

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 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	1 st Cycle	C++		2004	5 years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

1.7 AQAR for the year:

2014-15

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	N.A.	UGC-CE	N.A.
UGC-Special Assistance Programme	N.A.	DST-FIST	N.A.
UGC-Innovative PG programmes	N.A.	Any other (<i>Specify</i>)	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	NIL
2.7 No. of Employers/ Industrialists	NIL
2.8 No. of other External Experts	01
2.9 Total No. of members	NIL
2.10 No. of IQAC meetings held	17
2.11 No. of meetings with various stakeholders:	No. 6 Faculty 6
Non-Teaching Staff Students	6
Alumni	6
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

Towards quality improvement, transparency in management and accountability towards stakeholders.

2.14 Significant Activities and contributions made by IQAC

- To create and maintain an environment conducive for holistic education by maintaining discipline in the campus.
- To promote learning in a bilingual mode towards inclusion of minority students in the mainstream of education.
- To upgrade and preserve infrastructure and laboratory equipment.
- Enhancement of visual medium usage as a form of instruction.
- Addition of 32 sq. m furnished space as reading room in library. A PC node with internet facility has been assigned for student usage in the library.
- The college campus is brought under CCTV surveillance.

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 *

The IQAC was just formed and the members were appraised of the line of action ought to be taken. However, the IQAC did not chalk out any plan of action. The plans were undertaken by the Teachers' Council and the Governing Body of the college. However, it has not begun working as a full-fledged body.

Plan of Action	Achievements
To prepare the college for the second cycle of accreditation	The staff were asked to update and present their CV to IQAC. We were collecting data towards preparation of AQAR.
To provide internet enabled PCs to Library, CCC, Students' union and Alumni Association	Status: completed
To add reading room facilities to the library	Status: completed

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management YES Syndicate Any other body

Provide the details of the action taken

After the draft report was finalized, it was discussed threadbare within the institution. It was then placed in the Governing Body, the highest decision making body of the institute, for its clarifications, suggestions and comments. All changes were meticulously incorporated before uploading the AQAR.

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
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 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 found 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.

None.

Criterion – II

Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
11	6	5		11 CTT, 17PTT

2.2 No. of permanent faculty with Ph.D.

6

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: 39

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	5	24	6
Presented papers	4	14	2
Resource Persons	0	0	4

The college prides itself for its continuous, rigorous and intensive teaching learning methods. Despite the fact that a student appearing for the B.Sc. (Hons) degree has to face her first practical examination at the end of the second year, she has to attend practical classes for all through the first year. This is done to orient the student to the laboratory environment. Her works are monitored and evaluated. The overall performance is reflected in the term end examination marks.

2.7 Total No. of actual teaching days : 218
during this academic year

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

Continuous Internal Evaluation (CIA) has been the given practice for evaluating students for the past many years. Unit Tests, Tutorials and internal end of the term examinations are taken by the college for all honours subjects. Practical classes are monitored regularly and internal assessment made by teachers on the basis of regularity and performance of student is carried forward in the university evaluation format. The curriculum is so designed that a student would have to attend regular practical classes from the First Year itself, though they are examined for this paper at the end of the Second Year of their course. 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

3 (B.O.S)		
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2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise

distribution of pass percentage : B.A./B.Sc.(Hons, General) Part III Examinations, 2014

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	P %	Pass %
Bengali	54	-	-	90.70	3.70	94.44
Botany	5	-	-	100	-	100
Chemistry	3	-	33.33	66.66		100
Economics	1	-	-	100	-	100
English	16	-		50	31.25	81.25
Education	23	-	-	86.95	13.04	95.65
Food & Nutrition	17	-	-	58.82	5.18	64.70
Geography				66.67	21.42	88.09
Journalism and Mass Comm.	4	-	-	100	-	100
History	10	-	-	80	20	100
Philosophy	12	-	-	41.66	58.33	100
Political Science	9	-	-	66.66	33.33	100
Psychology	5	-	-	100	-	100
Music	3	-	33.33	66.66	-	100
Sanskrit	7	-	-	14.28	71.42	85.70
Sociology	4	-	-	100	-	100
Zoology	9	-	-	88.88	11.11	100
B.A. (General)	181	-	-	1.65	84.53	86.18
B.Sc. (General)	40	-	-	40	60	100

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

The IQAC was formed in February 2014. The first administrative assignment of the cell was to regularize the rounds of AQAR and prepare the college for the second cycle NAAC accreditation. On the academic front, the cell was meeting departmental heads informally and recording lacuna in infrastructure and teaching facilities. It was trying to ascertain whether the progress of the curriculum has been according to the academic calendar. In case of any lapse, it was trying to find a solution towards its rectification. It was feeling the need to introduce a reading room to the existing library facility so that students can take full advantage of the day reading facilities of the library.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	0
HRD programmes	0

Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	2
Others	

2.14

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	4	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 IQAC cell was trying to initiate the formation of a research cell. For departments where students have to submit a dissertation as part of their curriculum, the IQAC cell was providing all necessary support and access to infrastructure to the incumbent. The senior teachers of the college, also members of IQAC, were encouraging the younger faculty to complete their Ph.D and course work on time against their entitled on duty absence from the college.

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	7	
Non-Peer Review Journals	3	1	
e-Journals			
Conference proceedings		1	1

3.5 Details on Impact factor of publications:

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				
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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 00 National 00 Any other 00

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

Type of Patent	Number
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3.16 No. of patents received this year

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 52 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 01 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

- Donation of clothes for the poor and downtrodden in the locality
- Communal harmony campaign week observed.
- Painting competition
- International Women's Day observed.
- Regular activities like planting & preservation of the green in the campus Continued. The NSS volunteers helped in maintaining a clean campus.

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)	Construction of second floor over the open air stage	MP Lad	12805 sq m (approx)
Built up area	1313.4 sq m approx	93.60 sq m		1407 sq m
Class rooms	27			27
Laboratories	16			9
Seminar Halls	1			1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	735640	4250	UGC, State Govt	739890
Others				

Two old photocopy machines are exchanged for 12,000 INR

4.2 Computerization of administration and library

The office accounts department has been automated. Student records are preserved and monitored through a software "Students' Plus." The services of Indian Bank, Dakshineswar Branch have been deployed for collecting college fees from students. KOHA, the SQL based software for cataloguing library data has been procured by the college from the Library Science Association. The process of cataloguing has begun during the academic year 2014-15.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Total Books	15945	181057	116	40317	16061	221374
e-Books	00	00	00	00	00	00
Journals	02		00		02	
e-Journals	00	00	00	00	00	00
Digital Database	00	00	00	00	00	00
CD & Video	00	00	03	350	03	350
Others (specify)						

Library books do not include gifted documents

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments (F&N, Psycho)	Others (Library, IQAC, Student's Union)
Existing	36	3	9	1	0	6	2	3
Added	08	0	6	0	0	1	1	7
Total	44	3	15	1	0	7	3	10

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

The office accounts department has been fully automated. Student records are being preserved through the Students Plus, data capture format. Library has began cataloguing its data through a SQL based software, KOHA, which has been procured from the Bengal Library Association. The fees are being collected through the Indian Bank, Dakshineswar Branch. The pay packet of the substantive post holders of the institution has been through COSA, a West Bengal Government approved software.

PC nodes with internet access has been furnished to the library for net browsing of students. The IQAC cell, Students' Union and the Career Counselling Centre has got three PC nodes with internet facilities. The second floor of the institution is acting as a Wi-fi zone, though it has been kept password protected to check it from misuse.

Teachers are browsing the Web using either the nodes at the office or at the library. The Career Counselling Course cell has been using the Web extensively for locating avenues for students either through direct recruitment or by trying to locate vocational course alternatives.

