

## Part – A

### I. 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 Swagata Das Mohanta (February 2014 to March 2015)

Dr Dipanwita Ghosh (March 2014 - till date)

Mobile:

9433724499

IQAC e-mail address:

[iqac.hmmcollege@yahoo.com](mailto:iqac.hmmcollege@yahoo.com)

1.3 NAAC Track ID (For ex. MHCOGN 18879)\_\_\_\_\_

1.4 Website address:

[www.hmmcollege.org](http://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	1 <sup>st</sup> Cycle	<b>C++</b>		<b>2004</b>	<b>5 years</b>
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.6 Date of Establishment of IQAC :

20/02/2014

Please look into preface for details

1.7 AQAR for the year:

2013-14

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

- i. AQAR \_\_\_\_\_ (DD/MM/YYYY)4
- 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  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

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

### 1.10 Type of Faculty/Programme

Arts  Science  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

University with Potential for Excellence  UGC-CPE

DST Star Scheme	NIL	UGC-CE	NIL
UGC-Special Assistance Programme	NIL	DST-FIST	NIL
UGC-Innovative PG programmes	NIL	Any other ( <i>Specify</i> )	
UGC-COP Programmes	NIL		

## **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	NIL
2.7 No. of Employers/ Industrialists	NIL
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

\* The college Governing Body forms a statutory Internal Quality Assurance Cell in February 2014 to provide the direction and leadership towards quality building, transparency and accountability of the

system. However, the Cell is formed at the end of the financial year. The plan of action has been chalked out at the Governing Body and the Teachers' Council of the college.

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Towards maintenance of a disciplined and dedicated campus for holistic education
- Bilingual mode of instruction for minority community students.
- Upgrade of infrastructure and laboratory equipment.
- Progress of instruction through visual medium.
- Students Plus software installed to capture, preserve and protect student background data of the college, a step towards complete office automation.
- As part of infrastructure expansion planned by the institution, construction of the open air stage of the college completed and is now ready to host cultural programmes.
- NSS activities continue.
- Sports department flourishes with our students bagging the Runners' Up trophy in the inter-college championship (district level).

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
To achieve perfection in teaching and learning towards academic excellence.  Office and Library automation	Disciplined campus, dedicated and focussed faculty  As funds are scarce, a decision is taken to do the work in phases. As the first phase, a data capture format software Students' Plus is acquired by the college. It would help the institution to preserve. The software would reduce the wait time at office for the student. The institution would utilize the student records for its analysis towards long term planning.

Expansion of infrastructure towards visual teaching medium	The college acquires three more projectors and accessory screens. It is encouraging departments to go all out on teaching through visual medium.
Laboratory infrastructure upgradation	The UGC equipment grant is utilized for upgrading college laboratories
Extension activities through the NSS forum to continue, sports department to encourage students to practice and participate	Slum visits and camps are conducted at nearby slums by the NSS team.

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body      Yes          No

Management          Syndicate          Any other body   

Provide the details of the action taken

Before the AQAR 2013-14 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.

## Part – B

### Criterion – I

#### I. 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
<b>Total</b>	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	0
Trimester	0
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 college was affiliated to the University of Calcutta since its inception in 1959. When 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, an industrial district of West Bengal, had to be transferred to the newly founded University. The University was following the statutes and syllabi of the University of Calcutta. The University began formulating its own syllabi in 2012. The statute of the University was enacted on 2014.

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

The inspection reports of PG courses in Psychology and Geography were in favour of the college. However, the college decided to wait on this until it could generate resources to build the infrastructure and generate the human resources to run the courses meaningfully.

## Criterion – II

### Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
12	4	8		11 CTT, 17 PTT

2.2 No. of permanent faculty with Ph.D.

6

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	0	14	00	00	00	00	00	00	00	00
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2.4 No. of Guest and Visiting faculty and Temporary faculty Guest Teachers: 45

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	11	15	9
Presented papers	10	8	3
Resource Persons	0	2	0

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

- The college procures three more projectors this academic year. It encourages departments, especially those from the science faculty, to utilize the infrastructure and progress towards use of the visual medium to its very optimum.
- Instead of being treated as the passive partner of the traditional classes, students are motivated to actively participate in classes.
- Field visits and industry visits for some departments to highlight the applicative part of the curriculum are advocated by the institution.

