Part – A

1. Details of the Institution

1.1 Name of the Institution

> HIRALAL MAJUMDAR MEMORIAL COLLEGE FOR WOMEN

1.2 Address Line 1

> JADUNATH SARBHOUMYA LANE

Address Line 2

> DAKSHINESWAR

City/Town

> KOLKATA

State

> WEST BENGAL

Pin Code

> 700035

Institution e-mail address

> hmmcw35@gmail.com

Contact Nos.

> 033 25645148/25442632

Name of the Head of the Institution:

> Dr Soma Ghosh

Tel. No. with STD Code:

> 033 25444520

Mobile:

> 9836714992

Name of the IQAC Co-ordinator:

> Dr Dipanwita Ghosh

Mobile:

> 9433724499

IQAC e-mail address:

iqac.hmmcollege@yahoo.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879)_____

1.4 Website address:

www.hmmcollege.org

Web-link of the AQAR:

For ex. http://www.ladykeanecollege.edu.in/AQAR201213.doc

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C++		2004	5 years
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.6 Date of Establishment of IQAC :   **20**/02/2014

1.7 AQAR for the year:

2012-13

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

   i. AQAR _____ _____ (DD/MM/YYYY)
   ii. AQAR_____ _____ (DD/MM/YYYY)
  iii. AQAR_____ _____ (DD/MM/YYYY)
  iv. AQAR_____ _____ (DD/MM/YYYY)

1.9 Institutional Status

University　　　　　　　State ☐　Central ☐　Deemed ☐　Private ☐

Affiliated College　　　　Yes [Y]　No ☐

Constituent College　　　Yes ☐　No [√]

Autonomous college of UGC　Yes ☐　No [√]

Regulatory Agency approved Institution　Yes ☐　No [√]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution　Co-education ☐　Men ☐　Women [Y]

　　　　　　　　　Urban [Y]　Rural ☐　Tribal ☐

Financial Status　Grant-in-aid ☐　UGC 2(f) [Y]　UGC 12B [Y]

　　　　　　　Grant-in-aid + Self Financing [Y]　Totally Self-financing ☐

1.10 Type of Faculty/Programme

Arts [Y]　Science [Y] Commerce ☐　Law ☐　PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐　Health Science ☐　Management ☐

Others　(Specify) [.]

1.11 Name of the Affiliating University *(for the Colleges)*　[West Bengal State University, Barasat]

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University　[NIL]

University with Potential for Excellence　[N.A.]　UGC-CPE　[N.A.]

DST Star Scheme	N.A.	UGC-CE	N.A.
UGC-Special Assistance Programme	N.A.	DST-FIST	N.A.
UGC-Innovative PG programmes	N.A.	Any other (*Specify*)	N.A.
UGC-COP Programmes	N.A.		

2. IQAC Composition and Activities

2.1 No. of Teachers   11

2.2 No. of Administrative/Technical staff   02

2.3 No. of students   01

2.4 No. of Management representatives   01

2.5 No. of Alumni   01

2. 6 No. of any other stakeholder and

    community representatives   00

2.7 No. of Employers/ Industrialists   00

2.8 No. of other External Experts   01

2.9 Total No. of members   17

2.10 No. of IQAC meetings held   06

2.11 No. of meetings with various stakeholders: No.   06   Faculty   06

    Non-Teaching Staff Students   06   Alumni   06   Others   06

* The Teachers' Council, a statutory body of the college, was meeting at least three times a year. In its discussion the need to form an IQAC, that would provide the direction and leadership towards the subsequent national accreditation, was coming up.

2.12 Has IQAC received any funding from UGC during the year?   Yes   No √

If yes, mention the amount : N.A.

2.13 Seminars and Conferences (only quality related) | 3 |

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | 3 | International | 0 | National | 0 | State | 0 | Institution Level | 3 |

(ii) Themes | Preparing the college for the second cycle accreditation, in pursuit of internal quality in pursuit of transparency and accountability |

2.14 Significant Activities and contributions made by IQAC

- The college Governing Body, the Teachers' Council, different sub-committees were doing the planning in behalf of the college as there was no formal IQAC during this period. We were striving towards **holistic** and **need-based** education that would serve the purpose of the diverse student population that take admission in this institution.
- We sought to inculcate values among our students, prepare them for higher studies. When their marks were below the benchmark for higher education, we helped them prepare for the job market. We tried to support them through their learning years by helping them acquire the scholarships available for the backward communities and assisted them through our Students' Aid fund.
- The prize giving ceremony through the endowment fund helped us to set goals for the meritorious students.
- We were trying to automate the office and the library and add to our physical infrastructure by expanding the building.
- We were trying to upgrade and modernize our laboratory facilities.
- We tried to encourage teachers with their research pursuit and young teachers with their ongoing Ph.D. programme.
- We encouraged our students to volunteer their services to the NSS unit and enjoy the fulfilment of sharing life with others.
- We enthused our students to protect the green and grow up as a responsible citizen of the country.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1) Introduction of Urdu as a subject for enhancement of knowledge among the minority category girl students.	The college introduced Urdu as a subject from 2012-13 academic year.
2) Recruitment of office staff.	The college recruits seven office staff on an ad-hoc basis.
3) Automation of office and library	Search is on progress towards suitable and cost-efficient software.
4) To host a state level academic meet	The college hosts district level Youth Parliament and a quiz on "Our national movement and Indian Parliament"
5) To form a career counselling cell on a formal basis.	The cell is formally launched and it hosts four workshops and training programmes within the academic year.
6) Encourage students to participate in sports events.	Six students take part at the national level meet.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes

Management [Y]   Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

Before the AQAR 2012-13 was placed at the Governing Body, the draft was mailed to all the members with a prior notice. The AQAR was placed formally at the Governing Body and was discussed threadbare at the forum. All suggestions were incorporated at the final report.