4.6 Amount spent on maintenance:

i) ICT	1613
ii) Campus Infrastructure and facilities	1389154
iii) Equipments	4250
iv) Others	00
Total :	1395017

Campus infrastructure includes cost of new construction, furniture, renovation and electrification

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Student record data of this college reveals that a very strong majority of the students are first generation college goers from their family.

Keeping these in mind, the college had to be extra sensitive and accommodative to cater to the needs of its pupils.

- 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 encouraged 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. Railway concession for students are processed by the college without delay. The college also processes application for a subsidy for a girl student, Kanyashree, given away by the West Bengal Govt. The college premises was used as a nodal centre for fees collection and processing for all the schools under Kamarhati Municipality, 24-Parganas (N), West Bengal.
- 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.

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 Food and Nutrition department celebrated the Food and Nutrition Week in September enabling their students to prepared nutritious cuisines at the college laboratory. The costs were covered up and a little revenue was generated by the department through over the counter selling of food items for two days. All departments encouraged its students to prepare wall magazines, posters, group-discussion, quizzes, extempore speaking on various topics of the curriculum.

UG	PG	Ph. D.	Others
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5.3 (a) Total Number of students

1611	00	00	00
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(b) No. of students outside the state

00

(c) No. of international students

00

Men	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td>No</td><td>%</td></tr> <tr><td>00</td><td>00</td></tr> </table>	No	%	00	00	Women	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td>No</td><td>%</td></tr> <tr><td>1611</td><td>100</td></tr> </table>	No	%	1611	100
No	%										
00	00										
No	%										
1611	100										

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1373	140	07	57	00	1577	1377	144	07	83	00	1611

Demand ratio 1:0.447 Dropout % 17.86

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

No formal mechanism exists regarding training of students for competitive examinations. However, teachers extend their all out support if approached by an alumni of the college.

No. of students beneficiaries

N.A.

5.5 No. of students qualified in these examinations :

NET	<table border="1" style="display: inline-table; width: 80px; height: 20px;"></table>	SET/SLET	<table border="1" style="display: inline-table; width: 50px; height: 20px;"></table>	GATE	<table border="1" style="display: inline-table; width: 50px; height: 20px;"></table>	CAT	<table border="1" style="display: inline-table; width: 50px; height: 20px;"></table>
IAS/IPS etc	<table border="1" style="display: inline-table; width: 50px; height: 20px;"></table>	State PSC	<table border="1" style="display: inline-table; width: 50px; height: 20px;"></table>	UPSC	<table border="1" style="display: inline-table; width: 50px; height: 20px;"></table>	Others	<table border="1" style="display: inline-table; width: 50px; height: 20px;"></table>

5.6 Details of student counselling and career guidance

Career counselling cell actively guides the students to identify their potentiality and accordingly embarks on the mission of developing their skill to find a place in the job market. The cell organizes workshops to disseminate information and unravel possibilities of the students being absorbed in different sectors. 17of our students have already benefitted through the programs organised by the Career counselling cell. Our aim to enhance the capacity and capability of our students had remained fruitful to an extent.

No. of students benefitted

17

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
04	608	17	02

Companies like TCS, Black Keyboard, Eureka Forbes, Tech Mahindra, SEARCO visited the campus for placement. Apart from this the cell has organized 11 collaborative seminars, workshops and training programmes and five extensive outreach programmes on health, cosmetology, grooming, optometry, Computer Applications, software and hardware development and event management. The four institutes with which collaborative seminars/workshops were held: Orion, VLCC, NIIT, (ask Pradipta)

5.8 Details of gender sensitization programmes

The gender sensitization cell in its meetings held during this year resolved to adhere to Bishakha guidelines and protect women from the sexual harassment and abuse at work place. The NSS unit and the gender sensitization unit, in its International Women's Day celebration on 8th March, informed the students about their rights and responsibilities as a student, as a working woman and as a citizen of India. At a women's college, the issues of empowerment of women, the rights and responsibilities adhered therein were discussed threadbare at the meeting.

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

One student stood first in High Jump in the Inter-college Athletic Meet organized by the West Bengal State University. Our team was the second runners-up in the 4X400 m relay in the Inter-college Athletic Meet organized by the West Bengal State University

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	27	10275
Financial support from government	70*	3,37,500
Financial support from other sources (Students' Aid and Students' Welfare Fund)	06	5425
Number of students who received International/ National recognitions		

*State Government Minority fund

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: Demand for an air-conditioning unit for the Green Room of the open air auditorium. The demand for a PC node with internet facilities has been met by the college .

Students Union initiatives: An inter-college fest, Xiphias, celebrated with fanfare and gaiety. The days of national importance, 26th January, 15th August were celebrated at college campus. We celebrated Rabindranath Tagore and Swami Viveknanda birth anniversaries with sombre and reverence. Welcome ceremony for students, farewell to final year students, Basant Panchami and Holi are other celebrations we indulge in .

Our students were the first runners up at the district level quiz competition. This team represented the college at the state level and was adjudged second runners up in the quiz and extempore speaking competitions.

Students' Union participation with NSS unit

- Donation of clothes for the poor and downtrodden in the locality
- Communal harmony campaign week observed.
- Painting competition
- International Women's Day observed.
- Regular activities like planting & preservation of the green in the campus Continued. The NSS volunteers helped in maintaining a clean campus.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The college seeks to educate, enhance skills and empower students, to enable them become useful resource to the society. Our Mission is to raise the stature of the college to state level in future.

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 (LM, SM, Rajashree, AC (socio) 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. We at our end, however, prepared academic calendars for students and shared our lesson planning with our students.

6.3.2 Teaching and Learning

departments use The college follows the curriculum designed by the university. The teachers follow lecture method though some technology as teaching aids. Unit tests are scheduled every month to evaluate their progress. 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.

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

- Library has been automated and equipped with KOHA. Internet access and open access to books provided.
- Library, CCC, Students' Union, Alumni Association PC nodes are internet enabled.
- The second storey construction over the open air stage is complete. MP of the constituency inaugurates the facility for the institution.
- Drainage system improved.
- A deep well bored for continuous access of running water for the institution.

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.

6.3.8 Industry Interaction / Collaboration

We are trying to engage in vocational and skill development collaboration with industries to provide better exposure and enhance eligibility and ability of our students. The college entered into collaboration with Orion Infotech, an NSDC partner and sought funds under the KAUSHAL scheme, though the venture was not very successful.

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	PF/GI/Medical allowance and leave,earned and on duty leave, CAS opportunities
Non teaching	ML,EL,and CL.PF
Students	Health insurance,Health home

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? N.A.

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?

N.A.

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

N.A.

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.

Paperless governance introduced .Both leaves of papers used to prevent degradation of environment.Green audit conducted. Waste water management tried.

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

- College brought under 24X7 surveillance.
- Data collection for AQAR.
- Holistic education pursued.
- Construction of the second storey over the open air stage completed.

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

- 1) Donation of books by students and Students' Union to the Central library
2) Growing reading habit in the library

7.4 Contribution to environmental awareness / protection

NSS unit successful in maintaining a clean campus. conducting green audit. Plantation of sapplings every year. students trained not to litter around in classrooms

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add.

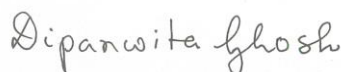
- The department of Political science had submitted a proposal in making of Bengali glossary with CSTT, Govt of India; and looking forward to many more such endeavors.
- A national seminar on India's foreign policy in 21st century was being planned. It was to be hosted by the Department of Political Science.
- Planning to introduce certificate courses with industry partners to meet the requirements of the global job market.

8. Plans of institution for next year

We wish to have smart classes for students. We wish to make our students techno savy. Embolden their skills with knowledge yoked to technology. Make them proficient in communicative English and basic computer skills.