2.7 Total No. of actual teaching days during this academic year 215

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

Our students are continually evaluated internally through unit tests, tutorials and end of the term examinations Practical classes are monitored regularly on the basis of attendance and performance. Visual medium of instruction is used frequently, especially by the departments from the Science faculty. Apart from these, quizzes, open book tests, short answer-type tests (oral and written), presentations, extempore speeches are conducted by every department to monitor the learning of students.

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 Study members

2.10 Average percentage of attendance of students 75%



2.11 Course/Programme wise  
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Bengali	48	N.A.	00	72.91	14.58	87.49
Botany	5	N.A.	20	80	00	100
Chemistry	1	N.A.	100	00	00	100.0
Economics	00	N.A.	00	00	00	N.A.
English	13	N.A.	00	76.92	0	76.92
Education	19	N.A.	00	68.42	31.57	76.7
Food & Nutrition	31	N.A.	12.90	41.93	41.93	96.8
Geography	27	N.A.	00	88.88	11.12	100
Journalsim and Mass Comm.	22	N.A.	9.09	45.45	36.36	90.90
History	24	N.A.	00	58.33	29.16	87.49
Philosophy	9	N.A.	00	66.66	33.34	100
Political Science	5	N.A.	00	100	0	100
Pschychology	5	N.A.	00	40	60	100.0
Music	2	N.A.	50	50	0	100.0
Sanskrit	5	N.A.	00	60	40	100.0
Sociology	6	N.A.	00	100	0	100
Zoology	13	N.A.	00	76.92	23.08	100
B.A. (General)	217	N.A.	00	03.22	82.95	86.17
B.Sc. (General)	43	N.A.	00	20.93	65.11	86.04

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

The IQAC was formed during the middle of the 2013-14 academic year. The IQAC, the Governing Body and the Teachers' Council felt that the planning for the year should focus on infrastructure upgradation. New projection systems were procured by the institution during the year. Departments were encouraged to use the projection systems for teaching through the visual medium. Second-storey construction over the open air auditorium began during this period. The UGC fund for laboratory equipment purchase was utilized this year. The college installed a software: Students Plus to collect, preserve and protect students' records in a data capture format. Projection systems were installed in three class rooms. Food and Nutrition, Physiology, Psychology, Geography departmental teachers were frequently using the visual basic medium in addition to the traditional chalk and duster mode of teaching. The teacher-in-charge was regularly holding meetings with department heads to listen to and understand their requirements and monitor their performances.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1

UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	1
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
Others	

#### 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	0
Technical Staff	5	23	0	6

The college has government approved Night Guard, Guard and a Sweeper. The college has appointed six non-teaching staff on an ad-hoc basis. The college has appointed a physical instructor. The West Bengal Government Sports Council has deputed a lady gymnasium sports instructress at the institution.

## Criterion – III

### 3. Research, Consultancy and Extension

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

The newly formed IQAC cell was motivate and encouraging teachers and students in their research endeavour. As dissertation was part of the syllabus for many subjects, teachers and students were in pursuit of interesting research questions which the student could pursue at the later point of her career.

#### 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	8	1	2
Non-Peer Review Journals	0	3	0
e-Journals	0	0	0
Conference proceedings	0	1	0

#### 3.5 Details on Impact factor of publications: Not available

Range  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				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges  
Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

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  
and students registered under them

00

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 73 State level

National level International level

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 State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

### 3.25 No. of Extension activities organized

University forum	00	College forum	04		
NCC	00	NSS	04	Any other	00

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

\* NSS unit organized a blood donation camp, student volunteers donated blood for the greater cause of the society

\* Plantation of trees to preserve the greenery of the campus.

\* Environment consciousness of the locality and ways to clean the water of the Ganges were discussed in a programme.

