Human Rights in collaboration with West Bengal Political Science Association approved. International Seminar on Relation between Music and Psychological well-being on 14/05/2024. International Seminar on
To develop sustainable environment.	Energy Audit, Green Audit, Environment Audit, Gender Audit was done. ii. Budget for butterfly garden,orchid garden,medicinal garden,kitchen garden,vermicompost pit was done.
Improvisation of infrastructure	Five new computers, one CCTV

	camera and one DVR purchased by the College. Eight water purifiers installed which were procured under CSR Grant.
To initiate more skill development measures	i. Entrepreneurial Development Cell was initiated. ii. Utkarsha Bangla Project was rejuvenated. iii. Villages were served under Unnat Bharat Abhiyan Scheme and skill enhancement drives were taken.
2nd NSS unit to be opened	2nd NSS unit received approval from the West Bengal State University.
To give more stress on Gender Sensitisation	Workshop on Sexual Harassment in Workplace held on 26/09/2023 in collaboration with ICC of the College.
Career Counselling Cell initiatives	Career Fair organised on 17/01/2024. Competitive Examination Cell initiated
To execute plans for marketing of products prepared in the Incubation Centre	Proposal of Marketing through EDC adopted
To upgrade classrooms and laboratories for implementation of NEP 2020.	Computers and other ICT tools purchased
More research works to be initiated	Promotion of Research aptitude among the students and teachers through the intervention of IIC and RDC, in tune with the Philosophy of Vikshit Bharat.

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	04/12/2024

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 examines 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. Enterpreneurial Development Cell , Incubation Centre & Institutions Innovative Council promotes multidisciplinary skill development programs.

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.West Bengal State University has initiated enrollment of students in ABC Diglocker in collaboration with Ministry of Education,Government of india and college has completed the process for the same for the session of 2023-24

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 startups. IPR Workshops are conducted by the IPR Cell.The college proposes to Collaborate with MSME,Govt of India to arrange various short duration programs for skill development of students.

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,etc 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 dedicatedly 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 Applied Arts (Urdu)-MAAUD. 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 Number of courses offered by the institution across all programs during the year	27

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	1124

File Description	Documents
Data Template	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	853

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	348

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**90**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**90**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**35**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**196.31**
4.3 Total number of computers on campus for academic purposes	**84**

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

Our institution adopts various strategies to deliver the curriculum effectively. Key initiatives include:

• Regular academic planning done jointly by the Academic Sub-

Committee as well as all the departments ensures a structured approach to achieving following objectives.

· Clear Learning Objectives: The institute establishes well-defined learning objectives to guide curriculum development and assessment, focusing on Course Outcomes (CO), Program Outcomes (PO), and Program Specific Outcomes (PSO).

· Academic Support for All Learners: Tailored support is provided through tutorial classes for advanced learners and remedial sessions for those needing additional assistance.

· Technology Integration: Modern tools such as PowerPoint presentations, online learning platforms, and e-modules are incorporated to enrich the teaching-learning experience.

· Active and Participatory Learning: The college fosters critical thinking, problem-solving, and knowledge application through engaging activities like projects, debates, group discussions, and drama presentations.

· High-Quality Resources: Faculties provide access to superior textbooks, online materials, and other resources to enhance curriculum delivery and learning outcomes.

· Professional Development for Educators: Teachers are encouraged to pursue professional development opportunities to refine their skills, adopt best practices, and implement the curriculum more effectively.

Assessment and Feedback: Multiple assessment methods, including an MCQ portal, quizzes, presentations, and projects, are utilized to evaluate student learning and provide constructive feedback.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

Institutional and Academic Scheduling, Academic Planning, and Evaluation:

The institution prioritizes comprehensive planning and organization of academic and institutional activities to ensure a structured, efficient, and engaging academic environment.

The Institutional Academic Calendar serves as a blueprint for each academic session, detailing the number of working days, teaching schedules, tentative dates for internal examinations, and the expected commencement of classes and university exams. This framework ensures the smooth execution of academic tasks across the institution.

At the departmental level, Academic Calendars are developed to address specific academic goals. These calendars focus on the timely allocation and completion of syllabi, internal assessments, lesson plans, and the integration of workshops, seminars, and extracurricular activities. This ensures both academic rigor and the holistic development of students.

A strong emphasis is placed on Continuous Internal Evaluation (CIE), which aligns with the affiliating university's guidelines. Regular class tests, oral and poster presentations, quizzes, and other activities are conducted to assess student learning, encourage active participation, and reinforce knowledge.

By synchronizing institutional and departmental planning, the institution fosters a positive and dynamic academic atmosphere. These efforts ensure timely completion of academic responsibilities while creating opportunities for skill enhancement and overall student success.

File Description	Documents
Upload relevant supporting documents	[View File]
Link for Additional information	Nil

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	A. All of the above

Courses Assessment /evaluation process of the affiliating University	

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	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

14

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

326

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

1124

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

The institution integrates crosscutting issues such as Professional Ethics, Gender, Human Values, Environment, and Sustainability into the curriculum to foster holistic student development and social awareness.

Courses and activities are designed to instil Professional Ethics, ensuring students understand the importance of integrity, accountability, and ethical practices in their careers. Subjects like commerce, business ethics, research methodology, and computer science emphasize these values.

