Yearly Status Report - 2018-2019

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 own campus	**Yes**
Phone no/Alternate Phone no.	**03325645148**
Mobile no.	**9836714992**
Registered Email	**hmmcw35@gmail.com**
Alternate Email	**iqac.hmmcollege@yahoo.com**
Address	**Jadunath Sarbobhouma Lane, Near Kali Temple, College Para, Dakshineswar**
City/Town	**Kolkata**
State/UT	**West Bengal**
Pincode	**700035**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Rupa Sen**
Phone no/Alternate Phone no.	**03325645148**
Mobile no.	**9007343950**
Registered Email	**iqac.hmmcollege@yahoo.com**
Alternate Email	**hmmcw35@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://hmmcollege.ac.in/upload/aca_nonaca_files/AQAR_2017_20180001-1.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://hmmcollege.ac.in/upload/aca_nonaca_files/Institutional_Calendar_2018-19-converted.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity Period From	Period To
1	**C++**	**6.95**	**2005**	**28-Feb-2005**	**27-Feb-2009**
2	**B++**	**2.77**	**2016**	**02-Dec-2016**	**01-Dec-2021**

6. Date of Establishment of IQAC

20-Feb-2014

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
Registered for NIRF	01-Oct-2018 365	1389
Submission of AQAR	31-Jan-2019 365	1389
All Staff, Studnents and Guardian Meetings	13-Mar-2020 365	1389
Skill Enhancement Course	12-Jul-2018 180	365
Nine IQAC Meetings	13-Mar-2020 356	1389
PBAS Completed and Endorsed	14-Nov-2019 365	55
Academic and Administrative Audit Submitted	14-Nov-2019 365	80
Submission of AISHE	06-Feb-2019 365	1389
New Students Software for Student Data	19-Jul-2018 365	365
Online Attendance	06-Oct-2018 365	365

L::asset('/'),'public/').'/public/index.php/admin/get_file?file_path='.encrypt('Postacc/Special_Status/'.$instdata->upload_special_status)}}

[View Uploaded File](#)

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	RUSA 2.0	Central and State Government	2018 730	20000000
Department of Political Science	Seminar and Conference	West Bengal Science Political Science Association	2018 2	13000
Environmental Science	Conference	DST	2019 1	50000
[View Uploaded File](#)				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View Link](#)

10. Number of IQAC meetings held during the year :	9
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View Uploaded File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

• Conducted Seminar/ Workshops/ Training etc. to promote quality, research Development. In the academic year 20182019, the college has organised 2 International Seminar, 3 National Seminar, 3 State Level Seminars and 10 Extension Lectures. Date of International Seminar: 28.08.2018 (One Day International Seminar on "New Social Movement with Special Reference to Students Movement" organised by Dept. of Political Science (MDM) in collaboration with HMM College for Women) 08.09.2018 (Youth Conference on "Politics Administration in One World" organised by BIPS in collaboration with Dept. of Political Science, HMM College) Date of National Seminar: 06.05.2019 (National Seminar on "Ethical Issues in Academic Research" organised by IARA) 05.09.2018 (National Seminar on "Use of Scientific and Technical Terminology in Political Science", Dept. of Political Science) 29.03.2019 (National Seminar on Value Education – Ramkrishna Ashram, Baranagar with Dept. of Education and Sanskrit) Date of State Level Seminar: 29.01.2019 (Seminar on "Science Without Boundaries" with Centre of Science) 28.02.2019 (Seminar on "Science for the People and People for Science" organized by Zoology and Food and Nutrition) 08.03.2019 (Seminar on "Women Empowerment" organized by Department of Political Science) Date of Extension Lecture: 30.07.2018 (Dept. of Journalism) 17.08.2018 (Dept. of Education) 29.08.2018 (Dept. of Women Studies) 06.12.2018 (Dept. of Botany) 04.02.2019 (Dept. of Women Studies) 08.02.2019 (Dept. of Sociology) 20.03.2019 (Dept. of Urdu) 24.04.2019 (Dept. of History) 10.05.2019 (Dept. of Philosophy) • Taken measures to strengthen the skill developmental activity for students: Computer Literacy, Communicative English, Yoga, Workshops And Training Programs. • Initiated the process of reforms in the college such as upgraded automation and inclusion of ERP system, for example FINERP for dealing with Students' fees related matters, voucher processing for making payment to the vendors/suppliers etc. and activating PFMS mechanism • Acceleration of industry academia interactions through some of the Science departments, like chemistry, Food and Nutrition and through the Career and placement Cell of the College • Introduction of Urdu (Honours) and General in Commerce, Electronics, Hindi, Women Studies and Environmental Science

View Uploaded File

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
9. Spoken Tutorials in collaboration with IIT Mumbai	. Skill enhancement process initiated. Students were enrolled under the project. Online tutorial videos have been shared. Faculties attended workshop at WBSU on 29.03.2019. online examination to be conducted.
8. PBAS for non teaching staff and staff development program to be organised	8. It has already been initiated by IQAC after being endorsed in its meeting dated 18.09.2018 (Resolution no. 9) and the first Staff Development Program was organised by IQAC on 22.02.2019 in collaboration with Sarojini Naidu College
7. Upgradation and modernisation of laboratory facilities where the action plan of IQAC as resolved in the meeting dated 11.06.2018, better drinking water facilities.	7. Upgradation and modernisation of laboratory facilities is nearly completed. For pure water, Water Purifier was purchased amounting Rs. 323828
6. Expansion of library with upgraded version of automation	6. Books purchased amounting to Rs. 676030 and the process for library expansion is under process
5. Introduction of interdisciplinary lecture panels between different departments	5. The college stepped forward for a unique venture for introduction of interdisciplinary pedagogic exercise under the guidance of IQAC organised by Saraswatcharchachakra
4. Introduction of RFID in the library	4. Waiting for RUSA 2.0 grant to arrive
3. Organisation of more seminars, workshops to whip up academic spirit in the college to encourage student's participation in articulation their view.	3. Number of national level and collaborative seminars and workshops were organised where students and teachers of respective department/institution participated to enrich the knowledge (referred to criteria III)
2. Preparation of infrastructure and facilities for introduction of new subjects	2. Commencement of Commerce, Environmental Science and Women Studies as General Course are our significant achievement.
1.Man management, infrastructure building, soft skill generation with external assistance towards improvement in academics and widening of career options were in our plan of action during 20172018 academic session	1. Man management Recruitment of three full time teachers, few guest teachers, stress on engaging retired teachers to extract their knowledge and experience, wider scale of automation, leading to downsizing of labour intensive execution of job were among the achievements/outcomes. Infrastructure building Construction of two new buildings, one from RUSA 2.0 grant and the other out of state government grant, addition of laboratory equipments, purchase of computers and laptops etc. are evidences of some of

outcomes of the efforts initiated for infrastructure development Soft skill generation Communicative English and Computer Literacy classes have been initiated in collaboration with Sri Sarada Math, Rasik Bheeta and with the approval of West Bengal State university.