The structure of the IQAC and the number of meetings held with various stakeholders represent 2015-16 academic year figures.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	0	0	0	0
UG	22 (H+G)	0	0	0
PG Diploma	0	00	0	0
Advanced Diploma	0	00	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	22(H+G)	0	0	0
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
     (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	22 (H+G)

1.3 Feedback from stakeholders* Alumni [ ] Parents [ ] Employers [ ] Students [√]
   (On all aspects)

Mode of feedback : Online [ ] Manual [√] Co-operating schools (for PEI) [ ]

Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> The West Bengal Government formed the West Bengal State University vide Act XXVIII of 2007. The college, with 62 other colleges of the North 24-Parganas, were affiliated to the new University by Government order. The University was following the statutes and syllabi of the University of Calcutta. The University began formulating its own syllabi in 2012.
> The college was playing a significant role in this regard with four teachers being member of Board of Studies and teachers' attending syllabus upgrade committee meetings. A workshop on UG syllabus revision was held in the college on 18th April, 2012 organised by the department of Sociology in collaboration with the West Bengal State University, Barasat. The syllabus was being unitized and circulated among students.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

> URDU (General) introduced in 2012-13

Criterion – II

Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
15	7	8	0	11 CTT, 17 PTT,

2.2 No. of permanent faculty with Ph.D.   [9]

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	13	00	00	00	00	00	00	00	00

2.4 No. of Guest and Visiting faculty and Temporary faculty   [Guest Teachers: 40]

The post of Professor does not exist for a college. Assistant Professors are promoted to Associate Professor through career-advancement scheme.
.

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	10	15	10
Presented papers	08	09	02
Resource Persons	00	00	02

2.6 Innovative processes adopted by the institution in Teaching and Learning:

With the introduction of Urdu general the college threw itself open to challenges of new dimensions. The number of students from backward communities started taking admission to our college at a larger number. The medium of teaching immediately became bilingual. At this juncture the use of visual medium was fast emerging as a solution to fit the syllabus into the time frame. In addition to this students were made to prepare projects, wall magazines, presentations and participate in group discussions. Continuous internal assessment and upgrade of communicative skills of students were enhanced by arranging group discussion, extempore and debates on select topics of the curriculum. A leading Radio jockey of the city visited the college to deliver a lecture on the modalities of Radio reporting.

2.7 Total No. of actual teaching days
during this academic year

217

2.8 Examination/ Evaluation Reforms initiated by
the Institution (for example: Open Book Examination, Bar Coding,
Double Valuation, Photocopy, Online Multiple Choice Questions)

The college runs on a continuous evaluation mechanism. One mid-term and one end term examination is conducted for first year students. As time runs short with second and third year classes, the mid-term tests are not organized centrally. Flexibility is given to the individual department to hold mid-term tests in the form of quizzes, group-discussions, short-answer type questions and open book tests. Practical classes are monitored regularly. The performance and attendance of a student in her practical classes are carried forward to the university evaluation system. To improve the communicative skills of students they are encouraged to participate in group discussion, extempore presentations and debates on topics related to the curriculum.

2.9 No. of faculty members involved in curriculum
restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop

4 (Board of studies)

- **A workshop on UG syllabus revision was held in the college on 18th April, 2012 organised by the department of Sociology in collaboration with the West Bengal State University, Barasat.**

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise
   distribution of pass percentage :

		Division				
		Distinction %	I %	II %	III %	Pass %
Bengali	50	N.A.	00	93.94	0.06	94.00
Botany	03	N.A.	33.3	66.7	00	100
Chemistry	02	N.A.	00	100	00	100
Economics	00	N.A.	N.A.	N.A.	N.A	N.A
English	16	N.A.	00	62.5	37.5	100
Education	30	N.A.	00	96.63	0.03	96.66
Food and Nutrition	25	N.A.	24.00	76	00	100
Geography	42	N.A.	00	85.23	10	95.23
Journalsim and Mass Comm.	21	N.A.	00	100	00	100
History	12	N.A.	00	91.66	8.34	100
Philosophy	23	N.A.	9.09	68.18	22.72	95.65
Political Science	18	N.A.	00	100	00	100
Pschychology	06	N.A.	00	100	00	100
Music	00	N.A.	N.A	N.A	N.A	N.A.
Sanskrit	13	N.A.	00	75.00	25.00	92.30
Sociology	14	N.A.	7.14	92.85	00	100
Zoology	09	N.A.	22.22	77.77	00	100
B.A. (General)	145	N.A.	00	4.37	90.10	94.48
B.Sc. (General)	32	N.A.	00	23.33	70.41	93.75

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

The college did not have a formal IQAC in 2012-13. The Governing Body of the college, the Teachers' Council, the academic sub-committee monitored the teaching, learning and evaluation processes. To maintain transparency and accountability in the system, the academic calendar was followed meticulously. A departmental meeting at the beginning of the academic session was held to distribute the syllabus. Fitting into the institutional calendar, the academic calendar had the syllabus unitized and carried the names of faculty deputed to teach it. The management took serious note to monitor the actual progress as per the academic calendar. The heads of the department held a mid-term review meeting with the departmental faculty to review the progress. In case of a personal exigency of a teacher, the HoD reallocated the part among other members of the faculty.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01

UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	03
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	00
Others	00

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	2	0	0	
Technical Staff	4	2	0	

The college has government approved Night Guard, Guard, Bearer and a Sweeper. As the office was extremely short-staffed, the college appointed seven office staff on an ad-hoc basis to meet the day-to-day work-load of the office. The Management has appointed a Physical Instructor on contract.