Gender Sensitization is embedded through topics on gender equality, women's empowerment, and inclusivity taught by disciplines like Sociology, Women's Studies, History, Political Science. Besides workshops, seminars, and awareness programs address issues like gender disparity, harassment, and the role of women in leadership.

To promote Human Values, the curriculum includes discussions on empathy, respect, and social responsibility. Value-based education initiatives, cultural programs, and community outreach activities encourage students to uphold ethical and moral standards.

Environmental consciousness is fostered through courses and initiatives on Environment and Sustainability. Topics like climate change, renewable energy, and waste management are integrated into relevant subjects (Geography, Botany, Zoology). Activities such as plantation drives, eco-club events, and sustainability workshops further reinforce these principles.

Through this comprehensive approach, the institution ensures that

students develop a strong ethical foundation while becoming socially responsible and environmentally conscious citizens.

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

10

File Description	Documents
Any additional information	**No File Uploaded**
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

394

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	B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
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	Nil

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

1542

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

51

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 (WBSU), as the affiliating university, occupies a pivotal position in shaping the trajectory of learning assessments and student performance at the undergraduate level.The College adheres to its ownmethodology of continuous evaluation, meticulously aligned with the guidelines stipulated by WBSU. In conformity with the academic calendar, students participate in a range of evaluative mechanisms, including MCQ-based class tests, projects, assignments,and internal examinations.Faculties meticulously prepare model questions banksas a pedagogical resource. Departments maintaina thorough record of students' progression, tracking their academic development through the scrutiny of semester-wise performance. This enables the identification of slow learners and advanced learners, with separate lists compiled for each category, replete with names and roll numbers. Subsequent to the publication of these lists, the Principal issues notifications delineating remedial class slots for slow learners. Tutorial classes serve as a vital mechanism for academic advancement, with teachers monitoring student improvement and submitting remedial class record books to the Principal for verification. Furthermore, the Principal convenes Guardians' Meetings to apprise parents of their wards' academic progress. To foster academic enrichment among advanced learners, the institution leverages a range of pedagogical strategies, including extension lectures, interdisciplinary seminars, lectures facilitated through Faculty Exchange programmes, and creative endeavours such as video production and poster making. Various competitions are also utilized as a psychological and intellectual mentoring methodology to nurture the academic potential of these students.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
1124	**90**

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 pedagogical framework at Hiralal Mazumdar Memorial College for Women (HMMCW) encompasses a multifaceted approach, integrating traditional lecture methods with project-oriented, ICT-based learning, and experiential education. Educational excursions, MOOC courses, and virtual platforms (e.g., Google Meet, Zoom, YouTube) further enrich the learning experience.

Experiential learning is fostered through independent experiments in practical classes (e.g., Chemistry, Physiology, Botany), internship programs (e.g., Food and Nutrition, Zoology), and industry and research institute visits (e.g., (e.g., Food and Nutrition, Physiology, Botany, Zoology, Chemistry, Journalism and Mass Communication). The college's historical museum serves as a unique resource for experiential learning. Additionally, the College's Research and Development Cell (RDC) promotes creative pursuits, such as art, craft, painting, and jewellery making.

Participative learning is encouraged through quiz competitions, debates, add-on courses, and student seminars. The college magazine, newsletter, and departmental journals provide platforms for students to express their creativity. Problem-solving methods, including the Academic Resource Bank, model questions, LMS, and Career Counselling Cell programs, are also integral to the college's pedagogical framework, facilitating critical thinking and analytical skills.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	Nil

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

The faculty delivers engaging presentations with ICT-enabled tools and classrooms to foster digital literacy among students, empowering them to navigate the complexities of an increasingly globalized world. Moreover,institution has developed a robust repository of digital resources, including video lectures, e-content integrated into the Learning Management System (LMS),shared e-books,PPT presentations, and academic resource banks accessible via the college website.These digital assets serve as a treasure trove of knowledge for students, supplementing traditional pedagogical approaches.

Additionally, the college organizes online competitions and technical events, such as poster making, project/paper presentations, and webinars, utilizing ICT to facilitate seamless participation. The institution's dedicated YouTube channels, featuring lectures recorded on 'SwayamPrabha', Channel-3, and the 'One India One Digital Platform', offer students additional learning resources (https:// odp.inflibnet.ac.in). Notably, the college boasts 10 ICT classrooms equipped with projection mechanisms, 84 computers, 16 printers, and 2 scanners, all contribute to an enhanced learning environment. Furthermore, the fully automated library provides access to e-resources through the N-LIST programme of INFLIBNET, subscribing to over 6,000 e-journals and 799,500 e-books. For effortless access to resources, the library has made previous years' question papers (WBSU) available via the college website. The campus is Wi-Fi enabled, with 8 routers providing free 4G connectivity, 4 domains, and internet bandwidth of 150 Mbps, 100 Mbps, and 50 Mbps, courtesy of WISHNET, thereby ensuring a technologically advanced learning ecosystem.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://hmmcollege.ac.in/upload/aqar/2.3.2final.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

90

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

90

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

32

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

931

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 CBCS and NEP pedagogical framework necessitates a transparent and reliable internal assessment mechanism to facilitate students' learning and curricular development. The affiliated university stipulates an internal assessment, with anticipated dates for internal evaluations, class exams, tutorials, and other events outlined in the academic and institutional calendars.