[View Uploaded File](#)

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Academic Sub-Committee and Finance Sub-Committee	**13-Mar-2020**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**Yes**
Date of Visit	**17-Nov-2017**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2019**
Date of Submission	**06-Feb-2019**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**The college has management information system (MIS) which facilitates and coordinates management of computerized database of financial information. Through these modules data are organized and programmed in such a way that it produces regular reports whenever needed by various levels of management in the college. It is also useful in generating the feedback about performance on various aspects of management. Management Information System has been used in practice for recording and disseminating information in following areas: • STUDENT MODULES: To store student data such as personal data, Fee, Examination records, scholarship and library details etc. It also helps to view fee category wise**

student data, admission status for all class, caste and category wise statistical report, admission fee summary report, library status details etc. In Library entire stock and accession are maintained digitally. For issuing of books automated mechanism is used to keep the record of the books in Management Information system. • MIS gives exact status of admitted and vacant seats of any class. Details of fee collected, class wise, and fee category wise analysis are maintained through MIS. IQAC has taken initiative to install software for Student's attendance attendance are marked in software system by the respective subject teachers after every class hour. At the end of every month, attendance report is generated and the students who have below 75 attendance called for counselling by the respective Head of the Department for corrective measures. IQAC is also trying to take measures for storing Internal Assessment Test marks in MIS. • STAFF MODULE: MIS also helps track of faculty data such as attendance and personal credentials. IQAC is planning to initiate for leave management system. • a. ACCOUNTS MODULE: MIS is used to obtain special reports from various systems with ease, such as expenditure on various budget heads, calculation of salary, Provident Fund etc. These interpretations help to monitor financial planning of the college as a whole. b. PAYROLL MODULE: It makes salary vouchers, salary slips for the staff c. ADMISSION MODULE: Entire admission, including choice of stream and subjects and payment of fees are processed online through MIS. d. FEES MODULE: This module helps digitisation of different ledgers of fees. College can create and can allocate to student's class wise, so that students can pay fees online through their personal logins during admission and after payment of fees they get receipt for their paid fees and balance. Introduction of MIS has reduced the workload on teachers and staff by providing quick access to data on any student or a group of students which can be drilleddown, filtered, and arranged accordingly within a few clicks. inclusion of ERP system, for

example FINERP for dealing with Students' fees related matters, voucher processing for making payment to the vendors/suppliers etc. and activating PFMS mechanism has pushed the college towards becoming a SMART college.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The Institution is committed to effective delivery of curriculum in a well planned and documented way, though revision and up-gradation of the syllabi is done at the University level. At the commencement of each semester/academic year, every department provides the students with lesson plans and reading lists as learning aid. Besides traditional lectures and seminars, the use of ICT in classrooms, power point presentations etc. are available to make the delivery of the curriculum more interesting for the students. In order to make the curriculum more holistic and effective tutorials are held along with informal mentoring; problem based and participative learning is encouraged. Additionally in order to ensure effective delivery of curriculum the institution 1.prepares institutional and departmental academic calendars • Institutional Academic calendar mentions the number of working days and teaching days, tentative dates of college examination for Semester and also the tentative date of commencement of class and of university examinations. • Departmental Academic Calendars help the students to gauge regarding the completion of syllabus and plan of evaluation. 2. preparation of prospectus • Prospectus mentions the distribution of marks, credits to be earned in a semester, semester specific courses and also evaluation procedure and weightage. 3. prepares Time –Table • Time table is drafted and finalized well ahead of the commencement of classes. It is then staffed by departments according to the availability of teachers and expertise of faculty. The time table displays the number of classes both theoretical and practical allotted to each department. Allotments also made for library work, seminars and presentation. 4. Prepares modules and question banks • Preparation of modules for every course and display them on college website. The modules serve as well planned guideline for teaching a course which made curriculum effective. 5. Academic Monitors are maintained by each department to keep record regarding completion of syllabus, under the supervision of the Head of the departments. 6. Attendance Register and online attendance through mobile app for teachers has been prepared so as to make daily record of all academic activities of the faculty, like • the number of classes allotted and taken for the day by the teacher • Special/compensatory classes taken etc. This mechanism is not only authentic in terms of documentation of curriculum delivery, but also ensures greater accountability and transparency. 7. To make syllabus monitoring effective the records are included in student appraisal format to get students' feedback on individual teacher regarding effective teaching of the assigned component of the syllabus. 8. With the introduction of CBCS the college has switched over to outcome based education which is posted on website. Ways to Promote effective curriculum : a. Appointment of adequate guest teachers if required for class management b. Remedial classes after Test Examination to help students cope if they are trailing c. Teachers encouraged to Orientation Programmes/Refresher Courses/Short Term courses for quality assurance d. Mutual rearrangement of classes due to accidental absence of faculty member e.

	Arrangement of special lectures by experts.				

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Computer Literacy	Nil	12/07/2018	2	Focus on E mployibility	To enhance career oppurtunities
Communicative English	Nil	12/07/2018	2	Focus on E mployibility	To enhance career oppurtunities
Yoga and Meditation	Nil	12/07/2019	1	Focus on e mployability , physical fitness and concentration	De-stressing mind and body

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Women Studies General	12/07/2018
BA	Urdu Honours	12/07/2018
BSc	Environmental Science General	12/07/2018
BSc	Electronics General	12/07/2018
	View Uploaded File	

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Bengali Honours and General	12/07/2018
BA	English Honours and General	12/07/2018
BA	Sanskrit Honours and General	12/07/2018
BA	Sociology Honours and General	12/07/2018
BA	History Honours and General	12/07/2018
BA	Political Science Honours and General	12/07/2018
BA	Philosophy Honours and General	12/07/2018
BA	Education Honours and General	12/07/2018