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

No new MRP project was credited to the college during this academic year. The inter-disciplinary UGC-UPE project with Dept of History, University of Calcutta was ongoing. Despite the departments being run on a single full-time staff basis, they were participating, presenting and publishing research articles.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	00	00	00	00

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	00	00	00	00

3.4 Details on research publications:

	International	National	Others
Peer Review Journals	10	02	07
Non-Peer Review Journals	0	04	00
e-Journals	00	00	00
Conference proceedings	01	01	00

3.5 Details on Impact factor of publications:

Range 4.5-1.5   Average [ ]   h-index [ ]   Nos. in SCOPUS [ ]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects	2011	UGC	2.5 lakh*	2.5 lakh
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total			2.5 lakh*	2.5 lakh*

* The funds were credited to the University of Calcutta, Department of History, as the project was to be carried out at that institution.

3.7 No. of books published   i) With ISBN No. | 01 | Chapters in Edited Books | 02 |

ii) Without ISBN No. | |

3.8 No. of University Departments receiving funds from

UGC-SAP | 00 | CAS | 00 | DST-FIST | 00 |

DPE | 00 | DBT Scheme/funds | 00 |

3.9 For colleges   Autonomy | 00 | CPE | 00 | DBT Star Scheme | 00 |

INSPIRE | 00 | CE | 00 | Any Other (specify) | 00 |

3.10 Revenue generated through consultancy | 00 |

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	00	00	00	00	00
Sponsoring agencies	N.A.	N.A.	N.A.	N.A.	N.A.

3.12 No. of faculty served as experts, chairpersons or resource persons | 02 |

3.13 No. of collaborations   International   00   National   01   Any other 01

3.14 No. of linkages created during this year | 00 |

3.15 Total budget for research for current year in lakhs :

From Funding agency | 00 | From Management of University/College | 00 |

Total | 00 |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	00
	Granted	00
International	Applied	00
	Granted	00
Commercialised	Applied	00
	Granted	00

3.17 No. of research awards/

recognitions   received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
00	00	00	00	00	00	00

3.18 No. of faculty from the Institution
   who are Ph. D. Guides   `00`
    and students registered under them   `00`

3.19 No. of Ph.D. awarded by faculty from the Institution   `00`

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF `00`   SRF `00`   Project Fellows `00`   Any other `00`

3.21 No. of students Participated in NSS events:

University level `50`   State level `00`

National level `00`   International level `00`

3.22 No. of students participated in NCC events:

University level `00`   State level `00`

National level `00`   International level `00`

3.23 No. of Awards won in NSS:

University level `00`   State level `00`

National level `00`   International level `00`

3.24 No. of Awards won in NCC:

University level `NA`   State level `NA`

National level `NA`   International level `NA`

3.25 No. of Extension activities organized

University forum ☐ 00   College forum ☐ 03

NCC ☐ 00   NSS ☐ 05   Any other ☐ 00

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- SadbhavanaDiwas celebrations

- Awareness Campaign against Pollution in nearby locality

- Safety campaign in Railway Station

- Campus and Library Cleaning

- Tree Conservation and Protection

- The college hosted the District Youth Mock Parliament and National Independence struggle Quiz contest with the District Administration and the West Bengal State University, Barasat. We bagged the second runners' up position in the group event and was the winner in the individual participant category.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	12805 sq m (approx)	00	NA	12805 sq m (approx)
Built up area	1313.4 sq m approx			1313.4 sq m approx
Class rooms	27	0	0	27
Laboratories	16	0	0	16
Seminar Halls	1	0	0	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (in Rs)	3,55,755	2,56,273	MLA grant, UGC and college fund	6,12,028

4.2 Computerization of administration and library

A decision was taken in 2010-11 to fully automate the office and library. But keeping the resource constraint in consideration, it was proposed to be done in phases. The Accounts Department of the college was automated first using the basic Tally. Efforts were being taken to digitalize the office work.

As the librarian of the college was superannuated, the library was being run by ad-hoc staff. The requisition towards appointment of the new librarian was being put up to the College Service Commission, West Bengal. The search for an appropriate library software was on. Meanwhile, the library data was being maintained physically.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.		No.	Value
Books	15146	5527	15	1760	15161	7287
e-Books	00	00	00	e-Books	00	00
Journals	02			Journals	02	
e-Journals	00	00	00	e-Journals	00	00
Digital Database	00	00	00	Digital Database	00	00
CD & Video	00	00	00	CD & Video	00	00
Others (specify)				Others (specify)		

We have not been able to ascertain the existing value of all books in the library before 2011-12. We would treat 2011-12 as the base year and cumulate it further forward.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	29	3	1	1	0	3	0	0
Added	4	0	5	0	0	3	2	0
Total	33	3	6	1	0	6	2	0

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Internet nodes were installed in office for staff and teachers' use. Internet nodes in computer laboratory were added for students' use. The new computers purchased in this period were dedicated for office. Fees were still being taken by the college accounts department. Rounds of discussion were being held with the adjacent banks towards collection of fees.