The college principal formally announces the internal examination schedule, including dates and times. Subsequently, the internal assessment results are disseminated. We aim to implement continuous evaluation (CE) through a multifaceted approach, encompassing exams, homework assignments, quizzes, presentation sessions, project work assignments, and group discussions. These assessments foster critical thinking, articulation skills, and problem-solving abilities

Faculty members in each department record and evaluate student

performance. Following the internal exams, grades are documented and submitted to the college's examinations department for digital data banking. Any grievances regarding internal assessment marks are addressed through a formal mechanism, wherein the principal convenes a meeting with the college's examination committee to review departmental course results. The meeting report is then presented to the Internal Quality Assurance Cell (IQAC) for recommendations aimed at enhancing student performance.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

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

In instances where departmental-level resolutions prove inconclusive, examination-related grievances are escalated to the college examination committee and examination cell, comprising the principal and senior faculty members. Upon convening a meeting with faculty, the principal directs a thorough investigation into the matter. Each student's assertion is meticulously verified through re-examination of the answer sheet, ensuring a fair and transparent redressal process.

Student complaints are subsequently conveyed to the university, facilitating prompt action. The college's Grievance Redressal Cell and RTI Cell play a pivotal role in this regard. The Principal and/or IQAC Coordinator proactively address the issues, liaising with the university to resolve concerns about question papers, external practical test results, and other examination-related matters.

Moreover, faculty members actively seek solutions to student grievances. The university is promptly notified of complaints or disputes related to admit cards, subject codes, examination dates, or results, with students being informed accordingly. In exceptional circumstances, the principal may recommend that theeducational and psychological counseling cell intervene to provide the required support. Additionally, the concerned department may offer remedial coaching classes to students for academic support, facilitating their learning and performance enhancement.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The institution's curricular framework is anchored in the articulation of Course Outcomes (COs), which encapsulate the overarching knowledge and skills that students acquire upon completing a course. Each course is designed with specific COs that clearly delineate the primary objectives and expected learning outcomes. The institution ensures transparency by disseminating all Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and COs for its various programmes on its website.

To facilitate student awareness and understanding, the institution communicates the learning schedule and outcomes through various channels, including the prospectus, institutional and academic calendars, and induction and orientation sessions. The college's motto, "Discipline, Dedication, and Determination," serves as a guiding principle for all members of the institution, fostering an environment conducive to holistic development.

The syllabi for each programme provide comprehensive information on courses, generic elective courses, skill enhancement courses, learning outcomes, scheme of examination, and evaluation criteria. This enables students to acquire interdisciplinary knowledge, cultivate critical thinking, problem-solving abilities, communication skills, and coordination and planning competencies. By adopting a student-centric approach, the institution empowers learners to achieve academic excellence and develop into well-rounded individuals.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

The institution employs a multifaceted approach to evaluate and measure Program Outcomes (POs) and Course-specific Outcomes (COs). Faculty members assess student learning outcomes through a range of methods, including examinations, projects, assignments, and tutorials. Additionally, students' learning capacity is gauged through class tests and tutorials after completing each module outlined in the syllabus. Students who require additional support are encouraged to attend remedial classes, while those who lag behind their peers receive empathetic counseling and mentoring.

The POs and COs are formally discussed in the classroom and with the Internal Quality Assurance Cell (IQAC), and key outcomes are displayed on departmental notice boards. The Principal regularly convenes meetings with students and parents to share and evaluate learning outcomes. Faculty members track student learning outcomes through academic monitors and semester-wise evaluation reports. Furthermore, student feedback is solicited to assess teacher and institutional performance. Teachers adopt a facilitative approach, empowering students to pursue their academic aspirations. Periodic meetings with parents, teachers, and staff are held to analyze learning outcomes, ensuring a collaborative and student-centric approach to academic excellence.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	Nil

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

313

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	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://hmmcollege.ac.in/upload/aqar/2.7.1final.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

0

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

32

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

09

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

30

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

In the academic year 2022-23, students of Hiralal Mazumdar Memorial College for Women, Kolkata, actively participated in various outreach programs, fostering social awareness and community development.

They organized health and hygiene awareness campaigns, educating residents about sanitation, personal hygiene, and disease prevention. To promote environmental sustainability, students led tree plantation drives, waste management workshops, and clean-up initiatives in the neighborhood.

As part of their educational outreach, students collaborated with local schools and community centers to mentor and support underprivileged children. They also conducted gender sensitization workshops, addressing issues related to gender equality, women's rights, and social justice.

Additionally, students engaged in community service, volunteering at shelters, orphanages, and elderly care centers. Through cultural exchange programs, they celebrated diversity and promoted mutual understanding among different communities.

These initiatives not only benefited society but also provided students with valuable experiential learning opportunities, enhancing their leadership skills, empathy, and civic responsibility.

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

05

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

29

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

588

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

14

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

35

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.