BA	Journalisam and Mass Communication Honours and General	12/07/2018
BA	Music Honours and General	12/07/2018
BSc	Economics General	12/07/2018
BA	Urdu Honours and General	12/07/2018
BSc	Physics General	12/07/2018
BSc	Chemistry Honours and General	12/07/2018
BSc	Botany Honours and General	12/07/2018
BSc	Geography Honours and General	12/07/2018
BSc	Food and Nutrition Honours and General	12/07/2018
BSc	Zoology Honours and General	12/07/2018
BSc	Psychology Honours and General	12/07/2018
BSc	Computer Science General	12/07/2018
BSc	Physiology General	12/07/2018
BA	Women Studies General	12/07/2018
BSc	Electronics General	12/07/2018
BSc	Environmental Science General	12/07/2018
BCom	BCom General	12/07/2018
BA	Hindi General	12/07/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	16	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Communicative English	12/07/2018	365
Computer Literacy	12/07/2018	365
Yoga	12/07/2019	365
Spoken Tutorial with IIT Bombay	23/02/2018	216
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Department of Chemistry	50
BSc	Department of Geography	19
BSc	Department of Geography	19
BSc	Department of Botany	25
BA	Department of Political Science	20
BSc	Department of Food and Nutrition	20
BSc	Department of Food and Nutrition	20
BSc	Deprtment of Food and Nutrition	30
BA (Journalism)	Department of Journalism	12
BA	Department of Urdu	9
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	No
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

a)The institution collects feedback on the performance of the teachers and institutional infrastructure through analysis of the evaluation sheet given to the students at the end of each semester in which students are asked to rate individual departmental teachers and various aspects of the college infrastructure on the basis of their performance. b)Parent -teachers meetings conducted at regular intervals c) Principal meets the students and guardians regularly d) Principal meets the ex students under the banner alumni Feedback on the curriculum academic performance of the students, teaching learning process as well on the functioning of infrastructure is collected e)Principal meets the faculty members of the department f) Regular meetings of IQAC and Teachers Council. g)All staff meeting h) Meetings of different committees and sub committees all of which are held on regular basis. All such meetings serve as a formal platform where the feedback obtained from students, teachers and non teaching employees and other stake holders of the institution is discussed and analysed on the basis of which concrete suggestions and recommendations are sought from all. Programmes are chalked out accordingly for the development of the institution. Thus acting upon the feedback received from different stake holders the next course of action is adopted with the aim of implementing the resolutions after deriving a common consent and implement them for promoting welfare of all concerned. Affiliated to the West Bengal State University,

Barasat College has no option but to follow guidelines drawn by the University regarding curriculums, syllabi etc. However any new programmes undertaken by the college is conveyed to the University through proper channel or Board of Studies. West Bengal State University, Barasat also regularly meets the principals to obtain feedback of the colleges on curricular aspects and act accordingly. After collecting the feedback from students regarding Teaching and Non-Teaching Staff the end result is analyzed and uploaded in the website. Thereafter the college initiated to meet the students who face problems and Principal along with the Teaching Staff tried to mitigate and address the problems that cropped up. Below provided are the links for questionnaire and feedback taken that is uploaded in the website. http://hmmcollege.ac.in/upload/aca_nonaca_files/Student_Satisfactory_Survey_(SSS)-converted.pdf (Teaching) http://hmmcollege.ac.in/upload/aca_nonaca_files/Student_Feedback_(Teaching).pdf (Teaching) http://hmmcollege.ac.in/upload/aca_nonaca_files/Student_Satisfactory _Survey_(SSS)_Non-Teaching-converted.pdf (Non-Teaching) http://hmmcollege.ac.in /upload/aca_nonaca_files/Student_Feedback_(Non-Teaching).pdf (Non-Teaching)

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	General	50	30	2
BSc	General	345	96	13
BSc	Honours	273	398	110
BA	General	903	562	107
BA	Honours	604	577	133
View Uploaded File				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	365	0	26	0	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
91	73	5	5	1	2
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The newly admitted students are apprised of the activities of the counselling cells, like psychological counselling cell or Career counselling cell during the orientation program by the Principal and the IQAC coordinator. Principal and the teachers regularly meet the students for counselling and interaction so as to address their problems and to suggest avenues for their success. The students are encouraged to meet the Convenor of the Academic Sub-committee to seek guidance on any matter related to academic performance. Individual faculty members routinely spend time with students during and after classes discussing any issues related to the course, student problems, and advice them on all matters as desired related to academic, placement, industrial training and career goals. The college Placement Officer meets the students for career guidance. Head of the departments and other teachers act as mentors and in that capacity they help greatly in identifying diversity in terms of learning challenges, provide support to the students with difficulties. The Class Teachers' contact details are shared with the students, as well as with parents/guardians and vice versa. Teachers also provide additional support in terms of providing career guidance. When students graduate and seek higher studies, almost always the students approach their teachers cum mentors for guidance. Many teachers also encourage students to join projects or in academic writing, especially when students share their academic interests. This, although less common, greatly helps the students in giving them an edge over their competitors elsewhere. This is of immense benefit to the students involved. These mentors play the role of a caring adult and offer themselves as role models. Especially in the context of students who come from distressed families, the significance of the role played by these teachers, going way beyond what is their routine job as teachers, deserves appreciation. The teachers even pay fees for their poor students or come to the principal for concession. Faculty members in charge of co-curricular activities in the college provide mentoring support to the students in an informal environment. NSS Program Officer and NCC ANO are actively involved mentoring the students on issues related to community service. Under their guidance the students are encouraged to participate in different technical and other co-curricular events held on campus or anywhere else in the country. The students form teams and work on projects which creates excellent academic environment outside the class rooms. Some of the academic team events undertaken during the period under study are: Celebration of Science Day by display of posters, models, quiz programmes, Women's' day by motivational programmes, International Mother Language Day by organising rally etc. these programmes widen every dimension of their personality However we are looking forward to document the mentoring sessions in much more organised pattern from 2019-2020.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1297	26	1:50

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
30	26	4	4	22

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Pritha Kundu	Assistant Professor	Ph.D.
2019	Dr. Soma Ghosh	Principal	Lifetime Achievers Award
2018	Dr. Soma Ghosh	Principal	Clean Environment Award
[View Uploaded File]()			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Honours and General	III Year	27/03/2018	25/05/2018
BSc	Honours and General	III Year	27/03/2018	25/05/2018
BA	Honours and General	Semester I	26/12/2018	22/02/2019
BSc	Honours and General	Semester I	26/12/2018	22/02/2019
BCom	General	Semester I	26/12/2018	22/02/2019
[View Uploaded File](#)				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As an affiliated institution of West Bengal State University, evaluation norms of the university are followed. The university has adopted major reform in evaluation by introducing Credit based grading system from the academic year 2018-19 and the institute has adopted the same. The college has adopted a method of assessing the academic performance of the students on a continuous basis. Based on the Academic calendar, the Institute conducts three Internal Assessment Examinations and one Test Examination to evaluate the students. A centralized examination cell conducts these examinations. 1. Exam slated upon each module to check regular performance of students. 2Continous Exam monitoring enables college to identify the drawbacks among students. Three internal examinations are conducted. 3. More assignments are given for practice. 4. Students are encouraged to give seminars/presentations in the class, which are beneficial for good students. 5.Slots for remedial classes meant for weaker students mentioned in the academic routine 6. Regular tutorials are arranged. 7.Regular assignments on syllabus are given 8. For lab courses, the marks/grade scored by the student for each experiment is indicated in the observation/record. The independent learning, practical approach to the real-time applications is tested by viva voce for laboratory courses 9. Questions and answers are discussed to make learning easier. 10. Reports of students performance apprised to guardians accordingly they are invited to meet the respective departmental teachers