4.6 Amount spent on maintenance:

i) ICT

| 00 |

ii) Campus Infrastructure and facilities

| 3,54,290 |

iii) Equipments

| 3994 |

iv) Others

| 700 |

Total :

| 358,984 |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The college is situated at a very conservative locality of the Metropolis. A large section of our students are from the suburbs and the local train services serve as the lifeline for the college. Even today a sizeable section of our students are first generation learners from their family. With the introduction of Urdu as part of the subjects offered by the college, the number of minority students taking admission to this college has recorded a sharp increase.

Another challenge was thrown open before the institution from the Minority Class students as they could not access the vernacular text books. Additionally, they were weak in English as by the West Bengal State Government policy they began learning English from the Eighth Standard. Keeping these in mind, the college had to be extra sensitive and accommodative to cater to the needs of its pupil. Powerpoint presentations (prepared within the institution and downloaded from the Web) are used in class and later handed over to minority students to ease their interface with English text-books.

We had to formulate separate policies for (i) Meritorious, bright and diligent pupil who would pursue higher studies (ii) average students who would finish their formal education here (iii) backward students who need support in progression.

- Just after admission a notice was put up for students to apply for free studentship. The teachers encouraged the students to put in the application. The authority tries to maximise the number of applicants to at least half-free studentship
- The college takes regular action to inform students from backward category about the different scholarships and subsidies made available for them by state and central government.
- A Students' Aid Fund was created by the Students' Union to help those who needed the assistance.
- Special remedial classes for SC/ST and other backward category students.
- Department organizes special remedial classes for slow learners.
- The institution gears up itself to form a Career Counselling Cell to help students identify their skill and bridge the soft skill gap and prepares them for the white-collar job market.
- Brighter students are made to prepare their answers and get it checked by the faculty before the semester examination. She is given complete access to the seminar library reference books and encouraged to search the Web for more.

5.2 Efforts made by the institution for tracking the progression

Apart from end of the term tests, departments conducts class tests (both written and oral), unit tests and end of the session evaluation examination to judge the progress of students. Department has conducted regular parent teacher meetings to intimate parents about the progress of their wards. To encourage students to actively participate in the curriculum, industry and field visits were organized. The results are compared, contrasted, discussed and shared with parents.

The Food and Nutrition week continues with its full ambience. Journalism and Mass Communication department students prepare documentaries as part of their curriculum. The projects are viewed by the faculty with suggestions on improvement. The students of the psychology department along with the faculty are in charge of counselling cell of the college. In order to maintain anonymity and privacy of the student who approached the cell, no data is kept on this regard.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1641			

(b) No. of students outside the state

00

(c) No. of international students

00

Men

No	%
00	00

Women

No	%
1641	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1578	82	01	08	01	1670	1573	46	02	20	00	1641

Demand ratio 1:0.484   Dropout % 7.62

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

No formal mechanism exists in this regard. The faculty puts its utmost endeavour to prepare a student for the competitive examination, as and when required.

No. of students beneficiaries

N.A.

5.5 No. of students qualified in these examinations

NET [   ]   SET/SLET [   ]   GATE [0]   CAT [0]

IAS/IPS etc [0]   State PSC [0]   UPSC [0]   Others [   ]

5.6 Details of student counselling and career guidance

Career counselling cell was formed at the end of 2012-13 academic session. It conducted several seminars, workshop, training programmes in collaboration with various career and skill development oriented institutions like Vivek Path, WE, i-Leap and Suraksha. It was able to upgrade the skills and send students for job training. The career guidance cell coordinator and his team was meeting students regularly and counselling them regularly on job choices, career options and soft skill development alternatives.

The psychology department of the college was holding regular counselling session with students helping them to overcome their fears, anxieties and stresses and gearing them up to fight the outer world. No records were, however, kept in this regard to protect the anonymity, identity and privacy of the student.

No. of students benefitted	11

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
4	159	11 in SHG	No records kept

5.8 Details of gender sensitization programmes

College drew up an anti harassment policy to ensure equal right for all women staff and girls of the college. An initiative drawn up by the authority as a mark of responsibility it shoulders towards women at work place. It is the duty of the authority to convince 100% security and justice within the campus to eke out maximum output and efficiency from the work force. Our college is a woman's college, but not a ladies club altogether. The authority conceived the idea of setting up a gender sensitizing and anti harassment cell, conforming to the Vishakha guidelines announced by the Supreme court of India. The
1)No sexual harassment would be tolerated in the college campus.
2)Any complaint lodged by the students or any teacher shall be dealt with promptly by the complain cell comprising of at least 50% of ladies of the college.
3)All complaints and measures taken against alleged shall be in accordance to the constitution of India and Vishaka Guidelines of Supreme Court.
4) All staff male and female should be properly dressed till the college closes down for the day. Remember half dressed presence before females tantamount to sexual harassment and could face penalty if booked.
5) A gender audit would be conducted every year to ensure the health and hygiene of the environment in the campus.
We jointly resolve to maintain the safety, security and equal right within the campus.
Our motto think human,act human and be a Human.
This policy adopted through the GB of the college was distributed among as many staff and students possible on that day.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level | 06 | National level | 00 | International level | 00 |

No. of students participated in cultural events

State/ University level | 19 | National level | 00 | International level | 00 |

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level [01]   National level [00]   International level [00]

Cultural: State/ University level [00]   National level [00]   International level [00]

The college hosted the District Level Youth Parliament and Quiz on the theme "Freedom Struggle of India". Our team was the second runners' up for the team event. One participant of our college was the winner in the individual performance category.