Name : Dr Dipanwita Ghosh

Name: Dr Soma Ghosh (Principal)



Signature of the Coordinator, IQAC

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



Signature of the Chairperson, IQAC

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

Annexure I: Institutional Calendar 2014-15

PRE PUJA SESSION

MONTH	SUNDAYS (Within working wks)	HOLIDAYS	Working DAYS	UNIV. EXAM	REMARKS
JULY' 14	06, 13, 20, 27,	29/07 - Id-Ul-Fitter	26		ADMISSION OF B.A./B.SC. First YEAR STUDENTS 22/07 - 1st yr classes start 11/7, 14/7, 15/7, 16/7, 17/7, 18/7 - Form fill-up for B. A./B. Sc. Pt II Hons & Genl Counselling Prog - 19/07
AUG'14	03, 10, 17, 24, 31	15/8- INDEPENDENCE DAY	25	Part II Exam	12/08 - K1 (Kanyashree Prakalpa Camp) 14/08 - K2(Kanyashree Dibas) 04/08 B.A./B.Sc. Pt II Exam starts Last date of admission in 1styr - 01/08 Admit issue from 1/8 - 5/8 Result published - 4/8 of Pt III Hons Last date of admission for 1st yr extended to 25/8
SEPT'14	07, 14, 21, 28	17/9- BISWAKARMA PUJA 23/9- Mahalaya 30/09- Pujavacation starts	23	Part I Exam	05/09 - Teacher's day celebration 25th & 26th - Xiphias REGISTRATION FORM FILL IN FOR B.A./B.SC. 1ST YR STUDENTS 3RD YR CLASSES START-

					09/09 Celebration of Nutrition Week - 24/09
OCT'14		upto 26 th Puja vacation	5		
POST PUJA SESSION					
NOV'14	02, 09, 16, 23, 30	01/11- JAGADDHATRI PUJA 04/11- MUHARRAM 06/11- Guru Nanak B'Day	22		11th Nov - ENVS Exam 2nd Yr classes start from 17/11 25/11 - Painting competition on Communal Harmony
DEC'14	07, 14,21	19/12-CLOSED AFTER SPORTS 25/12 - 31/12: Winter recess	20		18/12-Annual Sports 16/12 - Inter class Badminton competition
JAN'15	04, 11, 18, 25	01/01-New YEAR 12/01- Swami Vivekananda's B'day 23/01-NETAJI'S B'DAY 26/01- REPUBLIC DAY 27/01 - For SaraswatiPuja	22		08/01 - Election notification 10/01 - Publication of draftvoters' list 15 - 17/01 - Issue & submission of Nomination form 19/01- Declaration of valid candidates 29/01 - Date of Polling - 11.00 -2.00 0 29/01 - Counting of votes - After 3.30 pm
FEB'15	01, 08, 15, 22	17/02 - Shivaratri 25/02-UNIV FOUNDATION DAY	22		THIRD YR TEST
MARCH'15	01, 08, 15, 22, 29	05/03- DOLYATRA 06/03 - Holi Utsab	24		Third Yr Test SECOND YR TEST 3rd yr Admission 07/03 - Basanta Utsav 13/03 - celebration of International Women's Day
APRIL'15	05, 12, 19, 26	03/04 - Good Friday 04/04 - Easter	19		BA/BSC PT I TEST

		Saturday			
		14/04 - Ambedkar Jayanti			
		15/04 - Bengali New Year			
		23/04 - 25/04 : Municipal Elect			
MAY'15	03, 10, 17, 24, 31	01/05-MAY DAY 04/05 - Buddha Purnima 09/05- RABINDRA JAYANTI 16/05- SUMMER RECESS STARTS	23	PARTIII Theory	Admission of 2nd yr
JUNE'15	07, 14, 21, 28		26	PARTII	ADMISSION PROCESS STARTS -02/06

Annexure 2: Best Practices

1) Donation of books by students and students Union to the Central library

Goal: To tide over the paucity of books in the library. Also a measure of promoting social responsibility among students.

Practise: Students have begun donating at least one book at the end of their final exams

Evidence-This is an ongoing process.

Challenges---Some students express reluctance in donating or contributing books; But this constraint should be eradicated

Notes-This is a positive initiative on the part of our students, It shows our students have acquired the quality of shouldering social responsibility of doing something for future generations to come

2) Growing reading habit in the library

Goal-A reading space in the library has nurtured the reading habit of students. Availability of journals and books through open access and internet facility has made the practise possible.

Practise-

The academic routine has a library class fixed for 1st year students that facilitates the practice

Evidence: The record maintained for the reading section in the library

Challenge- Some students who shy away from the practise consider it as wastage of time. They seek to loiter or gaze at pictures in the books picked by them

Notes:This is a positive initiative, a step forward to enhance true academic ambience in the college

Annexure 3

Evaluation of Lecturers

Year - 2014-15

Categories

Category 1 – Standard of teaching-method of the Teacher

Category 2 – Evaluation of his capacity of completion of the Course

Category 3 – Evaluation of his performance outside the classroom

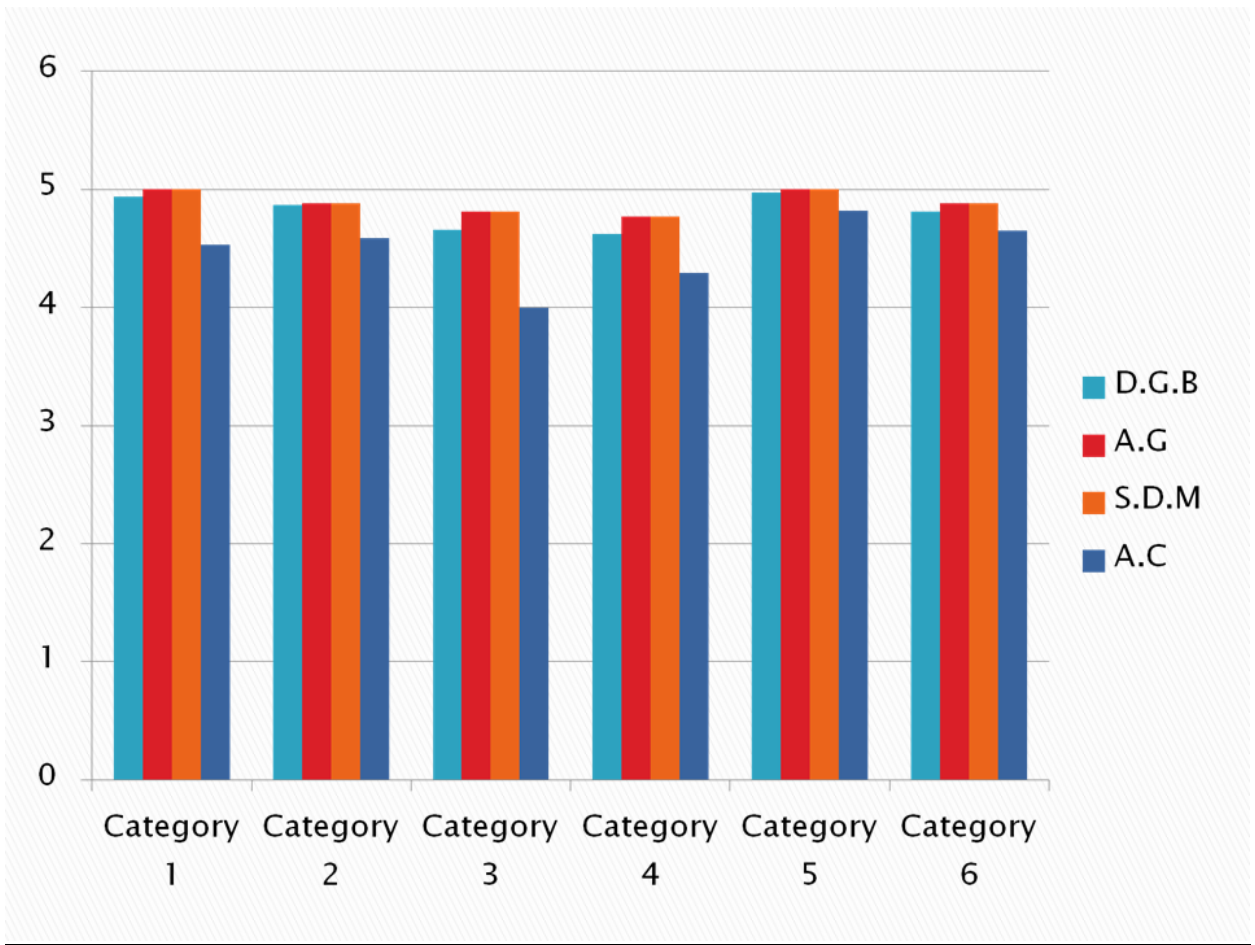
Category 4 – Standard of his co-operation in