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

An academic calendar sent by the University to be followed by the colleges for Internal Assessments, Test and End Semester Examinations. But the College conducts additional internal examinations and class tests for continuous evaluation and improvement. Following the university calendar the college sets its internal programmes regarding examinations etc. Dates of internal assignments to be submitted, pre final exam scheduled, dates of questions for examinations to be submitted, assessed answer scripts to be submitted and dates of results to be published. Along with it the dates of form fill up for university exam also notified or floated in the websites to prevent any confusion among students and staff. The lists of invigilation duty chart also duly maintained.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA Honours	BA	BA Honours	75	29	38.66
BSC Honours	BSc	BSc Honours	46	32	69.56
BA General	BA	BA General	47	9	19.14
BSC General	BSc	BSc General	32	12	37.50
View Uploaded File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://hmmcollege.ac.in/upload/aca_nonaca_files/Student_Feedback_(Teaching).pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	730	Hiralal Mazumdar Memorial College for Women	100000	30000
View Uploaded File				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Ethical Issues in Academic Research	IARA in collaboration with Political Science Department	06/05/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Peace Excellence Award	Dr. Sujata Mukhopadhyay	UNUGP	22/09/2018	Social Work
View Uploaded File				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Yes	Diet Clinic	College	Diet Centre	Diet Plan Prescribed for Staff and Students	04/12/2019

View Uploaded File

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Bengali	2	0
National	English	1	0.19
National	Psychology	3	0
National	Political Science	1	0
National	Geography	1	0
International	Botany	1	0
International	Journalism	1	0
International	Food and Nutrition	3	7.17
International	Philosophy	1	0
International	Zoology	1	5.87

View Uploaded File

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Urdu	2
Political Science	6
English	1
Botany	2

View Uploaded File

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as	Number of citations

				mentioned in the publication	excluding self citation
NIL	NIL	NIL	Nill	0	NIL	0

No file uploaded.

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nill	0	0	NIL

View Uploaded File

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	5	3	0	0
Presented papers	10	13	0	0
Resource persons	4	6	5	2

View Uploaded File

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Dengue Awarenss Campaign	NSS Unit of HMM College	2	20
World Diabtetes Day	NSS Unit of HMM College	22	50
Blood Donation Camp	NSS Unit of HMM College with Social Outreach	70	56
Planatation at College Premise	NSS Unit of HMM College	8	6
Save Water Save Life	NSS Unit of HMM College	4	12
Eye Check-up Camp	NSS Unit of HMM College With Susrut Eye Hospital	96	66
NSS Special Camp	NSS Unit of HMM College	17	102
College Cleaning Program	NSS Unit of HMM College	13	98
World AIDS Day	NSS unit of HMM College	6	50

Comunal Harmony Week	NSS Unit of HMM College	55	78
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	0
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swachh Bharat	NSS Unit of HMM College	Cleaning Camp at Slum	1	33
AIDS Awareness	NSS with OFFER India	Observation of World AIDS Day	2	4
Thalessemia Awareness	NSS with School of Tropical Medicine	Thalassemia Awareness and Screening Camp	30	124
Menstrual Hygiene Awareness	NSS with Khusi NGO	Menstrual Hygiene Camp at College and Nibedita Colony	3	22
Eye Check-up Camp	NSS with Susrut Eye Hospital	Eye Check-up Camp at College and Nibedita Colony	1	66
Save Water Save Life	NSS with Banglar Parbo	Save Water Save Life	1	20
Road Safety Workshop	NSS with West Bengal State University	Road Safety Workshop at University	1	26
Basic Life Support	NSS with FORTIS	Basic Life Program at College	55	40
Beti Padhao Beti Bachao	NSS with Rasik Vita	Beti Padhao Beti Bacaho at College	12	56
Tree Plantation	NSS with Kamarhati Municipality	Tree Plantation at College	55	18
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Extension Lecture at Presidency Univeristy	Dr. Pritha Kundu	Host University	1
Research Activity at CSTT, MHRD, GOI	Shri. Pradipta Mukherjee	MHRD, GoI	4
Special Lecture at IMRF SRC and CIU at Bhandup, Mumbai	Dr. Sujata Mukherjee	Host Institute	1
Extension Lecture at Prasanta Chandra Mahavidylaya	Dr. Chandrabali Dutta	Host College	1
Research Activity at Mrinalini Duta Mahavidyalaya	Dr. Soma Ghosh and Shri. Pradipta Mukherjee	College	1
Research Activity at Prasanta Chandara Mahavidyalaya	Dr. Soma Ghosh, Shri. Pradipta Mukherje, Smt. Piyali Mitra, Smt. Oindrilla Dutta, Shri. Soumya Dutta	College	2
Research Activity at Bhairab Ganguly College	Dr. Soma Ghosh	College	1
Research Activity at Birati College	Dr. Soma Ghosh and Shri Pradipata Mukherjee	College	1
Extension Lecture at Rishi Bankim Chandra College for Women	Shri. Pradipata Mukherjee	College	1
Extension Lecture at St. Pauls College	Dr. Pritha Kundu	Host College	1

View File

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Collaboration	Training Program on E mployibility	ICICI Skill	03/12/2018	28/02/2019	30
Collaboration	Career Fair	RICE, George Telegraph, GSCE, Anudip	09/08/2018	09/08/2018	196

	Foundation, APTECH Computer, Rasik Vita					

<div align="center">

[View File](#)

</div>

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
GNISPT	06/11/2018	Enhancement for Skill and Employibility	12

<div align="center">

[View File](#)

</div>

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
5150000	724950

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing

<div align="center">

[View File](#)