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government (for Muslim Minority)	01	1800
Financial support from other sources (Students' Aid Fund)	19	9710
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level [02*]   National level [00]   International level [01**]

Exhibition: State/ University level [00]   National level [00]   International level [00]

5.12   No. of social initiatives undertaken by the students [04*]

** Bangladesh Sanhati Walk organized by the Students' Union and Sports Department of the college
*Xiphius (Students' Fest)(Inter-college cultural competition) has been hosted by the Students' Union.
*Vasantosav, Vasant Panchami (Saraswati Puja), Freshers' Welcome and Celebration of the 150th year celebration of Swami Vivekananda organized by the Students' Union.
The students' union is an active participant in all NSS avtivities.

5.13 Major grievances of students (if any) redressed: 1) The students' needed a cheap and regular canteen. The college provided the space and hired a private operator to run the canteen. The college monitored and intervened in matters of price, quality and accessibility on intimation from the Students' Union.
2) The need for a water treatment plant: A water treatment and cooling plant was installed by the college.
3) The need for a dedicated green-room adjacent to the stage with air-conditioning facilities was coming up in the demands of the Students' Union.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> The vision of the college is to provide a holistic education system for emancipation, empowerment and enrichment of a girl student. We are conservative at our institution when it comes to preservation of our values, practical when setting our targets and futuristic in incorporating modern teaching methods and techniques.
> We inculcate academic, need-based and value education to prepare a student for higher education, for the job market and for an adult, informed concerned member of society who will double her role as a responsible home-maker.

6.2 Does the Institution has a management Information System

> The Governing Body governs the college through the Principal or through the Teacher-in-Charge. The Principal/Teacher-in-Charge has various committees reporting directly to her. The committee are widely and evenly constructed so as to involve all members of the faculty, the non-teaching staff and the students' union. The committees gather their feedbacks on running of the institution from various departments. Matters are either sorted out at the Teacher's/Non-Teaching Council or are referred to the committees. The committees arrive at any decision after thread-bare discussion on the topic. The Principal/TIC gives his consent if the issues are on day to day running of the college. Otherwise, the suggestions of various committees are put to the GB for its consent and approval. Decisions are seldom imposed. It arises from within the institution in a truly democratic and transparent manner.

6.3 Quality improvement strategies adopted by the institution for each of the following:

3.1 Curriculum Development

> Active participation in curriculum development was mitigated by four of our teachers who were members of the board of studies of the university that designs and rectifies the syllabi for constituent colleges. Participation from other teachers was in the form of participation in meetings and workshops that were conducted to prepare the syllabus and refresh the knowledge of the faculty in teaching new topics. Internally lesson planning was done at the beginning of each academic session that fitted into the institutional calendar. The curriculum unitized, dissected and deputed was shared with our students and was strictly adhered to.

6.3.2 Teaching and Learning

> Teachers participate in Refresher Courses, Orientation programmes, summer schools, winter schools regularly to brush up their knowledge and skills, which is imparted to our students. Classes are taken meticulously. Innovations in the form of surprise test, short quizzes and debates, power point presentations, projects are done to break the monotony of the regular chalk and talk method. The applied part of the syllabus is highlighted, wherever applicable. Tutorial and remedial classes are taken for slow-learners. The proficient students are encouraged to aim for advanced and heavier study material, which a teacher helps them to locate.

6.3.3 Examination and Evaluation

> Apart from the end-semester examination held by the University, the college asks its students to appear for a mid-term appraisal and an end-term selection examination. Moreover, each department chalks its plans to evaluate students by their tutorial assignments, project works and group discussions. The slow learners are helped to catch up through remedial coaching on a one-to-five correspondence basis.

6.3.4 Research and Development

> The college encourages teachers to undertake research activities and seek grants from funders. An UGC-UPE interdisciplinary project is ongoing with the Department of History, University of Calcutta with one of the teachers of the institution as a co-investigator. Teachers are publishing and presenting research articles on their own accord. The junior faculty of the college are pursuing Ph.D and are at various stages in the process from course work to registration of the proposal and submission of the thesis.

6.3.5 Library, ICT and physical infrastructure / instrumentation

> Library books are procured as per specifications from departmental heads. The requisition for a librarian against a full time substantive post is put up with the College Service Commission, the statutory hiring body for the college.
> Four PCs procured during this session are allocated for office work. An office automation software Students Plus is installed. The office and the accounts office are brought under LAN for better and efficient administration. This would help us to maintain preserve the student record, so that we can serve our students better and faster.
> Steps are being taken to construct the second storey above the open air stage as part of infrastructure expansion.

6.3.6 Human Resource Management

Ours is an extremely short=staffed institution. The teachers and the non-teaching support staff have to share and shoulder the work load.
There is a lot of inter-disciplinary teaching in the college, with the faculty of history delivering a few lectures for Political Sciences and the faculty of Geography delivering a few lectures for the History department, to name a few. The college hires guest faculty to bridge in the human resource gap.
The college hired seven non-teaching support staff during this period on an ad-hoc basis.