1. 32 classrooms, 19 laboratories, 01 Instrumentation Room and 03 conference halls, 01 computer work-station, one Museum, one archive which are spacious and well equipped with projector, screens.
2. Made provisions of separate rooms and spaces for various cells and committees including IQAC, NSS, NCC, Yoga etc. for scholastic, co-scholastic activities.
3. 03 Seminar and Conference Hall are adequately furnished and equipped necessary tools like sound system, podium, LCD-projector, screen, white board etc.
4. 78 numbers of desktops, 06 laptops, 47 CCTV cameras, 22 Fire extinguishers, multiple LAN facilities help nurturing the academics for the students.
5. Wi-Fi enabled campus with 8 Routers, free 4G connection, 4 Domain. 11 rooms with ICT enabled projectors, one IBM server, multiple software for e-governance and ERP.
6. Medical unit for staff & students, students' insurance, wheel chair for ailing person.
7. 02 well equipped air-conditioned staff rooms with locker and washroom.
8. Ramp and DIVYANG toilet, subsidized canteen
9. Has an Automated library providing access to books, journals, e-resources under NLIST, spacious reading rooms, reference sections, journal and magazine back volumes, xerox and printing facility.
10. Vermicomposting pit, Chemical waste pit, Kitchen garden, Butterfly Garden, Orchid Garden, hydroponic system & Fruit Orchard make students bio-friendly.
11. College maintains one Medicinal Plant Garden year around .

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

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

Facilities for Cultural activities:

1. The cultural activities are performed in open air stage as

   well as ANANDALOK, MONGOLALOK Hall.
2. Maintains a Lab. of modern and traditional cultural instruments such as Harmonium, Tabla, etc.
3. Microphones, speakers, Public Address System and Cameras are available.
4. Air-conditioned Green Room is available for performers.

Facilities for Sports and games (indoor and outdoor):

1. Has a hired field (Meghnad Sporting Club Ground) in which students carry out various sports activities including running, javelin throw, shotput, etc.and weekly NCC parades
2. Offered the field to practise sports like Kho-Kho, Kabaddi, Badminton for girls. Also impart training of Kho-Kho, Self Defence, etc through instructor.
3. Provides sports equipment for Carom board, Table Tenis, Volleyball, shot put, Throw, skipping etc.
4. Availability of a well-equipped gymnasium facility with instructor.
5. Appointed instructors to guide students in sports activities.
6. Made provisions for girls to facilitate Indore games.

Facilities for Yoga Centre:

1. A well-equipped Yoga centre.
2. Appointed an instructor to guide the students for self-defence.
3. Certificate course in Yoga.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

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

10

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

10

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

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

44.17

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)

The library has been fully automated since 2015, utilizing the Koha Integrated Library Management System (ILMS), currently at Version 22.05.05.000. Continuous efforts are made to enhance automated library services. The library catalogue is accessible 24x7 through the web-enabled Online Public Access Catalogue (WebOPAC) at this link: https://hmmcollege-opac.kohacloud.in/

The college library boasts a wealth of resources, including books, e-journals, and e-books subscribed through N-LIST. Additionally, 17 departments have Seminar Libraries for use by students and teachers. The Library Reading Room features two separate cubicles, each equipped with two computers for teachers and three for students.

University final exam question papers from previous years have been

digitized and made available to students via the college website. The library also organizes Book Fairs on campus to foster reading habits among students. Adjacent to the library is a museum section that educates students about our country's rich culture and heritage.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**C. Any 2 of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

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

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

0.18932

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

10967

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

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

05 new Desktops have been added this year. Altogether HMMCW has 78 Desktops, 06 Laptops

2. As provided by WISHNET, the available internet bandwidth is 150 Mbps, 100 Mbps, and 50 Mbps.

3. Cloud-based Learning Management System (LMS) for the smooth functioning of Teaching- Learning system during the Covid-19 pandemic times.

4. Online platforms like WhatsApp, Google Classroom, Google Meet, and Zoom are used for online teaching whenever and wherever necessary.

5. Several Wi-Fi routers have also been augmented with high configuration and Wi-Fi network facilities were deployed across the campus to enable stakeholders. 6. Organized workshops and practice sessions for technological know-how.

7. Feedback mechanism for stakeholders, 360 Degree Performance Appraisal System, entry in service portal for competitive examinations, a bio-metric, e-attendance system for keeping a record of student attendance, financial accounting software, 47 CCTV cameras are installed for surveillance in the total campus area, supported by Wi-Fi connectivity.

8. The college purchased 04 domains of academic and administrative facilities.

9. Computers, reprographers, water purifiers and coolers, LCD projectors, Public Address System.

10. Technical support for smart classrooms and the audio-visual

room, fire extinguishers, and electrical appliances is provided by dedicated staff.

11. Academic and administrative work has been done using email and WhatsApp to make things paperless.

12. Procure anti-virus packages and update periodically.

14. Online admission, examination form fill-up and Affiliated university registration

15. Procurement of printers, Scanner and xerox facilities

16. Procurement of Biometric attendance machine Thus, the institution has given thrust in updation of the IT facilities at regular intervals.

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

4.3.2 - Number of Computers

84

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	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

152.14

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.

IT infrastructure maintenance is handled by members of the technical team. Technical assistance properly monitors LAN and network connections. Computers and laptops, servers, LCD projectors, fire extinguishers, and Internet and Wi-Fi access are all included. interactive panel and further relevant assistance in a variety of classrooms, labs, libraries, and shared central facilities. The college's technical team handles requirements for installing various software programs in computer labs, updating IP addresses, antivirus software, and other software. The Finance Subcommittee evaluates the recommendations of the Tender and Purchase Committee and the Building Subcommittee before referring the proposals and estimated costs to the Governing Body for a final decision. The maintenance of the office, library, classrooms, computer lab, and all individual PCs for entire departments is completed by tendering for service providers. Work orders are typically awarded to the lowest bidder. However, job quality is also taken into account. The website management subcommittee is in charge of maintaining the website. The institution must hire a third-party housekeeping service to keep the campus clean and safe. For surveillance, security guards are stationed at several campus entrances and exits. Students on campus have access to a subsidized canteen. For a sustainable ecosystem, a natural green lawn is carefully tended to and maintained. The campus is now environmentally friendly thanks to a variety of flora, a roof-top garden, etc.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

328

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

53

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above

File Description	Documents
Link to institutional website	**Nil**
Any additional information	[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

422

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

422

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 mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	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

27

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

68

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

5

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.