</div>

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Fully	3.16	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	17223	651340	2290	771032	19513	1422372
Reference	196	82348	8	16185	204	98533

Books						
e-Books	3135000	5900	0	0	3135000	5900
CD & Video	3	350	0	0	3	350
e-Journals	6000	5900	0	0	6000	5900

View File

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nill

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	57	3	19	2	3	9	6	2	15
Added	4	0	0	0	0	2	0	2	2
Total	61	3	19	2	3	11	6	4	17

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

2 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
44.37	44.7	71.44	87.99

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Physical:•The College Authority deputed Dr. Amrita Banerjee and Dr. Indrajeet Biswas as Science Coordinator to look after physical resource in the lab based subjects.•Log books are maintained to record all purchase.•Stock registers are regularly checked and audited.•Requisitions are processed through governing body following government rules.•Librarian and library attendantsuse KOHA

software for automatic stock and date based maintenance and circulation of book. OPAC facility available.•Bills of laboratory and library are processed by accounts department of the college after being approved by Governing Body and gets audited.•Computer and ICT and virtual class apparatus are maintained through AMC followed by GB.•Extension lectures are arranged to cope up with the additional academic requirement.•There is a Sports Sub-Committee under agies of Assistant Professor,Shri. Pradipta Mukherjee who regularly organizes and conducts Sportsand Gamesrelated activities in the collegeand maintain stock thereof.HR (Academic):•Full time and all the permanent staff of the college.•The teachers participate in Faculty Development Program (FDP), Orientations Programs and Refresher Course. Also Staff Development Program for non-teaching staffs inn collaboration with Sarojini Naidu College and Anudeep Foundation for technical support.Support facilities•Outsourcing without outside agencies with external bodies and expert agencies,•Some of the classrooms have been modified as ICT enabled classrooms to prepare students for digital world.•For the well maintenance of classrooms the college authority conducts annual audit of the infrastructural units.

http://hmmcollege.ac.in/upload/aca_nonaca_files/4_4_2-converted.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Financial Support from Institution	15	14188
Financial Support from Other Sources			
a) National	SCHOLARSHIP FOR RESERVED CATEGORY ST,SC, OBC	40	120360
b)International	0	0	0
[View File]()			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Career Counselling	12/07/2018	180	Career Counselling and placement cell and ICICI Skill Academy
Yoga and Meditation	10/07/2018	365	Department of Sports, HMMCW
Communicative English	10/07/2018	365	Rasik Vita
Computer Literacy	10/07/2018	365	Rasik Vita
Personal Counselling	13/09/2018	62	Dept. of Psychology, HMMCW
[View File]()			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	Career Fair and Regular Counselling Program	70	337	18	61
[View File](#)					

 5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
9	9	15

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NA	0	0	ICICI Skil	19	19
[View File](#)					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	3	BA	History	RBU, NSOU	MA
2018	8	BA	Education	RBU, NSOU	MA
2018	11	BA	Journalism and Mass Com munication	RBU, BU, CU	MA and PG Diploma
2018	2	BA	Philosophy	RBU	MA
2018	2	BA	Sociology	CU and RBU	MA
2018	4	BSC	Botany	KU and CU	MSC
2018	12	BSC	FNTA	CU and WBSU	MSC
2018	10	BSC	Zoology	CU and NBU	MSC
2018	18	BA	Bengali	RBU, WBSU, CU, NSOU	MA
2018	7	BA	English	RBU, CU, WBSU, NSOU	MA
[View File](#)					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Civil Services	11
Any Other	8

View File

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Cultural Activities	College	90
Sports	Inter-College	12
Sports	Collge	139

View File

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	NIL	Nill	Nill	Nill	Nill	NA

No file uploaded.

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The representatives of student council are part of the Governing body and other committees of the college. They raise their demands in the interest of students especially for reduction in fee or concessions if and when required. They keep a vigil on regular activities of the college including the classes. They engage in different academic exercises, sports and cultural activities. Also they participate in NSS, NCC and other co curricular activities. It is through them the college authority gets feedback on all policies undertaken to cater to their wellbeing. Student's council provides an opportunity to students to develop their leadership skills through active participation in college administration. They help in coordinating all the events related to academics and other co-curricular Extra-curricular activities, under the supervision of teaching faculty. ? Contribution of the Student Council in Academic Administration 1. Coordination in day to day academic activities at their level 2. Coordination in communicating the information between students andTeachers 3. Coordination in conducting special events like Xiphias etc. 4. Coordination in organizing Cultural events, like 'Basanta Utsav', ensuring unity in diversity. 5. Coordination in organizing Sports Games for the students 6. Coordination in arranging Industrial Visits for the students 7. Coordination in inviting the external guest speakers and organizing the Seminars Workshops. 8. Communicating problems faced by students to Principal and management of college. 9. Maintaining discipline in college campus. 10. Maintaining college campus clean and green. 11. Participation in extension activities like Swachh Bharat Abhiyan, Tree Planation, Yoga Day, Blood Donation etc. 12. They give their suggestions for purchase of books, magazines for library. ? The following committees have student representatives: 1. Students Council 2. IQAC 3. Anti-Ragging Committee 4. Sports Committee 5. NSS Committee 6. Cell Against Sexual Harassment and Internal Complaints committee 7. Fees revision and Fees

Concession Committee 8. Students' Welfare Committees 9. Annual Magazine Committee 10. Canteen Committee Through representation in these committees students' feedback is also elicited. College creates a platform for the active participation of the students in the various academic administrative bodies and encourage them to participate in community service, like devoting time to serve the people of our adopted slum, Nibedita Colony. Various activities by these representatives of the students, like different awareness programmes, Thalasemia tests for students and slum dwellers, Eye check up camps, distributing aids to the distressed, like the efforts taken in rehabilitating the ruined slum near Dakshineswar.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college functions in a well-structured and defined manner to ensure participative management at all levels of decision making. Principal is the member secretary of the Governing Body and chairperson of the IQAC. The Principal in consultation with the Teachers' Council nominates different committees for planning and implementation of different academic, student administration and related policies. All academic and operational policies are based on the unanimous decision of the Governing Body, the IQAC, Teachers Council and Non-teaching Association. Students' Body also participate in decision meeting. Decisions are taken through formal meetings and also through informal consultations with senior teachers and non teaching staff. Practice – I: Ensuring decentralization and participative management through extensive committee system - ? There are two statutory committees, Academic Sub Committee and Finance Sub committee, which work as the wings of the college Governing Body and help the management to take appropriate decisions. ? There are non statutory committees, like Library Committee, Seminar committee, Building Committee, Purchase and Tender Committee, Admission Committee, Sports Committee, Cultural Committee, Career and Placement Cell, Website Committee etc. in which almost all the teaching and non teaching staff participate to give valuable inputs and suggestions for running the institution smoothly and effectively. ? Following committees are constituted accordance to government guidelines: • RUSA-PFMS unit • Internal Complaints Committee • Counselling and Career Guidance and Placement Unit • Grievance Redressal Cell • Anti Ragging Committee Practice – II – Ensuring decentralization and participative management through teachers' direct involvement in academic leadership and academic administration - ? Teachers' all out participation in academic decision making is ensured through the Teachers' Council. Teachers' Council