connection with extra-curriculum studies

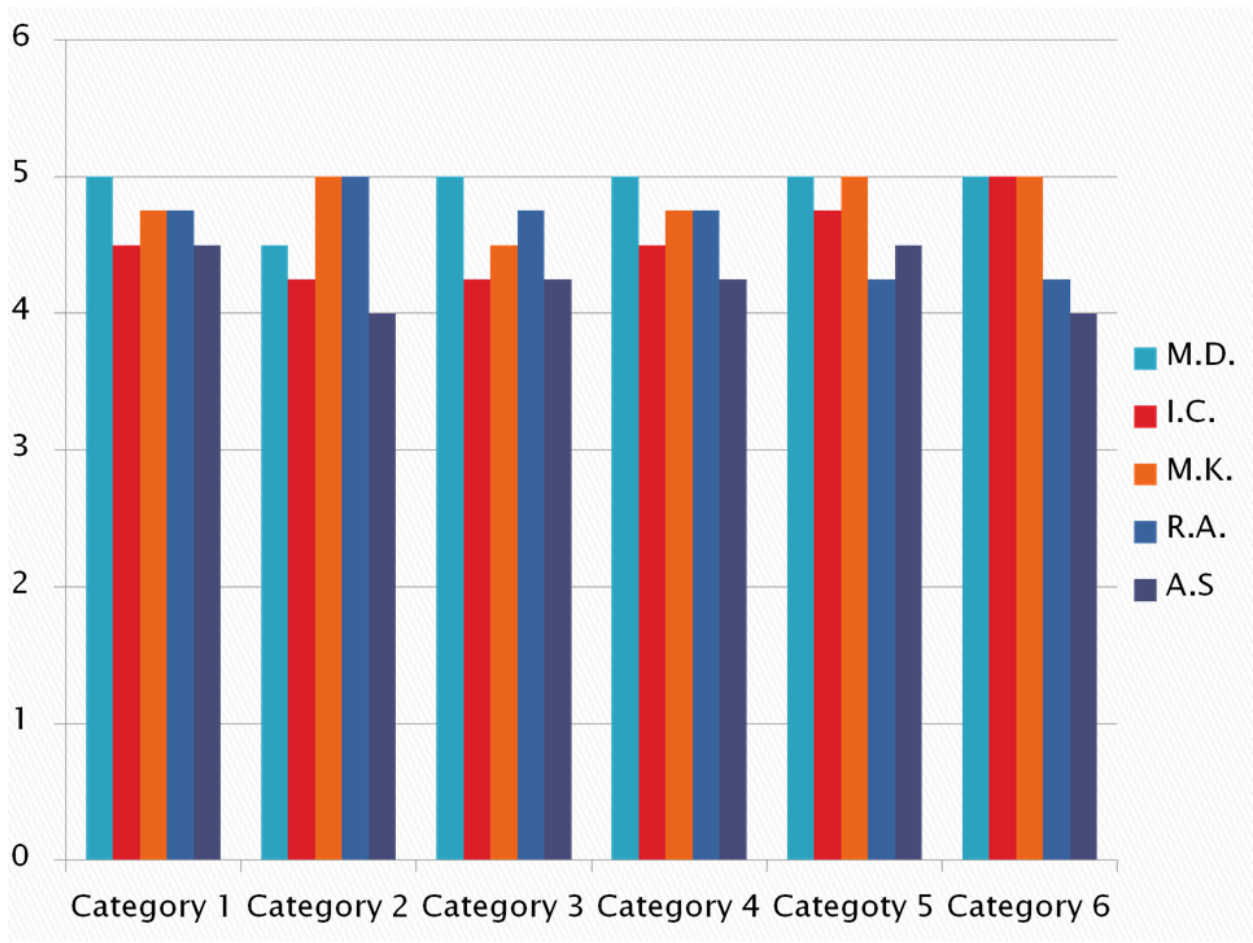
Category 5 – Standard of his behavior with the students