6.3.7 Faculty and Staff recruitment

All teachers against substantive posts are recruited by the College Service Commission, Government of West Bengal. However, in 2011 the vacant teaching positions of our college were filled up by the Contract Teachers and Part Time Teachers of the college. The Government approved a Contract Teacher and three part time teachers per vacancy.
The college took efforts to fill in the gap in staff recruitment by hiring guest faculty.

6.3.8 Industry Interaction / Collaboration

None so far.

6.3.9 Admission of Students

Keeping the kind of students we cater, the institution tries to keep the admission process simple and transparent. Admission committee holds its meetings, decides on norms additional to those prescribed by the University, decides on the subject combinations and prepares the prospectus before the 10+2 level results are published.
The admission process is made as simple and as transparent as it can be. Admissions are mostly on a first-come-first served basis. Merit lists are published for a few select subjects with a high demand ratio.

6.4 Welfare schemes for:

Teaching	GPF for substantive teaches Salary through advances from college when the government pay-packet is late GB has provision to approve special leaves on discretion for Contract teachers and Part Time Teachers All admissible leave
Non teaching	GPF for non-teaching support staff Non-teaching Fund for financial assistance All admissible leave
Students	Fees waiver (full and partial) for needy and meritorious students Minority Grants assistance to minority students for procuring Government grants

6.5 Total corpus fund generated: Rs 30,64,465

6.6 Whether annual financial audit has been done   Yes [√]   No [ ]

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	N.A.	No	N.A.
Administrative	No	N.A.	No	N.A.

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes [ ]   No [√]

For PG Programmes   Yes [NA]   No [NA]

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

> Does not apply

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

> Does not apply

6.11 Activities and support from the Alumni Association

> The Alumni Association was not formally registered in 2012-13. But the informal body of alumni were always with the college in all its endeavour. The Facebook group of HMM College, with teachers, non teaching support staff, alumni and current students was an active forum in sharing and disseminating information and feedback on the working of the college.

6.12 Activities and support from the Parent – Teacher Association

> Parents meet teachers during the formal parent-teacher meet. The institution intimates the parent about the progress of his ward, in academics and attendance. The voices of the parents are also heard of at the meeting. Valuable suggestions are immediately incorporated in the working of the institution.
> The faculty also meets parents during the time of admission.
> Apart from these, the parents are welcome to meet department heads or the head of the institution at any point of time during her three year stint in the institution.

6.13 Development programmes for support staff

> All our front office support staff is computer literate. They needed a short training to get familiar with the Students' Plus software. They took a fortnight to acclimatize themselves with the user-friendly software. Steps were being taken to digitalize other office work as well.
> Along with this, the institution, through the head clerk, tried to identify their areas of expertise and started allocating work that matched their ability. Continuous monitoring of their performances, evaluation and appraisal of their work was being regularly done by the head of the institution.

6.14 Initiatives taken by the institution to make the campus eco-friendly

> The NSS volunteers took regular efforts to keep the campus clean. Preserving and protecting trees have always been high on our agenda. The institution, the NSS unit and the Students' Union were vigilant about the misuse of electricity and water. The college was trying to introduce and utilize alternate sources of energy in the form of solar power.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> Academic innovations:
> *Continuous internal assessment through class tests, mid-term appraisal tests and term end examinations.
> * Group discussions, projects, quizzes, debates, seminars and presentations on select topics of the curriculum were held.
> * Parent-teacher meetings, departmental meeting and committee meetings were conducted.
> * Optimum utilization of two projectors towards progress of education through visual medium was being done.
> * University examination results were being analyzed threadbare and being compared and contrasted with results of neighbouring colleges.
> Administrative Innovations:
> Green Initiatives:
> *Protection and preservation of green in the campus.
> *Spread of the concept of cleanliness through NSS extension activity around the campus.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

> - CIA was the practice for monitoring the progress of students.
> - Interactive teaching learning method was encouraged.
> - The application oriented topics of the syllabus were taken up with special emphasis. The students of the Psychology were asked to take part in counselling. The Journalism and Mass Communication department students were inspired to prepare documentaries and presentations on various topics.
> - A leading Radio jockey of the city visited the college to deliver a lecture on the modalities of Radio reporting.
> - Faculty members belonging to various BOS were encouraged to actively contribute to the redrafting of the syllabi in various subjects to make them more up to date and job oriented.
> - Faculty members were encouraged to attend, participate, present and publish research articles. The younger faculty are encouraged to register, complete course work, do field work and submit the Ph.D. on the earliest.
> - The office accounts department is fully automated. The institution is holding discussions with various software vendors to automate the rest of the college office and library.
> - The college hosts the Inter-college social fest.
> - It hosts the state-level Youth Parliament and the Quiz on the theme: National Freedom Struggle Movement and Indian Parliament.
> - Our students walk across the Bangladesh-India border for a Sanhati March to Bangladesh.
> - The canteen begins at its new avatar.
> - Students with a flair for sports are trained and encouraged to take part in different level sports meets.
> - 150th Birth Anniversary of Swami Vivekananda was commemorated to pursue of the thought of the great philosopher: "Education is the manifestation of the perfection already in man"

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

Title of the Practice: The students of Deptt of Political Science began running a library 'Pragya"with their own contribution.

Students canteen 'khaikhai'

7.4 Contribution to environmental awareness / protection

- Protection and preservation of the green in the campus.
- Spreading the message of cleanliness in the immediate neighbourhood.
- Search is on for alternate, renewable sources of energy.
- Environmental Sciences classes spread message on preservation of energy.
- Students and Students' Union take an active and participatory role in the preservation of electricity in campus.