send their representatives in the above mentioned committees and the principal is committed to run administration in participative mode. ? Decentralised administration is one of the unique feature of the college, as the Nodal officers of different cell, like AISHE, NIRF, SCHOLARSHIP etc. and the Bursar can go for independent decision making. ? The AQAR is completed with wholesome cooperation of several teachers. The heads of departments take decisions regarding academic innovations and other related activities in consultation with the members of the respective departments. ? Departments act with autonomy regarding syllabus distribution, students' projects, tour etc. ? The Principal engages maximum teachers in different activities of the college through different committees. ? No purchase is done, except the consent and consensus in Purchase and Tender Committee and Finance Committee. ? Budget is prepared after seeking requisition from the departments and in consultation with the head Clerk, accountant and bursar. The segmentation of committees stands on the principle of decentralisation and participative management as it gives members the opportunity to share their views in policy making process. Measure is taken to include teachers of all categories in all committees and sub committees. Principal organizes meetings with all staff and stake holders to strike the right chord in the path of decision making that would be best for the institution.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The college is affiliated to West Bengal State University, Barasat, Kolkata-120, West Bengal and follows the curriculum and syllabi prescribed by it. Although the institution frames curriculum for the courses offered on its own like Computer Literacy and Communicative English in collaboration with Rasik Bhita. The college organizes extension lectures, seminars, invites lectures, industrial visits and other training programmes to supplement the curriculum. Also the institution has some unique initiatives like "Bandhan" through which the retired teachers of the college deliver extension lectures that helps curriculum development. Learning through field work, excursions and other workshops is also the part of the curriculum.
Teaching and Learning	By providing ample infrastructural technical and technological facilities and appointing qualified skilled and experienced faculties the college authority meets the demand of the students. Other efforts include, • Equipped laboratories and others academic work-stations with latest equipments and software • Additional

	provision for remedial, tutorial classes arranged for weaker students • Faculty members being motivated to improve their skill and knowledge through workshops on the courses and pursuing higher studies • Faculty members supported to use innovative teaching methodologies • Wide access to internet facility to inculcate online learning management resources • A well-equipped digitized open access library facility for referring books, journals, newspapers, e-resources etc.
Examination and Evaluation	• College has complimented traditional written examinations. Project work, home assignments, debates, group discussions, power point presentations, seminar lectures, interactive teaching-learning are some of the mechanisms for continuous evaluation. • Continuous evaluation is done through class tests and internal assessments (Written). • For comprehensive evaluation students are evaluated on all parameters of personality. • Test examination is conducted to assess students' preparation level • For evaluation continuous assessments are done and class records are analysed.
Research and Development	• One interdisciplinary peer reviewed online journal with ISSN number • Applied for another language based peer reviewed journal • Department of political science, Music have its own journal • Department of physics, Zoology and Botany are jointly engaged in a research project funded by college • Teachers other than substantive ones are offered a research seed money of Rs. 25000 for research • There are provisions for fund allocation for student research and projects • IQAC organises state, national and internal seminars, workshops to upgrade the academic ambience of the college. Collaborations are also invited with other organizations and institutions. • Teachers are encouraged to attend research-oriented seminars/workshops/conferences, etc., by availing of special duty leave. • The faculty members are encouraged to publish their research contributions in various National International Journals and conferences. • Teachers are encouraged to pursue Mphil and PhD

		programmes • College has well-equipped library, laboratories and infrastructural facilities to encourage research projects • The college has both wired and wi-fi facilities to gain instant access of online resources
	Library, ICT and Physical Infrastructure / Instrumentation	• Open access to library • Computer facilities for both teachers and students in the library • Subscription to online resources regularly • Automated library run by KOHA software • Stock of referred, books, journals, newspapers etc. • Provision of installing RFID system in library through RUSA fund • Maintenance computerized records of student's attendance, marks, payment of fees etc. • Details of purchases, salary, leave records of faculty are digitally preserved • Wi-fi enabled campus • College laboratories are well-equipped • A mini museum on History managed by the department of history. • Atleast five ICT enabled classrooms
	Human Resource Management	• Self-appraisal of the faculty members through PBAS • Motivating non-teaching staff to use computers • Office management system through upgraded software • Existence of a health unit to monitor the health issues of students and college staff • Constitution of Grievance redressal cell, anti-ragging committee, Anti-sexual harassment committee, ICC • The college appoints sufficient number of eligible faculty all the way through the process of proper advertisement and interview by internal and external experts taking support from the University, as well as accept the posts against substantive vacancies from College Service Commission. • The Governing Body approves an amount to the employees (in need) for medical treatment and group insurance • On duty leave is granted to teachers for pursuing higher students, attending enhancement courses, seminars, conferences, workshops, exam duties etc.
	Industry Interaction / Collaboration	• ICICI provided a ninety days free training programme for employability related skill development of our students • The institution maintains regular interaction with various training institutions like RICE, George Telegraph, GSCE, Anudip Foundation,

	APTECH Computer, Sri Sarada Math- Rasik Bhita and others. All these organizations participate in career fair which is organized every year. • Collaboration with GNIPST and Sri Sarada Math- Rasik Bhita • Industrial visits to Coca Cola, Mother dairy, Raja Biscuit etc. by students along with faculties for better exposure
Admission of Students	• Admission of the students are strictly followed as per rules and regulations based on the Government of West Bengal and rules and regulations stipulated by West Bengal State University • Admission through online portal on the basis of merit and online payment system

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	Planning and Development through e-tendering process, e-payment mechanisms. All purchases made in the College are executed through e-tendering. The bidders submit tenders quoting value for the work they ought to execute. The lowest and the best bidder is selected and the permit is given. Thereafter, the payment is also made through electronic medium. This entails the practice of e-governance in the college. Also all plan, execution and payment chalked out through meetings are displayed in the website which issues transparency of the administration.
Administration	Administrative record keeping through digitised mode, SMS system for dissemination of information including regular notice to all stakeholders for interactive administration, Biometric attendance for teaching and non-teaching staff, CCTV surveillance, electronic displaying of notice, regularly notices are uploaded in the college website for the convenience of all staff as well as students.
Finance and Accounts	Finance and Accounts maintenance, e-cash book, e-vouching, e-ledger system, E-Provident Fund Account management, salaries of all the staff are disbursed through HRMS as a result e-salary slip is generated easily.
Student Admission and Support	Online admission, online registration through University portal, online fees payment. The entire library has been

upgraded and digitised using KOHA software. Students are given access to net surfing and explore academic resources. The college has subscribed for e-resources such as IFLIBNET and NPTEL. E-modules are uploaded on the College Youtube Channel on a regular basis for the convenience of students. Online Attendance of the students are maintined through "Yes Teacher" application.