## 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)	Canteen area 93.60 sq m	Building fund	12805 sq m (approx)
Built –up area	1313.4 sq m approx			1407 sq m approx
Class rooms	27	0	NA	27
Laboratories	16	0	NA	16
Seminar Halls	1	0	N.A.	1
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	0	0		0
Value of the equipment purchased during the year (Rs. in Lakhs)	612028	1,23,612	UGC funds	735640
Others				

#### 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. As part of office automation a data capture format software Students Plus was installed in the institution. To make optimal use of this software the office and the accounts departments were connected through LAN. The installation of the software helped the students to get their forms processed for examinations, railway concessions and the like. The institution would use the data at a later point of stage for its internal short term and long term policy formulations.

The library was being manned by ad-hoc faculty as the vacant post of the Librarian was put up to the College Service Commission, West Bengal for recruitment. As library automation was an ultimate technical turf, the college authority was waiting for the librarian to join against a full time substantive post and mastermind the automation plan.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Books	15161	7287	784	173770	15945	181057
e-Books	00	00	00	e-Books	00	00
Journals	02		00	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 the value further forward. Library books do not include gifted documents

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	33	3	6	1	0	6	2	0
Added	3	0	3	0	0	0	0	3
Total	36	3	9	1	0	6	2	3

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

As the college librarian has just joined against a full-time substantive post, she was given time to plan the work on library automation. COHA software for library was procured as the first step towards library automation.

The college accounts department was fully automated. The college office was using the Students' Plus software for preserving and protecting student data, fees are being collected through Indian Bank, Dakshineswar Branch. The college was preparing itself for the first round of online admission. The salary of the substantive post holders of the institution are done through the West Bengal Government approved COSA software.

#### 4.6 Amount spent on maintenance:

i) ICT	68,271
ii) Campus Infrastructure and facilities	15,90,485
iii) Equipments	
iv) Others	1,96,214
<b>Total :</b>	<b>18,54,970</b>

### Criterion – V

## 5. Student Support and Progression

### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- To begin with the admission process, we tried to keep things as simple and as transparent as we could by allowing an open admission for most of the students on a first-come-first-serve basis.
- A prospectus was handed over to the students describing the facilities available in the college in detail.
- Just after admission a notice was put up for students to apply for free studentship. The teachers encourage 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.
- Students are asked to write in college magazines, departmental wall magazine and posters.
- Food and Nutrition week is organized with a cooking competition among student groups.
- Students are encouraged to apply for Kanyasree: a project of the West Bengal State Government to provide a one-time financial assistance for girl students to carry on their pursuit for higher education.
- Various workshops organized by the Career Counselling Cell are highlighted. Students are encouraged to participate in on campus interviews to analyze their strengths and weaknesses.

### 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
1577	00	00	00

(b) No. of students outside the state

00
----

(c) No. of international students

00
----

Men

No	%
00	00

Women

No	%
1577	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	Gen	SC	ST	OBC	Physically Challenged	Total
00	00	00	00	00	1641	1373	140	07	57	00	1577

Demand ratio 1:0.486

Dropout % : 13.47

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

The college does not have a formal mechanism for coaching of students for competitive examinations. Teachers try to help a student with the utmost in case he/she is approached for support and guidance. The Career Counselling cell is in the process of holding discussions with several professional institutes for a possible tie-up.

No. of students beneficiaries

N.A.

5.5 No. of students qualified in these examinations : Records not kept.

NET  SET/SLET  GATE  CAT   
 IAS/IPS etc  State PSC  UPSC  Others

5.6 Details of student counselling and career guidance

- Surakhsha, the resource group, met students of the college and selected them for a training that would guarantee them a job in paramedics.
- A Workshop on 'Personality Development' was organized by Career & Counselling Cell and Alumni Association of H.M.M. College for Women in collaboration with Orion Edutech, a NSDC Partner Company.

No. of students benefitted

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
5	839	None	Records not kept

VLCC, Sebi, Surakhsha, I-Leap, NIIT

### 5.8 Details of gender sensitization programmes

A gender audit conducted to check the working environment of the college. The International Women's Day was celebrated on March 8 by the NSS unit of the college.