Category 6 – Standard of his method of evaluation

BENGALI

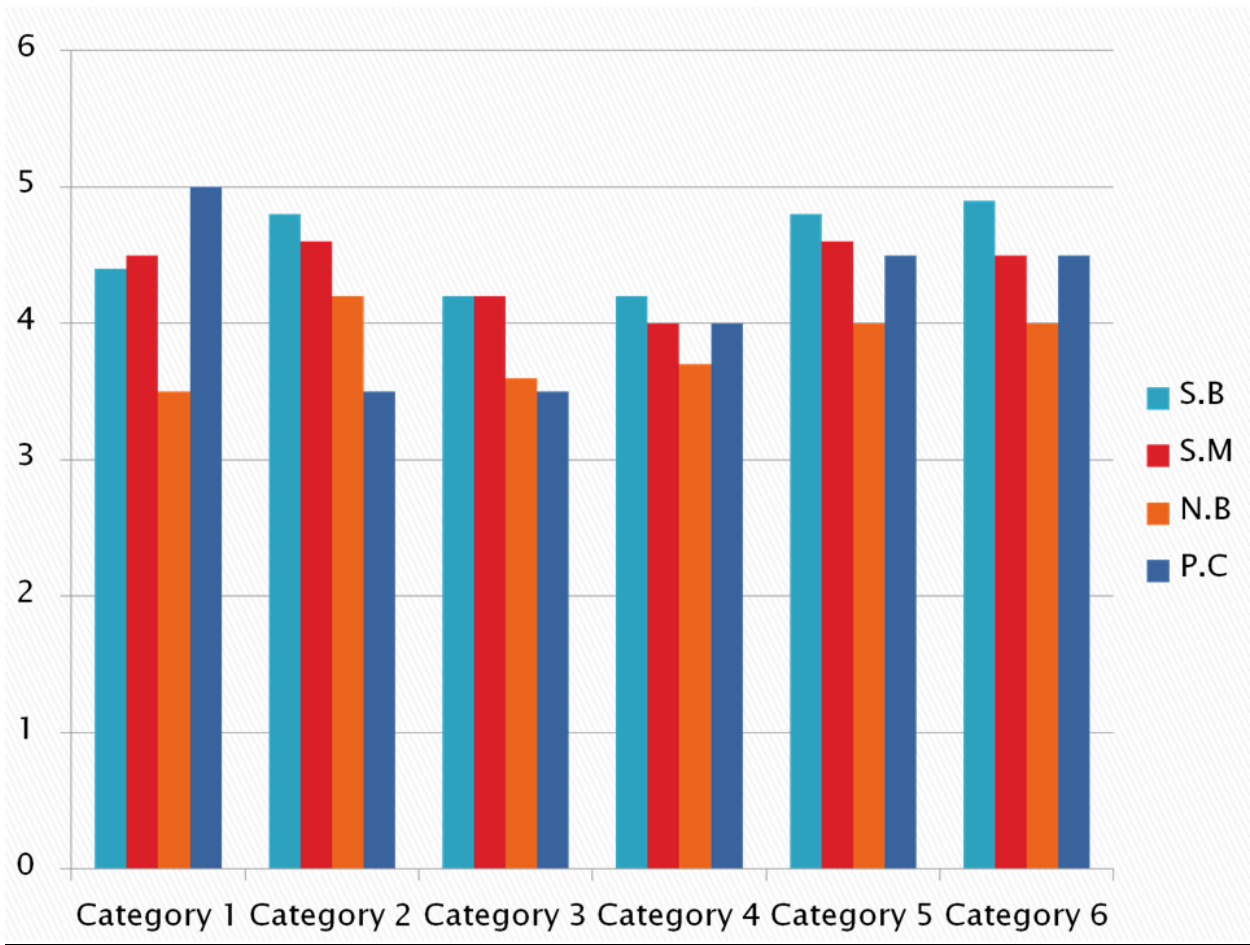


BOTANY

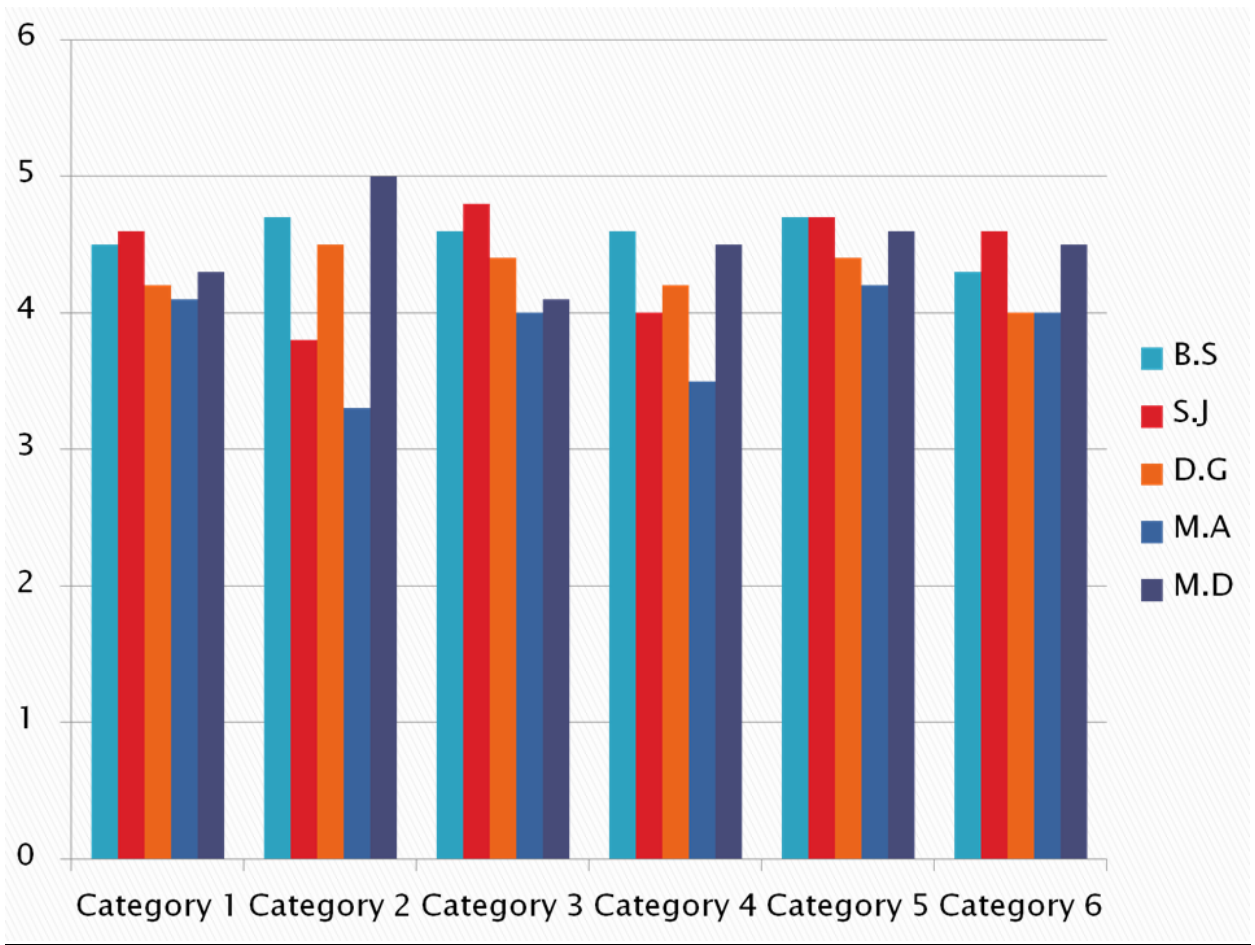