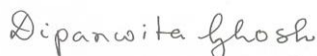7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

The college is running without a Principal and a Librarian. It is extremely short-staffed as respect to substantial post holders. The priority of the institution has been to put the requisition for these posts to the College Service Commission.

8. **Plans of institution for next year**

- The process of teaching, learning and evaluation will continue.
- Teaching process to be made more interactive.
- Use of modern techniques of education, with special emphasize on learning through visual medium.
- The college would automate the office and the library.
- Laboratory facilities to be modernized and upgraded.
- Expansion of physical infrastructure of the college.
- The entire system would be connected through LAN.
- Extension activities through NSS and the Students' Union to continue.
- The sports department should prepare and encourage students to participate in various meets.

Name ___Dr Dipanwita Ghosh_____   *Name _Dr Soma Ghosh (Principal)*

Dipanwita Ghosh   *Soma Ghosh*

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

Hiralal Mazumder Memorial College
for Women
Dakshineswar, Kolkata – 700 035

DR. SOMA GHOSH
Principal
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata – 700 035

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Annexure I: Institutional Calendar

INSTITUTIONAL ACADEMIC CALENDAR: 2012-2013

PRE PUJA SESSION

| MONTH	SUNDAYS (Within working wks.)	HOLIDAYS	Working Days	UNIV. EXAMINATIONS	REMARKS
JULY' 12	01, 08, 15, 22, 29	NIL	26	B.A./B.SC. PTI	ADMISSION OF B.A./B.SC. THIRD YEAR STUDENTS
AUG'12	05, 12, 19, 26	9/8-JANMASTAMI 10/8-COLLEGE FOUNDATION DAY 15/8-INDEPENDENCE DAY 20/8-ID-UL-FITAR	23		1ST YR CLASSES START FROM 6TH AUG 3RD YR CLASSES START FROM 13TH AUG 3RD YR ADMISSION
SEPT'12	02, 09, 16, 23, 30	17/9-BISWAKARMA PUJA	24		REGISTRATION FORM FILL IN FOR B.A./B.SC. 1ST YR STUDENTS 2ND YR CLASSES START FROM 03/09
OCT'12	07, 14	02/10-GANDHI B'DAY 06/10-COLLEGE CLOSED 15/10-MAHALAYA 20TH - 15TH NOV: Puja vacation	14		03/10, 04/10, 05/10 XIPHIAS

POST PUJA SESSION

NOV'12	18, 25	22/11-JAGADDHATRI PUJA 28/11-GURU NANAK'S B'DAY	11		
DEC'12	02, 09,16, 23	21/12-CLOSED AFTER SPORTS 25/12 - 31/12: Winter recess	19		20/12-Annual Sports
JAN'13	06, 13, 20, 27	01/01-New YEAR 14/01-POUSH PARBON 23/01-NETAJI'S B'DAY 24/01-UNIVERSITYFOUNDATION 25/01-MAGHOTSAV & FATEH DOAZ DAHUM 26/01-REPUBLIC DAY	21		Third Year Test 22/01-ANNUAL SOCIAL 12/01-YUVOTSAB
FEB'13	03, 10, 17, 24	15/02-SARASWATI PUJA 16/2-PRINCIPAL'S DISCRETION 25/02-Closed	21		SECOND YR TEST
MARCH'13	03, 10, 17, 24, 31	27/03-DOLYATRA 28/03-HOLI 29/03-GOOD FRIDAY 30/03-EASTER SATURDAY	22		FIRST YR TEST CAREER COUNSELLING 0N 9TH
APRIL'13	07, 14, 21, 28	15/04-BENGALI NEW YEAR	25	PART III THEORY	BA/BSC FORM FILL IN
MAY'13	05, 12, 19, 26	01/05-MAY DAY 09/05-RABINDRA JAYANTI 16/05-SUMMER RECESS STARTS 25/05-BUDDHA PURNIMA	22	PARTII	FOR 2ND YR.
JUNE'13	02, 09, 16, 23, 30	26/06 - Shabe-Barat	24	PARTII	ADMISSION PROCESS STARTS