53

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/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)

Our college is deeply committed to empowering students by amplifying their voices, ensuring representation, and fostering active participation in campus life. Recognizing that both administrative decisions and extracurricular activities shape student experiences, we prioritize their involvement in decision-making processes.

To achieve this, we have established key committees under the Governing Body, including the IQAC, Grievance Redressal Cell, and Sports Sub-Committee, all featuring student representatives. These platforms enable students to advocate for their peers and contribute

to institutional policies.

We further encourage student engagement by involving representatives in meetings with faculty, staff, and administrators. This ensures that students' perspectives are integral to shaping key decisions.

Beyond formal representation, we actively promote a wide range of co-curricular and extracurricular activities, such as NSS, NCC, sports, and cultural events, to nurture students' talents and leadership skills. These initiatives foster a dynamic and inclusive campus environment.

Through these efforts, we aim to create a thriving college community where every voice is heard, and every student feels empowered to grow, lead, and succeed. Our approach centers on formal representation, administrative involvement, vibrant activities, and fostering personal growth, building a truly inclusive and enriching college experience.

File Description	Documents
Paste link for additional information	**Nil**
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

38

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association, Shrote (meaning "Waves of Rivers"), works to foster a lasting bond between students and their Alma Mater. Our alumni have generously contributed to the institution's growth and development through various initiatives. Their active involvement in supporting and volunteering for college activities plays a crucial role in broadening the horizons of the college's progress.

By strengthening connections among alumni, students, and the college, the association helps create a network of collaboration and support. Each alumnus carries the unique journey of transitioning from a student to a distinguished graduate, enabling them to contribute to the institution in diverse ways. Their efforts have been instrumental in enhancing infrastructure and shaping a new vision for the college's future.

File Description	Documents
Paste link for additional information	**Nil**
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

The governance of Hiralal Mazumdar Memorial College for Women aligns closely with its vision and mission, ensuring a participatory and inclusive approach to institutional development.

Vision:The institution envisions empowering women through quality education, fostering a spirit of inquiry, and nurturing holistic

growth to contribute meaningfully to society.

Mission:The college aims to provide an inclusive and dynamic learning environment, promote academic excellence, encourage research and innovation, and instill ethical values for building responsible citizens.

The governance structure reflects this ethos through democratic decision-making processes, inclusive policies, and strategic planning. Perspective plans emphasize academic advancement, infrastructure development, digitalization, and community engagement to achieve long-term institutional goals.

Teachers play a pivotal role in governance, serving on key decision-making bodies such as the Governing Body, IQAC, and various academic and administrative committees. Their involvement ensures that academic programs, research initiatives, and co-curricular activities resonate with the institution's vision and mission.

Collaborative governance fosters a culture of transparency and accountability, ensuring that the institution adapts to contemporary challenges while staying committed to its core values of women's empowerment and societal progress. This participative framework strengthens institutional governance and supports sustained growth.

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

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

At Hiralal Mazumdar Memorial College for Women, decentralization and participative management are key practices fostering effective leadership and

institutional growth. The leadership emphasizes teamwork and collaboration, both internally and with external stakeholders.

For example, the administration coordinated by the Governing Bodydelegates academic and administrative responsibilities to various committees comprising faculty members and staff. Each committee, such as the IQAC, Examination, Academic, Admission,

Finance, Tender and Purchase or Cultural sub-committees etc., is empowered to plan, execute, and review initiatives. Faculty members actively participate in decision-making, ensuring inclusive and outcome-based performance.

In a recent initiative, the college organized an inter-institutional workshop on "Hands on Training of NAAC Methodology and Preparation" (For Colleges under West Bengal State University) sponsored by the Department of Higher Education, Government of West Bengal. The planning was entrusted to a faculty-led committee, which collaborated with multiple departments and external institutions. The administration supported this by facilitating communication and providing resources, while the committee ensured participative decision-making by involving diverse voices.

This decentralization, coupled with empathetic leadership, strengthens trust and accountability. It enhances communication across hierarchical levels and fosters efficient exchange of ideas, contributing to transformational leadership and institutional excellence.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

A key activity successfully implemented based on the institution's strategic plan is the establishment of the Incubation Centre and Innovation Hub. This initiative was part of the strategic goal to foster entrepreneurship, innovation and skill development among students. The strategic plan emphasized creating a platform for students to explore their entrepreneurial potential and gain hands-on experience in real-world problem-solving.

IQAC facilitated the setup of the Incubation Centre under the Research Development Cell, which provides resources such as mentorship, seed funding,

and training in various fields like business development, technology, and design thinking. The center encourages students to develop start-up ideas and provides them a platform to showcase

those ideas. Collaborative initiatives with industry partners, alumni, and other institutions have expanded the scope of this project.

This initiative aligns with the strategic vision of bridging the gap between academia and industry, fostering employability and entrepreneurial skills. The Incubation Centre has significantly contributed to the development of practical skills among students through various workshops and hands-on trainings, supporting the institution's goal of producing industry-ready graduates while nurturing innovation and entrepreneurship.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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 institutional governance structure is well-defined and ensures efficient functioning through a systematic and collaborative framework. The organogram reflects a hierarchical yet participative approach to administration and decision-making.