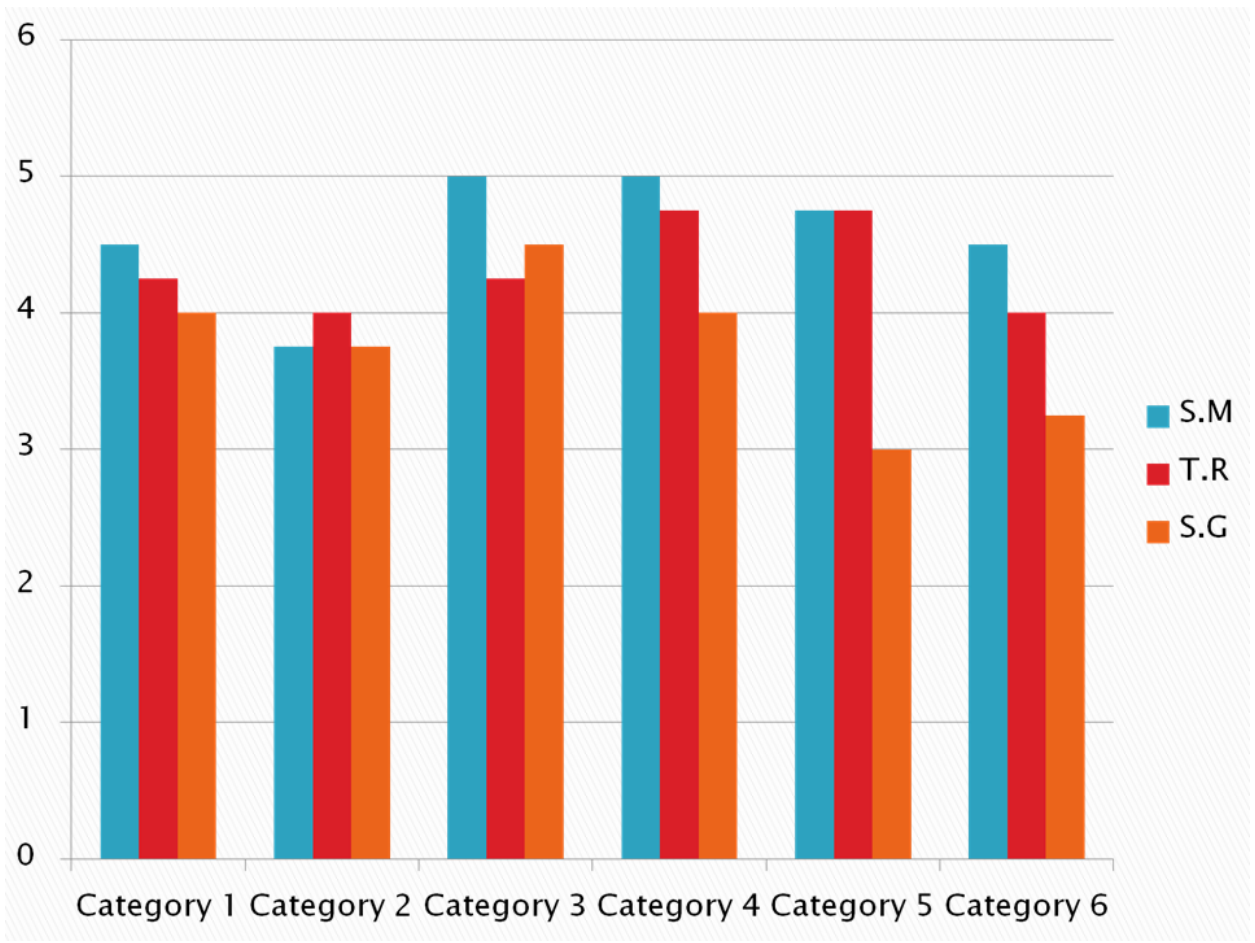
ENGLISH



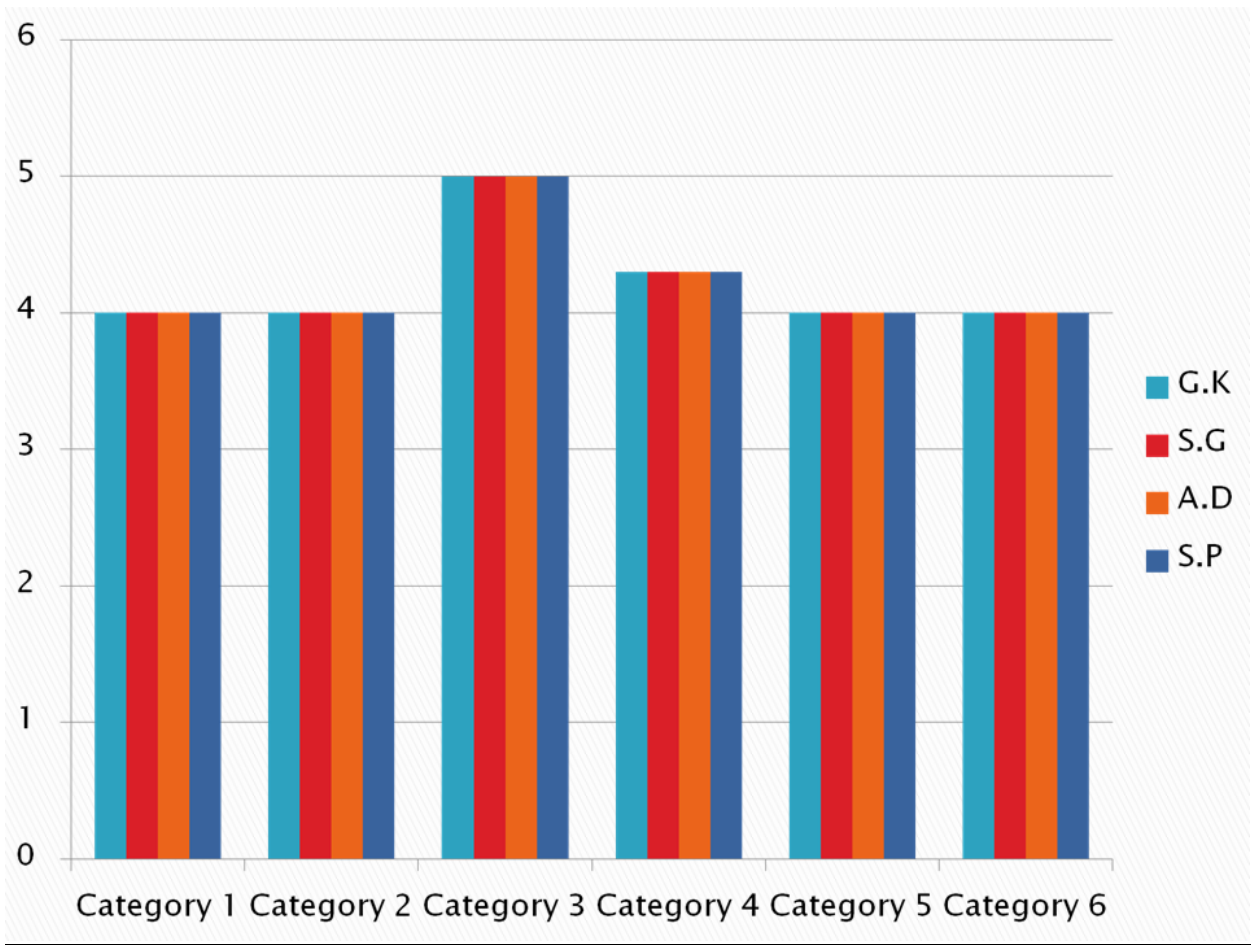
EDUCATION