Examination	Examination record maintenance is maintained digitally using, online form fill up, online generation of admit cards, online result etc. Internal Assessment (home assignments, posters, power point presentations) are done online.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Shri. Ritwik Acharya	XXVIII Annual Conference of Indian Association for Angiosperm Taxonomy and Indian Association Symposium on Conservation of Angiosperm Diversity: Hidden Treasure of Today and Tomorrow	Hiralal Mazumdar Memorial College for Women	7000
[View File](#)				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Staff Development Program	Staff Development Program	22/02/2019	24/12/2019	10	58

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Programme	2	05/06/2018	02/07/2018	7
Orientation Programme	1	18/07/2018	04/08/2018	7
Refresher Course	1	14/11/2018	04/12/2018	7
Refresher Course	1	27/08/2018	15/09/2018	7

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
25	27	9	7

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Yes, Welfare Fund, leave, allowance for on duty absence for academic upgradation etc.	Yes, Welfare Fund, Leave, Bonus, Ex-gratia etc.	Yes, fees concession, students' aid from various sources, scholarships etc.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The Institute conducts the initial Internal Audit through the Bursar, counterchecked by the Principal with the help of a professional auditor cum Chartered Accountant hired by the college. Finally, an auditor from the Government authenticates the expenditure. The entire matter is placed before the Finance Sun-Committee. Later the same is placed before the members of the Governing Body of the College. After the approval of the Governing Body the audit report is sent to the Higher Education Department. The college has provision for stock audit of the laboratories and of the library to ensure compliance with financial investments therein.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
FILE UPLOADED	Nill	Nill

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	External Experts	Yes	Prinicpal and IQAC
Administrative	Yes	External Experts	Nill	Prinicipal and IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

i. No such association exists ii. college authority meets parents for their suggestions and iii. feedback and also Parents-Teachers Meetings are held on a regular basis.

6.5.3 – Development programmes for support staff (at least three)

i. Three day staff development programme for NTS 22nd Feb to 24th Feb2019 ii. Workshop in collaboration with Prajapat Brahmakumari Society for stress management iii. Principal counsels and gives training to NTS to maintain records (leave records and service books, office management etc.). Facilities for training on FMS is also given

6.5.4 – Post Accreditation initiative(s) (mention at least three)

i. Offered new courses such as Environmental Science, Electronics, Urdu, Hindi, Women Studies and Commerce. ii. Provision for Communicative English made to increase students English speaking proficiency iii. Rooster has been revised and upgrade and several new teachers joined the College on substantive posts.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Extension Lecture in the Dept. of Women Studies	29/08/2018	29/08/2018	29/08/2018	33
2019	Program on Protective D escriminatio n by Saraswa tcharchachak ra with Political Science Dept.	08/01/2019	08/01/2019	08/01/2019	56
2019	Extesnion	08/02/2019	08/02/2019	08/02/2019	16

	Lecture in the Dept. of Sociology				
2019	Extension Lecture in the Dept. of Urdu	20/03/2019	20/03/2019	20/03/2019	26
2019	Extension Lecture in the Dept. of History	24/04/2019	24/04/2019	24/04/2019	36
2019	Extension Lecture in the Dept. of Philosophy	10/05/2019	10/05/2019	10/05/2019	23
2019	International Seminar in collaboration with Dept. of Poltical Science with BIPS	08/09/2018	08/09/2018	08/09/2018	73
2018	National Semianar on Use of Scientific and Technical Terminology in Political Science	05/09/2018	05/09/2018	05/09/2018	66
2018	Extension Lecture in the Dept. of Journalism	30/07/2018	30/07/2018	30/07/2018	35
2018	Extension Lecture in the Dept. of Education	17/08/2018	17/08/2018	17/08/2018	57
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
National Seminar on against Sexual Harrasment of	09/07/2019	09/07/2019	72	57

Women at Work Place	

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
For the Renewable Source of Energy the College has installed Solar Panels. Percentage of power requirement of the college met by the renewable energy sources. There are two panels installed each of 10 Kilowatt Power Grid. Previously the College had to pay around Rs. 26000 per month. Currently the College pays upto Rs. 14000 only. Therefore nearly 46 (approx.) rebate by using the Solar Panels.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	**Yes**	**1**

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	**2**	**2**	**16/04/2018**	**5**	**Eye Camp in Collaboration with Susrat**	**Eye Check Up**	**162**
2018	**2**	**2**	**04/12/2018**	**4**	**Thalessemia Awareness and Screening Camp with school of Tropical Medicine**	**Thalessemia Problems**	**154**
2018	**1**	**1**	**29/11/2018**	**5**	**Cleaning Camp at Nibedita Colony**	**Cleanliness of the Slum Area**	**35**
2019	**1**	**1**	**26/03/2019**	**4**	**Blood Donation Camp in collaboration with NSS and Social Outreach**	**Blood Donation Camp**	**126**
[View File]()							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
1. Prospectus for students	19/07/2018	The prospectus of the college is the preamble or window to the College. We try to put forth the reason why young students should opt this college how we seek to hone their academic skills and prepare them for their future. It is designed and planned by the admission and prospectus sub-committee of the college with the Principal at the helm. The courses offered by the institution are well laid out for students to choose in accordance to their convenience. Also the fee structure, rules and regulations ought to be maintained by all stake holders associated with the college is mentioned. The Institutional Calendar is published too. Besides all activities of the college find a large space in the prospectus.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Seminar on value education in Collaboration with Education and Sanskrit Department	19/02/2019	19/02/2019	67

View File

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Tree Plantation 2. Study of Environmental Science is made mandatory among 1st Semester students 3. Garbage recycled as manure 4. Littering in campus is prohibited 5. Use of dustbins 6. Stress on solar energy 7. Recycling of used papers and taking steps towards paperless governance