At the apex is the Governing Body, which oversees policy formulation and provides strategic direction to the institution. The Principal serves as the executive head, ensuring the implementation of policies and day-to-day administration.

There are several administrative and academic bodies approved by the Governing Body

Academic Subcommittee: Responsible for curriculum development, academic planning and quality assurance and Audit.

FinanceSubcommittee: Responsible for Fiscal Policy making,Annual Budget,Accounting and Audit.

Internal Quality Assurance Cell: Focuses on continuous quality enhancement and institutional accreditation processes.

Anti-Ragging Committee ,Internal Complaints Committee,Gender Equity Cell,etc look after students' well-being.

Heads of Departments: Manage departmental activities, including teaching, research and faculty coordination.

Supporting the Principal are the Bursar (financial management), the Head Clerk (administrative staff coordination), and various committees such as the Examination Committee, Admission Committee and Research Development Cell etc. ensuring smooth execution of institutional responsibilities.

Ethical and Extracurricular Activities wing, Academic wing, Administrative wing and Alumni work in coordination to cater to Students' Support Services.

The organogram also includes student representation which fosters participatory governance.

File Description	Documents
Paste link for additional information	**Nil**
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	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Welfare Measures for Teaching and Non-Teaching Staff

Hiralal Mazumdar Memorial College for Women ensures a supportive work environment through various welfare measures aimed at enhancing the well-being and professional development of its teaching and non-teaching staff.

Health and Medical Benefits:

1. Government health insurance schemes for all staff members as per rule.
2. Periodic health check-up camps conducted on campus.
3. Financial Support:
4. Provident Fund and Gratuity schemes for financial security.
5. Festival advances and salary advances during emergencies.

Professional Development:

1. Career Advancement and Seniority based Promotion.
2. Financial support for attending conferences, workshops, and seminars.
3. Provision of study leave for pursuing higher education or research.

Conducive and Inspirational workplace environment:

1. Dedicated staff rooms equipped with necessary amenities.
2. Canteen.
3. Access to the college library and e-resources.
4. Wi-fi and computing facility.
5. Two Staffrooms
6. Annual awards and recognition for outstanding contributions.
7. Farewell events to foster a sense of belonging and promotion of membership in Bandhan.
8. Staff recreation and refreshment.

Personal Well-being and Safety:

1. Counseling services for mental health support.
2. CCTV, Campus Security and Identity cards.
3. Yoga classes and Gymnasium facility.
4. Maternity, paternity and child care leave as per government

norms.

These welfare measures ensure a harmonious and productive environment, contributing to the overall development of the institution.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

71

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

05

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

86

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 Appraisal System for teachers involves self-assessment which is reviewed 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). Key

areas of assessment include teaching quality, research activities, student mentoring, curriculum development, and participation in institutional initiatives.

Non-teaching staff are appraised based on criteria such as work efficiency, punctuality, technical proficiency, and teamwork.

Attendance register for all employees are maintained with detailed records of hours spent, classes alotted and taken, other administrative and departmental duties performed, invigilations, and leaves taken.

Leave applications submitted to Principal's office for month-end verification.

Leave Committee periodically verifies all leave applications to ensure that no

anomaly occurs regarding the number of leaves admissible and taken.

Service Book Committee oversees regular updation of physical Service Book.

IQAC verifies all data and annexed documents in the CAS papers to ensure fairness in career advancement.

Student feedbacks are taken on curricullum as well as individual teachers' performance. Principal goes through Student Feedback reports and ensures redressal when required.

File Description	Documents
Paste link for additional information	Nil
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 college conducts regular internal and external financial audits to ensure financial transparency and accountability. The Bursar reviews day-to-day financial transactions, adherence to budgetary allocations, and compliance with institutional policies.

During a year, audits typically include:

Monthly or quarterly reviews of accounts and expenditure.

Annual review of financial statements for statutory compliance.

Audit of government and project-specific grants to ensure proper fund usage.

Tax audit ensures compliance with income tax and Goods and Services Tax (GST) laws.

Laboratory and Library Stock Audit: 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.

Finally, all the reports are placed before the Finance Sub-committee and endorsed by GB before submission to the Higher Education Department.

Audit comments are addressed through a structured mechanism involving the finance sub-committee, auditors, and institutional heads. Discrepancies (if any) are addressed by providing clarifications, correcting errors, or implementing recommendations, ensuring financial integrity and continuous improvement in processes.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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)

1.237

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 followings are the 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

A budget is prepared at the beginning of the financial year and applications are made to the various schemes of the state and central government.

Fund mobilization through Reliance Jio and Solar Panel.

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	**Nil**
Upload any additional information	[View File](#)

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance Cell at Hiralal Mazumdar Memorial College for Women has played a pivotal role in institutionalizing quality assurance strategies. The NAAC peer team visited our college on 18th and 19th December, 2023 and accredited us with grade A+.

Hands-on Training on NAAC Methodology and Preparation:

IQAC organized a training program on "NAAC Methodology and Preparation" for colleges under West Bengal State University. Sponsored by the Department of Higher Education, Government of West Bengal, this initiative aimed to enhance understanding of NAAC accreditation processes among participating institutions. The workshop provided practical insights into data documentation, report preparation, and self-assessment procedures, enabling colleges to strengthen their internal quality mechanisms. This initiative reflects the college's commitment to fostering a culture of quality across institutions.