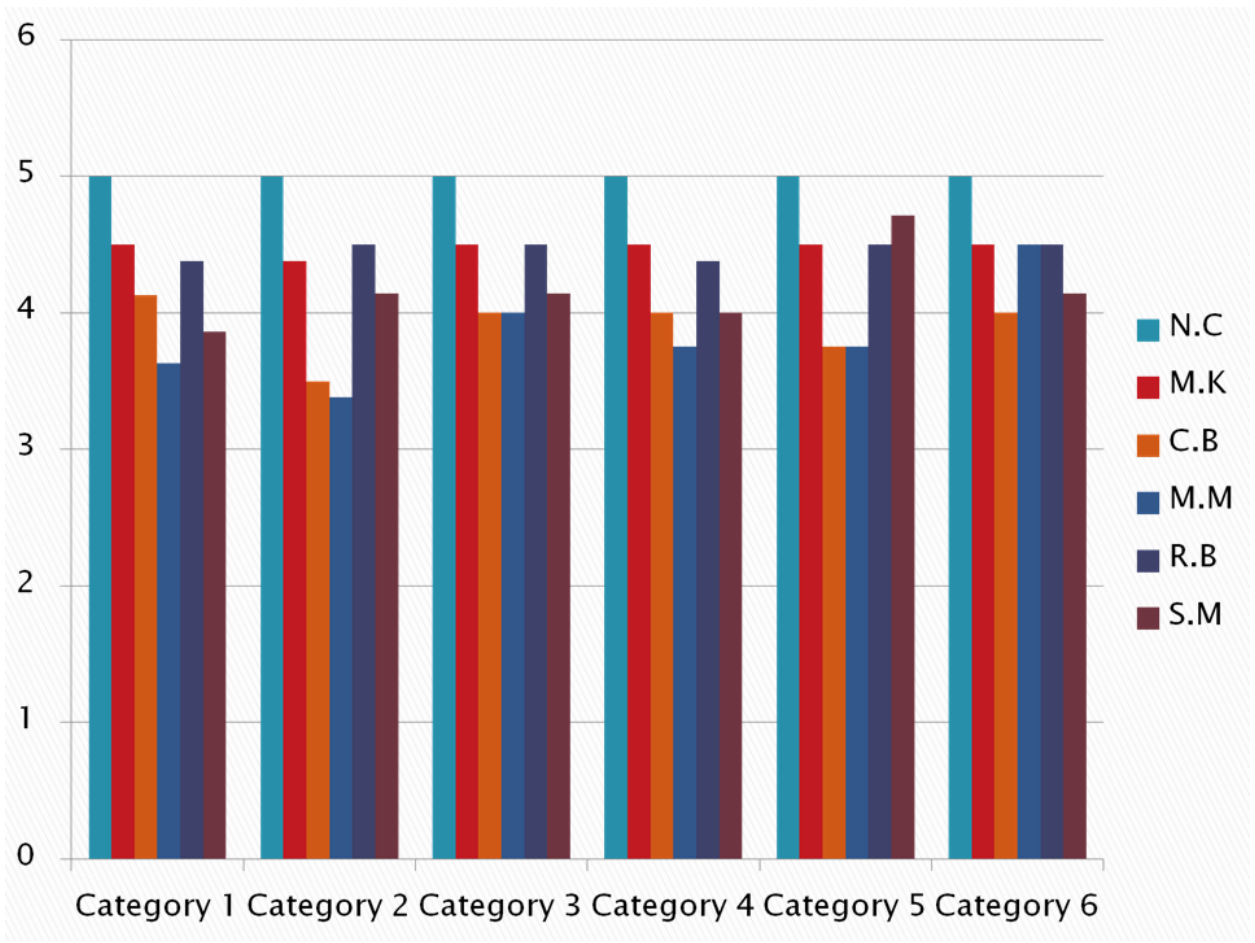
Journalism



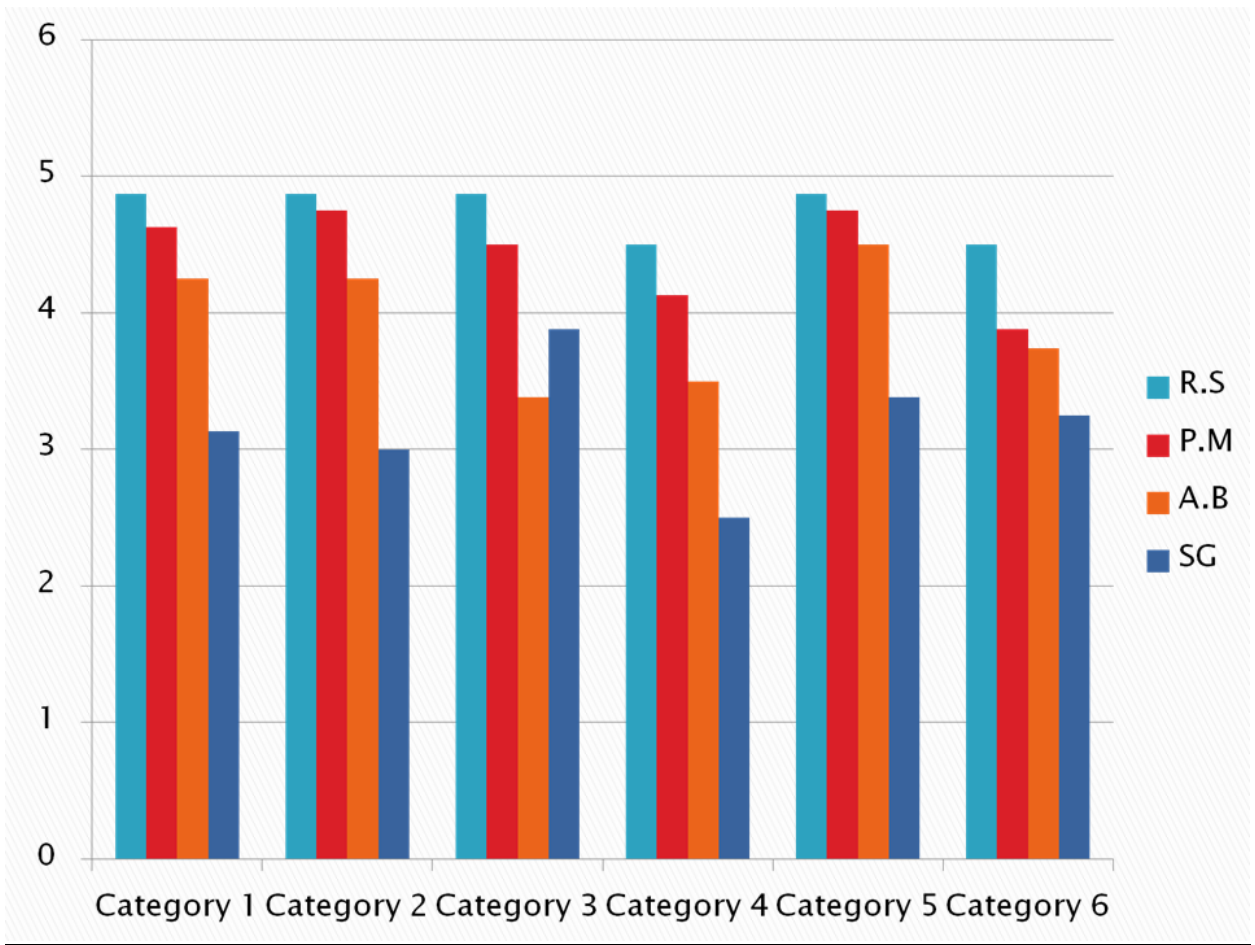
CHEMISTRY



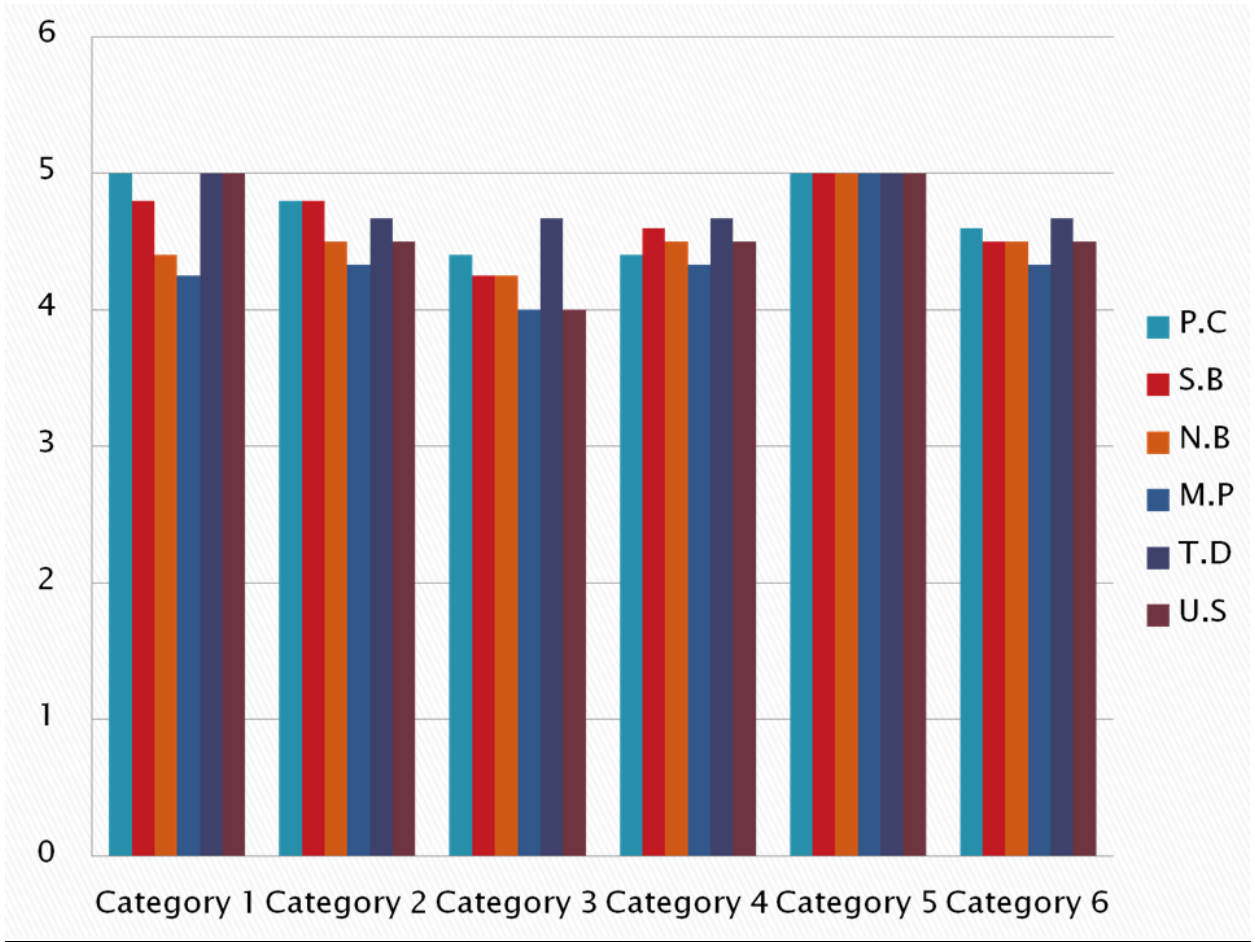