### 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

Two students of our college represented the University Kho-kho team which was the Champion of the Eastern Zone in the Inter-University Kho Kho championship.

Our college bagged the Runners' Up trophy in the inter non-government colleges District Badminton championship, organized by the Government of West Bengal.

Two of our students were individual prize winners (Best Member and Best Chief Minister) at the District Level Youth Parliament competition.

#### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government (as minority students)	08	35400
Financial support from other sources (Students' Aid Fund)	03	1300
Number of students who received International/ National recognitions		

#### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

#### 5.13 Major grievances of students (if any) redressed:

- \* **Need for a subsidized reprographic centre for the students at the library.**
- \* **Minimizing the wait time for a student to get her rail concession form processed by utilizing the Students' Plus software data support.**
- \* **The installation of a water treatment plant for safe drinking water for the staff of the institution**

### Criterion – VI

## **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

To provide academic, need-based, value based education students for a girl student belonging to the distinctly conservative periphery zone of the Kolkata megapolis.

As the relative percentage of students in the general category (for whom this college would be the last stepping stone towards formal education) was continually increasing, the need to introduce vocational courses to prepare them for the job-market or self employment was incorporated as the mission of the college. Dialogues with NSDC partners have begun towards the choice of courses. A referendum is sought from the Students' Union in this regard.

## 6.2 Does the Institution has a management Information System

The college is run by the governing body that comprises of teaching, non-teaching, student representatives, the university and government nominees. Principal/Teacher-in-Charge is the executive head of the institution. Several committee are assigned with specific responsibilities. The minutes of the meetings are committees are put up as suggestions to the chair. Some suggestions are simple and are readily accepted. The more complex ones, especially those that has cost considerations, are referred to the Governing Body. Teachers' and Non-Teachers' Council are two other strong statutory bodies that looks into the well-being of the college and the Principal seeks suggestions and feedbacks from these bodies as and when the need comes calling. Personal grievances, differences of opinion, inter-personal relationship issues are dealt in camera so as to avoid embarrassment of any staff member. It is a democratic system and we are proud of our democracy.

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

### 6.3.1 Curriculum Development

Four of our teachers were members of the board of studies of the university that designs and rectifies the syllabi for constituent colleges. Our teachers were present in the workshops and meetings that were listening to the voices from constituent colleges while planning the syllabus. Apart from this, the syllabi taught in the college had always been externally determined. As part of our contribution towards curriculum development we unitize our syllabus in the form of academic calendar which fits into the institution calendar prepared at the beginning of the academic session. It is sacrosanct and we adhere to the lesson plan as closely as possible.

### 6.3.2 Teaching and Learning

A government decision changed our status of affiliation from the University of Calcutta, graded a centre of excellence by NAAC, to the newly formed West Bengal State University, Barasat, better students opted for the centre of excellence. Colleges affiliated with the University of Calcutta were better connected as well than our college is. As fallout to these, the enrolment at our institute, geographically located at the periphery of the catchment area of both the universities, underwent a serious setback. We at our level decided to fight it out by preserving the environment of dedication and commitment that forms the core of our teaching and learning techniques. Regular classes, systematic monitoring and repeated evaluation formed the skeletal base of our impartment and over the years we could partially capture the result position that was the foray of the institute. For the honours courses the pass percentages were above the university average with our college boasting university rank holders in Sociology and Food & Nutrition.

### 6.3.3 Examination and Evaluation

The annual semester examination is conducted by the University. The teachers of the college take an active role in the university examination process as examiners, head-examiners, paper setters and moderators. Being part of the evaluation process enhances the learning of a teacher, albeit of a different kind. We impart and share our learning with our students to help them succeed better in the semester examinations. Internally they are evaluated by their performance and attendance in laboratory activities and the performance is cumulated in the form of internal assessment at their year- end semester examination grading. Apart from this, there is a continuous evaluation mechanism run by the college in the form of unit test, mid-term appraisals, class-performances in the form of debates, short answer type tests, quizzes and extempore speaking. The advanced students are encouraged in their pursuit, while the slow learners are put to remedial classes on a five-to-one correspondence basis.