Skill Development and Employment Initiatives:

IQAC has spearheaded collaborative programs focusing on skill development through the Incubation Centre and Institution's Innovation Council (IIC). These include orientation and training sessions to prepare students for job interviews and mega placement drives conducted by the Career Counselling Cell (CCC). These initiatives bridge the gap between academic learning and industry expectations, equipping students with employability skills and entrepreneurial capabilities.

File Description	Documents
Paste link for additional information	Nil
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

Mapping of Program Outcomes (POs) and Course Outcomes (COs):

The systematic mapping of Program Outcomes (POs) and Course Outcomes (COs) helps to align teaching and learning with defined academic goals. Workshops and training sessions were conducted to help faculty design COs for each course and map them to POs, ensuring consistency with the institution's vision and mission. Feedback mechanisms, such as student and alumni surveys, were employed to evaluate the attainment of these outcomes. The implementation of PO-CO mapping enhanced clarity in learning objectives, ensuring that teaching methodologies effectively addressed academic and professional competencies. Regular reviews facilitated by IQAC led to measurable improvements in learning outcomes and curriculum delivery.

Academic and Administrative Audit (AAA), facilitated by IQAC, is a comprehensive review process aimed at evaluating the effectiveness of teaching, learning, and administrative practices. This audit assesses curriculum delivery, faculty performance, student engagement, and the overall governance structure. It identifies strengths and areas for improvement, guiding reforms for better teaching-learning methods and resource management. Regular audits have led to the implementation of strategic changes, including faculty development programs and enhanced administrative processes, ensuring continuous improvement in both academic outcomes and institutional efficiency. This practice fosters a culture of accountability and excellence.

File Description	Documents
Paste link for additional information	https://hmmcollege.ac.in/upload/aqar/AAA_23-24_removed.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 Certification, NBA)	A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://hmmcollege.ac.in/upload/aqar/AAA_23-24_removed.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

The college promotes and strengthens gender equity and awareness-raising in all of its activities regarding the curriculum in all of the subjects taught as well as extracurricular academic and cultural programs that are available to students from all socioeconomic backgrounds by working toward the Sustainable Development Goals (SDGs) 2030. To promote harmony and raise awareness of the need for general campus and community sensitization, the college maintains a dedicated Gender Equity Cell and Internal Complaints Committee. Well-accorded Anti-Ragging Cell and Social Outreach Cell develop a sense of purpose, leadership, and solidarity. Students are disciplined by the college's NCC and NSS wings. The Health Check-up Center and Psychological Counseling Cell monitor students' mental health and medical wellness. The girls can discover new professional and entrepreneurial opportunities through the professional Career Counselling & Placement Cell and Incubation Center. With CCTVs placed across the campus and restricted access to the heavily guarded entry with round-the-clock security personnel, and

technology systems with Wi-Fi connectivity promote comprehensive facilities for women on campus. There are Common Rooms, a Canteen, a Students' Union Room, a Gymnasium, a Restroom, and a Daycare Center. Every block has sanitary napkin vending and disposal devices with a sufficient number of sanitized toilets with amenities for women

File Description	Documents
Annual gender sensitization action plan	https://hmmcollege.ac.in/upload/aqar/ADD. INFO. CRI-7.1.1 GENDER AQAR 2023-24.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	**Nil**

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 being situated in an emission-free zone maintains a 'Green campus with an eco-friendly environment'. There are no large-scale, heavy industries and any garbage heap or waste collection centre nearby. The College's Green Club categorizes Waste Management Systems based on wastes collected and generated into - Solid, Liquid, Biological, and e-waste, hazardous chemicals categories. No radioactive wastes are generated. In case Solid Waste from daily use of metallic or glass goods, plastic goods and packets, and other thrown-away building materials are taken away by municipal or municipal authorized workers after being collected from in-campus disposals. The waste papers, Newspapers and cartoons etc. are sold

periodically to local vendors. Raw vegetable wastes of the Canteen and Department of Food & Nutrition are disposed of at the Vermicompost Pit maintained by the Department of Zoology for future sustainable use. All Liquid waste is collected through The Kamarhatty Municipality's canals and drainages. Biological Waste Materials generated by the laboratories of the Department of Physiology, Botany and Zoology are thrown in separate self-disposal bins at the respective laboratories. The parentless e-waste is collected in a designated bin and disposed of by a PCB-certified e-waste management organization- Hulladek. Hazardous Chemicals from the Science Departmental Laboratories are accumulated in a Chemical Pit at the campus.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	**Nil**
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	**A. Any 4 or all 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**	**A. Any 4 or All of the above**

5.landscaping with trees and plants

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 institution is committed to providing a comprehensive education that encompasses both traditional and modern subjects, incorporating Indian Knowledge System (IKS) values, for students from all socioeconomic backgrounds. The college observes Communal Harmony Campaign Week & Flag Day by hosting seminars and awareness campaigns on campus, with staff and students collectively contributing funds to the National Foundation for Communal Harmony (NFCH), Government of India. Cultural preservation is promoted through the college museum and its associated certificate course in 'Museum Basics'. The Gender Equity Cell and Internal Complaints Committee educate the college community about women's rights and safety. An active Grievance Redressal System is in place, and feedback from students and staff regarding administrative processes is collected via an online portal. The institution organizes lectures and workshops on civic duties and rights during important national occasions. Social Outreach Cell, National Cadet Corps (NCC), and NationalService Scheme (NSS) units, along with the Cultural & Prize Distribution Sub-Committee, arrange programs celebrating national pride and cultural diversity, encouraging widespread participation. Student well-being is supported through a psychological counselling cell and regular mentoring by all staff members.