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

a.The college Students' aid fund and concession mechanism b.Students Aid Fund supported by proposal of Teachers council of our college c.The non teaching staff of the college maintains its own fund to provide support to the poor students. Goals—To make admission formality and regular academics etc easier for poor/needy students of our college and to ensure that poor students have

sufficient resources to enable them to attend college. We provide aids, fee waivers, scholarships etc. Evidence—2018-19 two students were financially aided through students Aid fund. The fund is under the supervision of Smt. Koel Sengupta Librarian. The beneficiaries were Priya Sutradhar who received Rs 1500 for admission to Semester 3 and Sona Das Rs 4800 for the same.2.PracticeCommunity Service/NSS at Nivedita colony(Social outreach programme) Goal—provide facilities for poor living close to our college. Programmes undertaken to make them aware about health related issues and social evils.Engaging incommunity serviceprovides students with the opportunity to become active members of their community and has a lasting, positive impact on society at large.Community service or volunteerism enables students to acquire life skills and knowledge, as well as provide a service to those who need it most.Evidence--Health Camp on 16thfeb2018Eye camp at Nivedita colony on 16thand 17thApril 2019Awareness on cleanliness on 24th sept 2018 Tree plantation program on 10thAugust2019Campaign against Dengue on 9thOctober and 30thnovember2018Childrens day celebration on 14/11/2018Blood donation camp 24/09/2019 Campaign against Aids on 1/12/2019 poster presentation for environment protection on 8/06/2018 Thalasemia check up on 4/12/2018 Distribution of utensils on 14/04/2019 Drawing completion by children on 6th march 2019 Menstrual hygiene awareness camp 4th March 2019 Beti Bachao Beti pathao campaign at slum 29thSeptember 2018 and Anti drug abuse day poster presentation 26/06/2018.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://hmmcollege.ac.in/upload/aca_nonaca_files/7_2_(2)-converted.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The college was a small one tucked in anonymity. The academic performance of students lacks brilliance and the fiscal situation of the institution and financial credibility of the students fail to match the shinning prospects of many colleges in and around the City yet we believe that, the indomitable team spirit of the staff could beat magnanimous challenges and create wonders .We aim to empower young women of the college academically, economically and socially. Multifarious courses offered to students tochoose in accordance to their aptitude. Along with hardcore academic courses measure has been taken to impart professional training too.Communicative English and computer literacy courses offered to hone the student skill and prepare them for the job market. Certificate course in Pharmaceutical Engineering, Biotechnology through collaboration with GNIPST is already in vogue. The college authority has started taking appropriate steps to run the course by using its own resources, so that the students can avail of this facility, free of cost in order to ensure access of all students into the domain of skill enhancement courses, the college authority is planning to involve its own resources more judiciously. The college with the help ofits retired faculties('BANDHAN SCHEME') is planning to introduce more academic programmes for its students at minimum cost to make them academically stronger and socially empowered . One very special and distinctive feature of the college is its regular Yoga classes for students. This not only improves their physical fitness but also increases their concentration power. Ours is perhaps one college in West Bengal that has translated Yoga into a regular exercise for all students, which runswith the approval of the affiliating university. Besides we have an NSS and NCC unit engaged in diverse activities catering either to build their academic, economic or social acumen. Their commendable service in our adopted slum, not only teaches them to be a responsible citizen and soldier of the nation, but also

attempts to build a strong bond between the college and the community. We aim to facilitate sustainable development among women of our society.Last but not the least the addition of Women's Study as course curriculum has completed the circle of making women learn to be real and empower themselves from within to recognize their rights and celebrate their identity, this is the only college under West Bengal State University, which has started this course. We aim to equip our students and make them strong enough to fight the external word fraught with challenges. We are bent on making each of our students economically ,socially and academically strong enough so that they could lead a life of dignity and responsibility.The college tirelessly takes effort for career and placement for its students keeping in view the need for their financial empowerment.The college is planning to initiate Self Defense training course for its students to empower them from within, as well as to enable them to learn to fight against external vulnerability.

Provide the weblink of the institution
http://hmmcollege.ac.in/upload/aca_nonaca_files/7_3-converted.pdf

8.Future Plans of Actions for Next Academic Year

Plan of Action, 2019-2020 • Propose to engage in MSME project of Government of West Bengal. • Introduce UNNANT BHARAT Project under MHRD. • Introduce UTKARSH BANGLA project under West Bengal State Council of Technical and Vocational Training to impart the skill development among the student and ensure their placement after training. • Engage more teachers (management supported) for newly introduced subjects. • Resolve to impart value education to children of Nibedita colony. • Provide health and hygienic facilities like regular cleaning, sprinkling bleaching powder etc. to the poor of the colony • Inaugurate and run a Diet Centre in consultation/collaboration with reputed NGO and neighbouring colleges. • Begin a job oriented certificate course in Yoga and Physiotherapy in collaboration with reputed agency. • Train students for competitive exam at national and local level through collaboration with reputed training institutions. • Introduction of BBA Course though collaboration with professional institution and certification from West Bengal State University. • Certificate course on Mass communication in affiliation with WBSCTVSD. • Orientation programme for NTS in collaboration with neighbouring institutions and bodies. • Capacity building programme of professionals in higher education through continuing the collaboration with neighbouring institutions and bodies, i.e. Sarojini Naidu College for Women, Sabitri Debi College and West Bengal State University. • Campus to Corporate linkage through mentoring. • Certificate course in collaboration with MAKAUT. • Cultural grooming and value education. • Food safety standards authority of India. FSSAI • Alarm bell for drinking water mandatorily. • Need based programme on food and Nutrition to improve the health and nutritional conditions of the students so to introduce the health hazards. • Programme on Balance diet for community to reach the value oriented goals of the college. • MOU with BIPS for organization Seminar, study circle, research etc for Social Science to increase the access to higher education. This will generate appropriate learning experiences and opportunities among the students and teachers of social science departments. • Introduce blog writing among students which will help them to "Earn while learning". This will help promoting the use of technology and use of technology in teaching-leaning system. • Collaborative MoU with Anudip Foundation for skill development training of students. This will help the student to develop their soft skills and communication development and get ready for the jobs in the industry. This will also help to carter the need of capacity building of the students.This collaboration with Anudip will foster the global competencies among the students (network with the neighborhood agencies/bodies). • Construction of New Building/Space for new subjects or courses • Fire Audit by Fire Brigade • Awareness on Safety Measures in the use of electricity and electrical gadgets • Provision for new Rain Water Harvesting •