### 6.3.4 Research and Development

As against the stipulated norms of at least four full-time faculty for arts departments, six for science departments, five for English, Bengali and Geography, we were running our departments as single-handed or at best as two person faculty. It was obvious thus that no teacher was ready to shoulder the additional load of a funded research project, despite repetitive calls from our research promotion cell. But despite all odds, our faculty was publishing, participating, presenting their research ideas at international and national forums. The research promotion cell and the institution have been providing an atmosphere conducive for research purposes and were lauding the efforts of the individual teacher.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Books were procured by the library as per the requisitions from different departments. The requisitions were made as per the formula prepared by the Library sub-committee on the allocation of funds. On library automation we were waiting for the new librarian to join and mastermind the automation plan.
- The college office and the accounts department were connected by LAN so that the Students' Plus, a newly installed Data-capture format software to maintain the records of students could be accessed by all concerned.
- Fees of the students are collected by the Indian Bank, Dakshineswar Branch, just a few blocks away from the college.
- The West Bengal Government approved software, COSA (computerization of service accounts) is installed by the college for timely transfer of the pay-packet.
- The UGC grant for procuring equipment for laboratories is utilized.
- As part of the physical infrastructure expansion, the open air stage is ready for use. Plan is sanctioned for construction of the second-storey using the ceiling of the stage as base of the second floor.

### 6.3.6 Human Resource Management

An extremely short-staffed institution like ours survives on an efficient human resource management. The person (s) at the helm knows our strengths and weaknesses and deploys us on the basis of this knowledge. Work is assigned with utmost care and concern to the person or the team that is suited for the assignment. Duplications and repetitive efforts are carefully avoided. The management keeps a note on the assignments and its outcome that is readily shared with the stakeholder. We strive on teamwork as our motto.

### 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. It has been making regular efforts taking up the matter of post creation with West Bengal State Government authorities.

### 6.3.8 Industry Interaction / Collaboration

None so far

### 6.3.9 Admission of Students

We had been admitting our students on a first-come-first-serve basis on the basis of the marks cut-off prescribed by the University for Honours and General courses. Higher than university criteria, however, are applied for those departments with a higher demand ratio. The cut-off, the subject combinations to be offered by the college are decided at the Admission sub-committee meeting that is routinely held at the beginning of each academic year.

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 Students' aid fund for needy students Processing of forms for Kanyashri, a subsidizing scheme adopted by the Government of West Bengal for continuing of education for a needy girl student.

6.5 Total corpus fund generated

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? Does not apply

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

Despite its unregistered status, the Alumni Association has been providing all round support towards the institution in organizing and hosting events and workshops with the NSS and CCC. A member of the alumni association has been appointed as a non-teaching faculty on an ad-hoc basis by the college. They have served as the ears of the institution in bringing back the feedback on the impact of the institution on the society.

On a more concrete front, they have been helping the needy students to pay the fees of the college and the examination and helping them to procure text books.

### 6.12 Activities and support from the Parent – Teacher Association

No formal Parent-Teacher Association exists for the institution. However, the parents have given us their invaluable support and suggestions during the departmental parent-teacher meeting. All parents are encouraged to meet the management with problems of their wards (emotional, academic, financial and otherwise) and with concrete suggestions for development. Their feedback is closely monitored and strictly adhered to.

### 6.13 Development programmes for support staff

The office staff had to undergo a very basic training to run the Students' Plus software. No other development programme for support staff has been held by the institution. However, an individual is encouraged to undertake any short-time course after the work hours to upgrade and improve his/her skills and qualifications.

The head-clerk and the non-teaching council monitors the performances of the support staff and reports his impression to the Governing Body through the executive head of the college.

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

- Through the NSS by keeping the campus clean and green.
- By planting, preserving and protecting the green at the campus.
- By checking the wastage of water and electricity and asking the Students' Union to monitor this as a major stakeholder of the college.
- By celebrating Basant Utsav every year to nurture the greens of the spring and the greens of the youth.