Annexure 2: Evaluation of the institution by the students

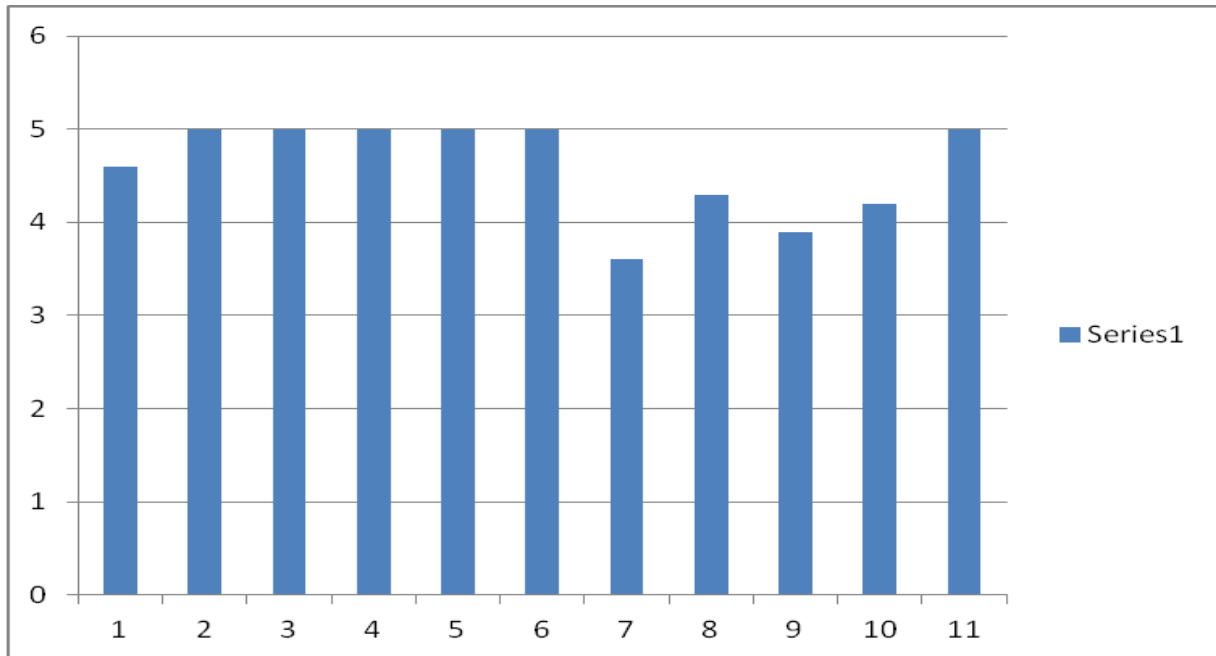HMMCW Students' Feedback Report 2012-13

Part A: Teaching and Learning
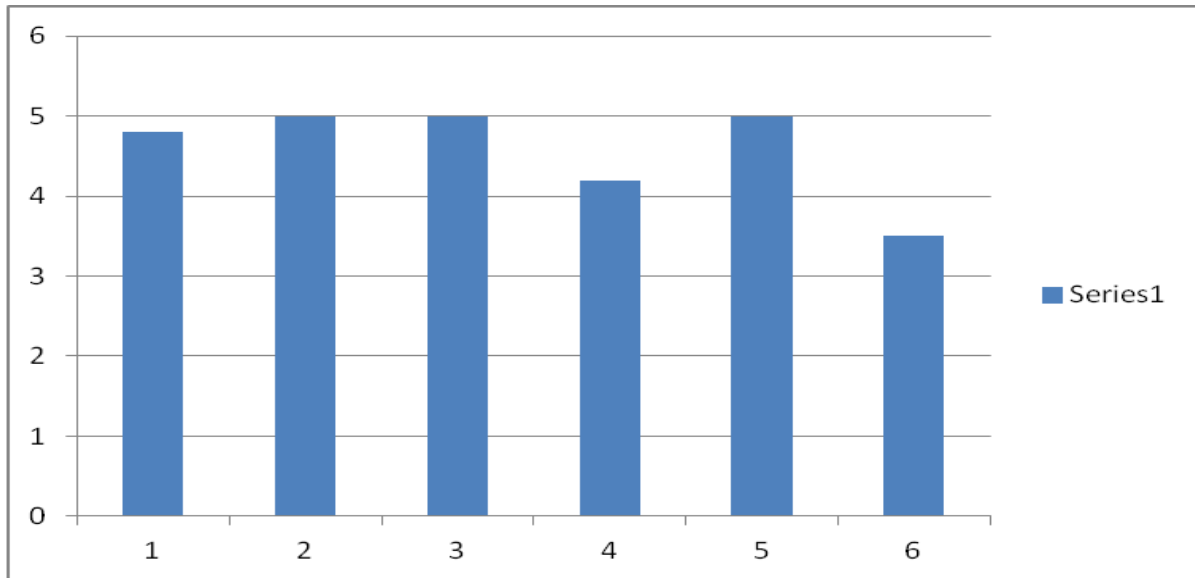
Legends: 1. Teaching method
2. Finishing syllabus on time
3. Contact time after class hours
4. Supporting students beyond the curriculum
5. Overall behavior with students
6. Evaluation methods adopted by the teacher

Part B: College infrastructure

Legends: 1. Overall teaching learning environment of the college
2. Relationship of teachers with students
3. Relationship of non-teaching staff with students
4. Seminar library facility
5. Central library facility
6. Relationship with students' union
7. College laboratory facility
8. Running water facility
9. Reprography services at college
10. College canteen
11. Overall college environment

Data source: 238 students who appeared for BA/BSc (Part III Hons examination) in 2012

Annexure 3: Details of best practices

Title of the Practice: The students of Deptt of Political Science began running a library 'Pragya"with their own contribution.

Goal: To train them and instil the confidence of doing something all by themselves. Added to it is is a practice to contribute books to the college for the benefit of future students.

Practice: Students purchased books with the money they could collect contributing every month.

Evidenc: The Library exists in the Deptt

Challenges: Many refused to contribute. Dearth of adequate fund,made it impossible to increase the number of books much.

Notes: Students ought to realize that little effort made by them would herald a change in their lives

2)Students canteen 'khaikhai'

Goal-To extend better service that would be student friendly. To do away with uncertainity faced by students for food supply.

Practice-Biscuits,cakes,bread butter supplied by few students who clubbed to run the business in their small way.

Evidence---Students union contributed kitchen appliances for faster ,better services

Challenges-----Students fell short of tenacity.Many thought it to be a menial job,and failed to overcome psychological limitation.

Notes—Such practices are common in the west. Orientation required to indulge in such activities. They need to break away from the cocoon of their restricted ideas