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 strives to mould its staff and students into better citizens of the country by educating them about their constitutional duties, rights, duties, and responsibilities. The Institute's Electoral Literacy Club endeavoured to raise civic and electoral consciousness among adults over the age of 18. The personnel and students of the institution are made aware of their constitutional responsibilities through participation in national commemorative and recognized days or events.

To preserve democratic values and community awareness, the college offers certificate courses in "Constitutional Rights and Duties of Indians" (taught by the Department of Political Science in collaboration with the Bengal Institute of Political Studies), "Undoing Gender-Bias Using Psycho-Social Lens" (provided by the Department of Sociology and Psychology), and the Subject 'Women's Studies'. Students who study Environmental Science, Botany, and Zoology gain an understanding of global environmental issues, Wildlife Conservation, and Forest and Environmental laws. The Institute's Innovation Council hosts several lectures and seminars to raise awareness of the prospects and policies surrounding research. The college's IPR and Social Outreach cells guide intellectual property and inspire the underprivileged to improve and adapt marginal communities to fulfill their social obligations.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

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

The college celebrates various national and international commemorative days every year, Independence Day, Republic Day, Netaji's Birth Anniversary, International Day of Mother Language, National Science Day, Rabindra Jayanti, World Environment Day, International Yoga Day, Communal Harmony Day, Teacher's Day, Student's Week, Basant Utsav, World's AIDS Day and College Foundation Day. In session 2023-24, the institute observed days related to environmental importance, and regional cultural values including Swami Vivekananda's Birth Anniversary (12.01.24), Vidyasagar's birth anniversary (26.9.23), Tagore's death anniversary (09.08.2023), and Nazrul Jayanti (24.5.2023). The college promoted value education through a staff orientation with RKMVCC (06.08.2023). National Science Day was celebrated with an inter-school competition (12.03.2024). The college participated in the Chief Minister's Teachers Day program (05.09.2023). Hindi Department celebrated Hindi Divas (14.09.2023). The college celebrated Basant Utsav with herbal Abir made by Incubation Centre Sankalpa students. 12.08.2023-64th College Foundation Day and Culture and Prize Committee celebrated Rakhi Bandhan at the college campus- Honourable Member of Parliament Prof. Saugata Roy graced the occasion with Councilor of Kamarhati Municipality, 15.08.2023 Independence Day at the college premises with NSS & NCC wings and teacher, staff. The Incubation Centre organized Agamani, a Pre-Puja exhibition from 16th to 17th October 2023 at the campus.

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	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practices 1

Title of the Practice: 4 layers Monitoring of Academic Accountability

Monitoring Teaching-learning outcome Objectives: Ensuring accountability and transparency of governance

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

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 of monitoring ensure accountability and transparency in teaching-learning outcomes.

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 of the Practice-Health brings Resilience.

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

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

Practice- The College Social Outreach cell involves volunteers to monitor the health conditions of the inmates of the adopted slums and generate 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 specialists is a big challenge.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Our college's vision and mission, as a leading women's education institution in North 24 Parganas, promote the virtue of "???? ?? ???????????" by fostering intellectual vigour, women's empowerment, skill enhancement, and innovation with sustainable development while providing her students with a holistic education. These ideals and objectives are spread by the college's thirty certificate, value-added, and add-on courses as well as by the variety of regular programs that are provided. Students can develop their skills by taking courses like Advanced Excel,

Web Design, Digital Marketing, Practising Social Research, Music Appreciation, Python, Basic Photography, Research Ethics, and Implementation of SPSS.

Additionally, the Incubation Center, "Sankalpa," which is the institute's first endeavour among others in our district and affiliated university, offers courses in painting, art and craft, jewelry making, and the preparing of phenol and handwash for self-entrepreneurship. Through innovation, creativity, and environmental sustainability, Sankalpa encourages self-entrepreneurship in its students and graduates. The motto of the college is "3Ds" which stands for "Determination-Dedication-Discipline," and the Career Counselling & Placement Cell has been helping students for years

with this philosophy. For the past eight years, it has arranged Career Fairs, conducted workshops on skill enhancement and given the institute's ladies general career-related counseling and grooming.

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

7.3.2 - Plan of action for the next academic year

FUTURE PLAN

1. **IGNOU study centre to be opened**
2. **Mobile- repairing course to be initiated.**
3. **Introduction of Karate Training with belt examination**
4. **FDP on R programming and others proposed**
5. **Organising International webinar on AI in Health and tackling disabilities**
6. **Promotion of Banking Literacy in slum areas**
7. **Theatre workshop**
8. **Film Appreciation Workshop**
9. **Fragrancecreation**
10. **Requisitions for grant to make the building disable friendly**
11. **To organize National Seminar on Dr.B.R. Ambedkar**
12. **To initiate skill development courses in collaboration with MSME.**
13. **Shailpik- a centre for visual and performing arts affiliated to Sarba Bharatiya Sangeet o Sanskriti Parisad**