## 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.

- \* Introduction of the Students' Plus software has reduced the students' wait time at office. On an institutional level the data would help us in long term planning.
- \* Interconnectivity of the office and the accounts department.
- \* Optimal utilization of the UGC fund for equipment procurement of laboratory based subjects.
- \* Construction of the open-air stage to host in-house cultural programmes. We are happy to find students using the space as a partially covered badminton court.

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

- Continuous internal assessment of students for cumulative internal assessment marks for the semester grading system, for identifying advanced students and slow learners.
- Active participation sought from students at the classes in the form of preparation of projects, wall magazines, organizing and participating in debates and quizzes.
- Food and Nutrition week celebrated with sombre and gaiety.
- Extension of visual medium in teaching and learning.
- Faculty encouraged to publish, participate and present papers at regional, national and local forums.
- NSS and sports departments flourish in its extension efforts.
- Students' Plus, a software to capture and preserve students' background data installed.
- Office computers and the accounts are interconnected through Local Area Network.
- Laboratories upgraded utilizing the UGC fund to procure equipment.
- The open air auditorium is now open for events. Plan sanctioned for the second storey over its roof. An air-conditioning unit is installed at the green room of the auditorium.

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

- 1) Practical classes for science based subjects right from 1<sup>st</sup> year instead of 2<sup>nd</sup> year
- 2) Preservation of students background data and linking office with accounts

7.4 Contribution to environmental awareness / protection

- The search for alternate sources of energy is on. Meanwhile, preservation of non-renewable sources of energy is high amongst our priorities.
- Planting of saplings during the monsoons every year and protecting them year round is our mission. It is wonderful to see the campus green at every season.
- 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 does not have a Principal since JANUARY, 2011. It does not have a librarian since 2010. The college is trying hard to fill up these posts.



## 8. Plans of institution for next year

- Completion and furnishing of the second-storey above the open air auditorium.
- Improve the drainage system of the campus.
- Provide a reading space to library infrastructure.
- Introduce more computers in library and bring it under Internet connection.

Name \_\_\_\_\_ *Dr Dipanwita Ghosh* \_\_\_\_\_

Name \_\_\_\_\_ *Dr Soma Ghosh* \_\_\_\_\_

*Dipanwita Ghosh*

*Signature of the Coordinator, IQAC*

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*Soma Ghosh*

*Signature of the Chairperson, IQAC*

DR. SOMA GHOSH  
Principal  
Hiralal Mazumdar Memorial College  
For Women  
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## Annexure I: Institutional Calendar 2013-14

### **PRE PUJA SESSION**

MONTH	SUNDAYS (Within working wks.)	HOLIDAYS	Working DAYS	UNIV. EXAMINATIONS	REMARKS
JULY' 13	07, 14, 21, 28,	10/7- RATHAYATRA 19/7-PANCHAYAT GENERAL ELECTION	25	B.A./B.SC. PTI	ADMISSION OF  B.A./B.SC. THIRD YEAR STUDENTS
AUG'13	04, 11, 18, 25	9/8-ID-UL-FITAR 10/8-COLLEGE FOUNDATION DAY 15/8- INDEPENDENCE DAY 28/8- JANMASTHAMI	23		1ST YR CLASSES START  FROM 6TH AUG  3RD YR CLASSES START  FROM 13TH AUG 3RD YR ADMISSION
SEPT'13	01, 08, 15, 22, 29	17/9- BISWAKARMA PUJA 28/9-After xiphias closed	24		REGISTRATION FORM FILL IN FOR B.A./B.SC. 1ST YR STUDENTS 2ND YR CLASSES START FROM 03/09
OCT'13	6	02/10-GANDHI B'DAY  04/10-MAHALAYA 10TH -05TH NOV: Puja vacation	6		03/10, 04/10, 05/10 XIPHIAS 05/10- Cosmetology counselling Programme

### **POST PUJA SESSION**

NOV'13	10, 17, 24	11/11- JAGADDHATRI PUJA 15/11- MUHARRAM	20		15/11-Last date receipt of Re-examination form
DEC'13	01, 08,15, 22	21/12-CLOSED	19		20/12-Annual

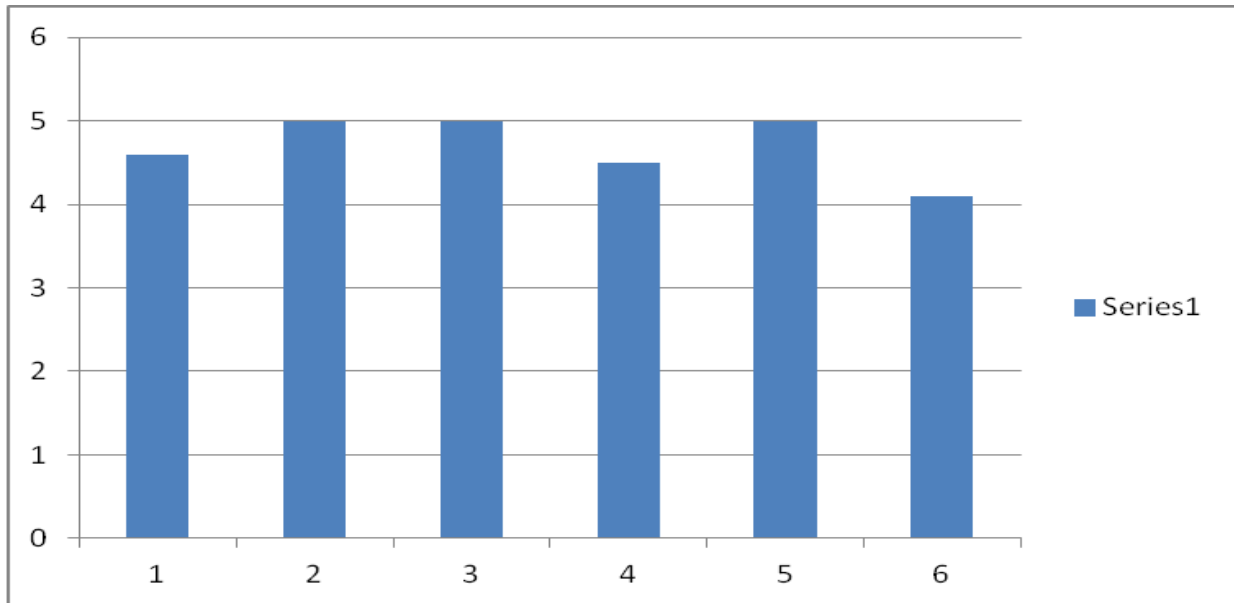
		AFTER SPORTS 25/12 - 31/12: Winter recess			Sports 18/12-BLOOD DONATION
JAN'14	05, 12, 19, 26	01/01-New YEAR 14/01-FATEHA DOAZ DAHUM 23/01-NETAJI'S B'DAY  25/01- MAGHOTSAV & FATEH DOAZ DAHUM 26/01-REPUBLIC DAY	23		02/01-Stu'Union Notification 22/01-ANNUAL SOCIAL  12/01-YUVOTSAB
FEB'14	02, 09, 16, 23	04/02, 05/02 - SARASWATI PUJA 25/02- UNIVERSITY FOUNDATION DAY 27/02- MAHASHIVARATRI	20		THIRD YR TEST  6/2-Youth Parliament 7/2-Quiz Competition
MARCH'14	02, 09, 16, 23, 30	17/03-DOLYATRA	25		Third Yr Test  SECOND YR TEST BASANTOTSAV- 14/03
APRIL'14	06, 13, 20, 27	14/04-CHAITRA SANKRANTI 15/04-BENGALI NEW YEAR 18/04-GOOD FRIDAY 19/04-EASTER SATURDAY	25	PART III THEORY	BA/BSC PT I TEST MINORITY STIPEND ON  30-Apr
MAY'14	04, 11, 18, 25	01/05-MAY DAY 09/05-RABINDRA JAYANTI 12/05-ELECTION 13/05-ELECTION 14/05-BUDDHA PURNIMA  16/05-SUMMER RECESS STARTS	22	PARTII	
JUNE'14	01, 08, 15, 22,		25	PARTII	ADMISSION

	29				PROCESS STARTS -02/06 19,20/06- COUNSELLING 25/06-MERIT LIST
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## Annexure 2: Evaluation of the institution by students

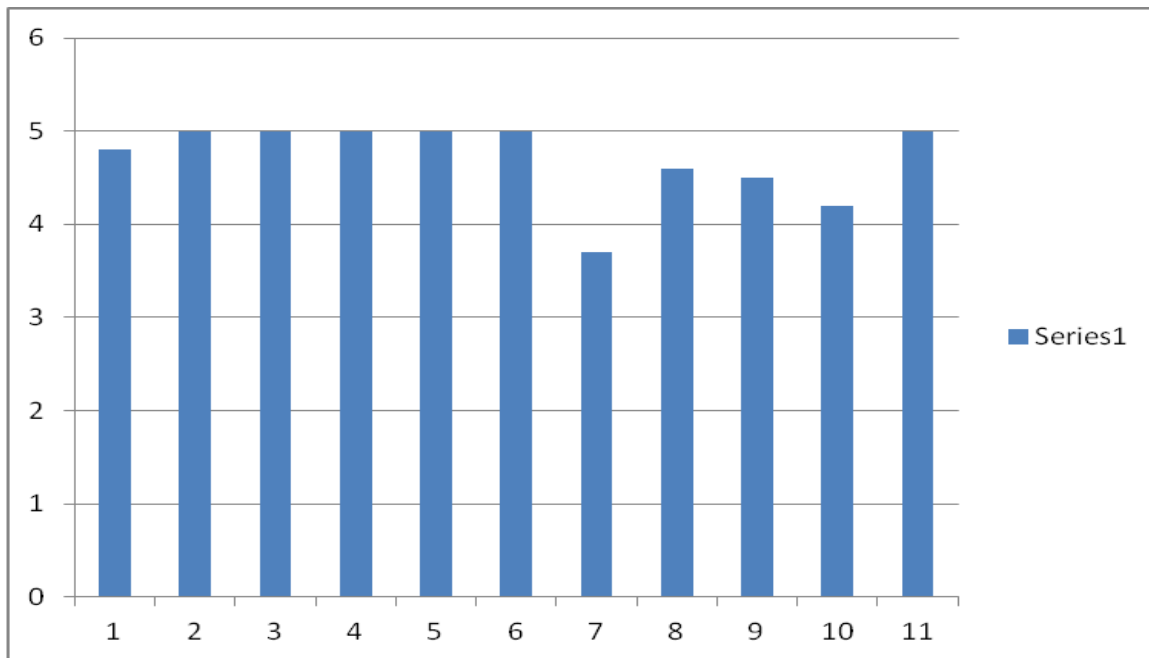
HMMCW Students' Feedback Report 2013-14

### 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: 215 students who appeared for BA/BSc (Part III Hons examination) in 2012

### **Annexure 3**

#### **Practical classes for science based subjects right from 1<sup>st</sup> year instead of 2<sup>nd</sup> year**

Goal—To acclimatize students' with environment of lab. To provide more time to practice experiments that would enable them to score better in exams.

Practice The classes are allotted in the academic routine, hence students visit labs regularly according to thr set routine to execute experiments on items mentioned in the syllabus.

Evidence Students have Practical copies bearing records of experiments already performed.

Challenges: No challenges. Except they are initially nervous which needs to be shed

Notes-----Students enjoy their practical classes

#### **2) Preservation of students background data and link office with accounts**

Goal: Office has been linked to the accounts to promote efficiency. Students background data preserved to measure the potentiality of each student.

Practise: Admission forms demand mention.

Evidence: Admission forms and background check forms filled up by students are preserved by the college.

Challenge: Regarding students background data many students are baffled as they are often at the end of their wits. College should help them fill up such forms to receive a clear picture of their background.

Notes-Linking of office and accounts has facilitated the pace of work at the non academic level. Student background check gives an opportunity to offer concessions to genuine candidates and for future planning.