HISTORY



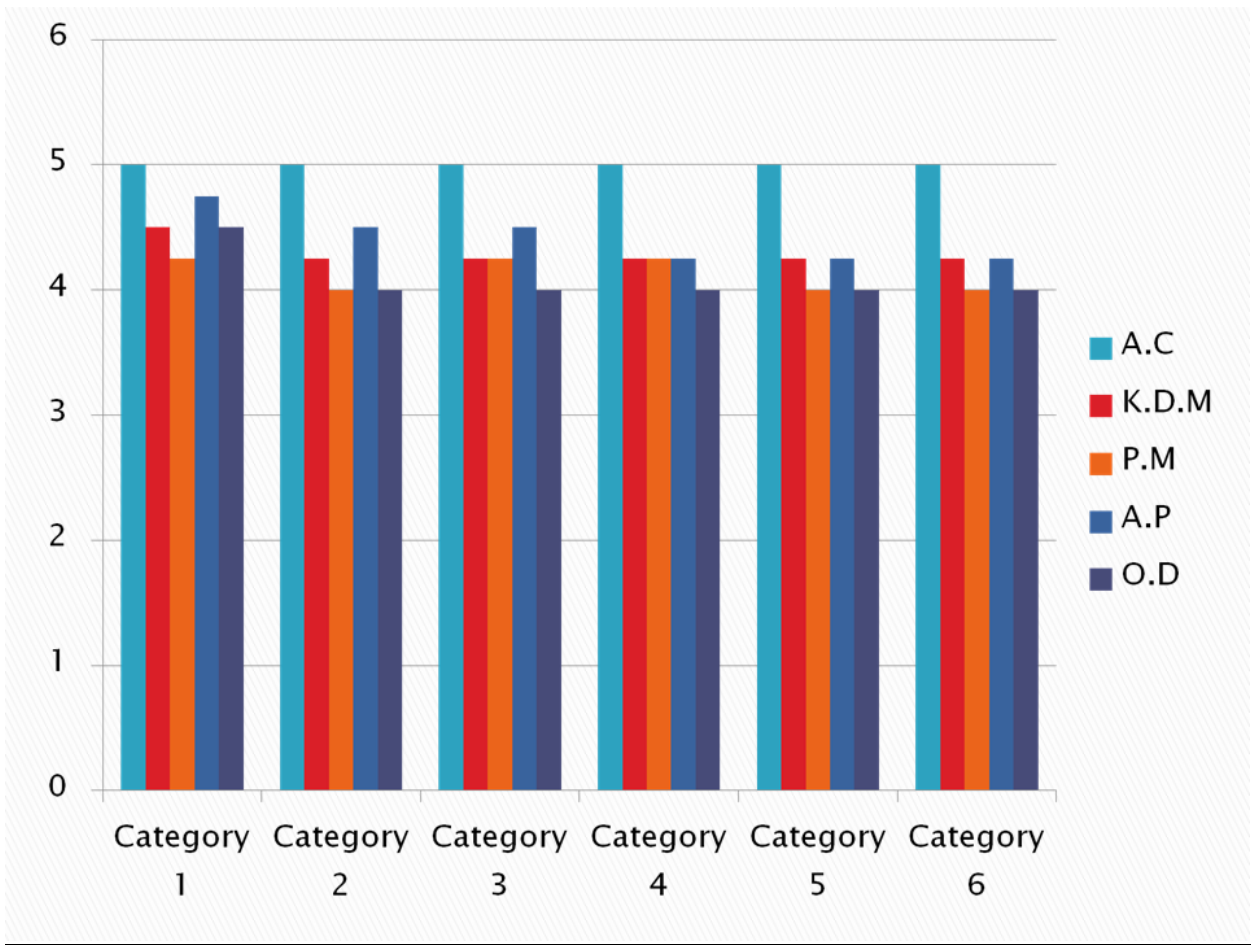
POLITICAL SCIENCE



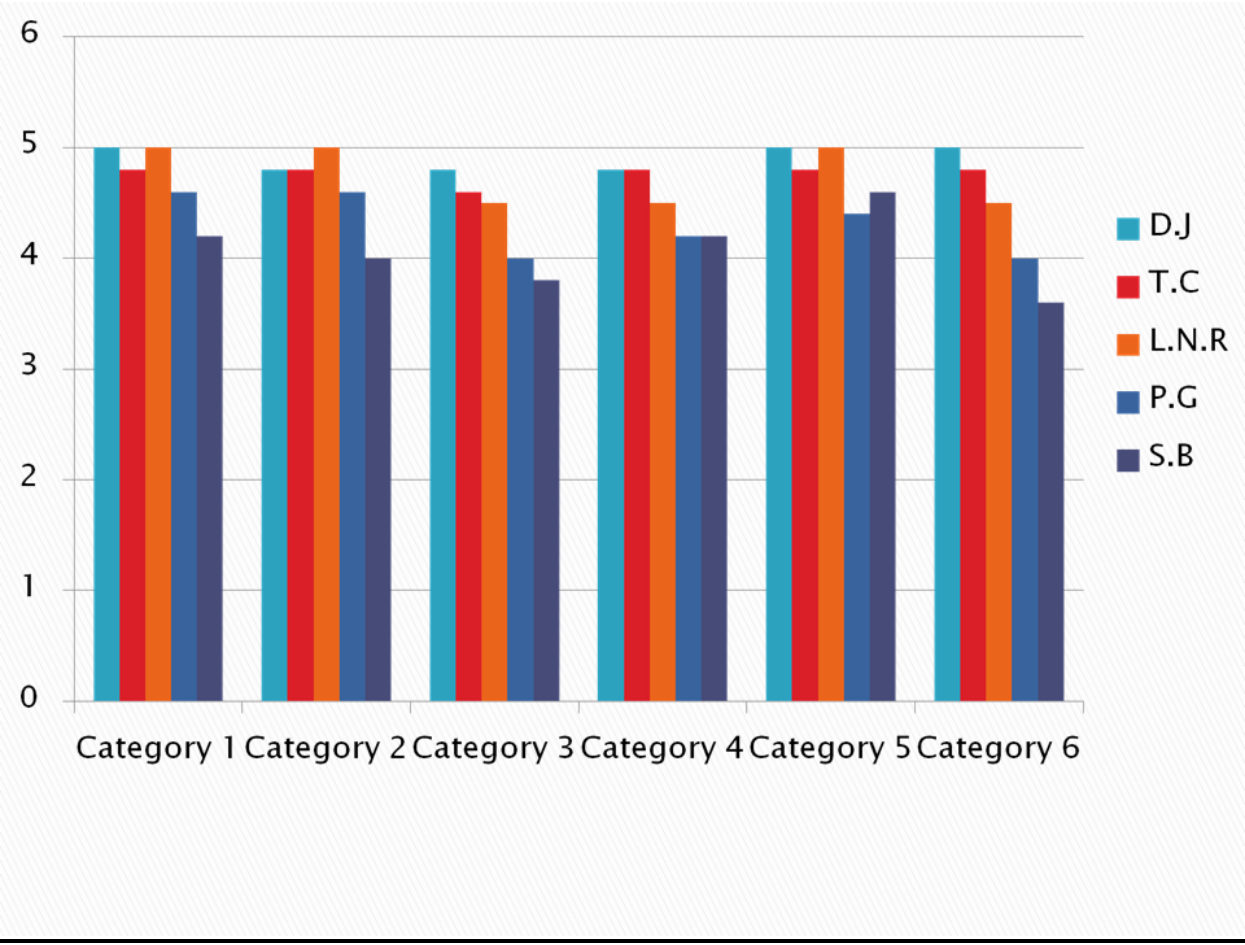
PHILOSOPHY



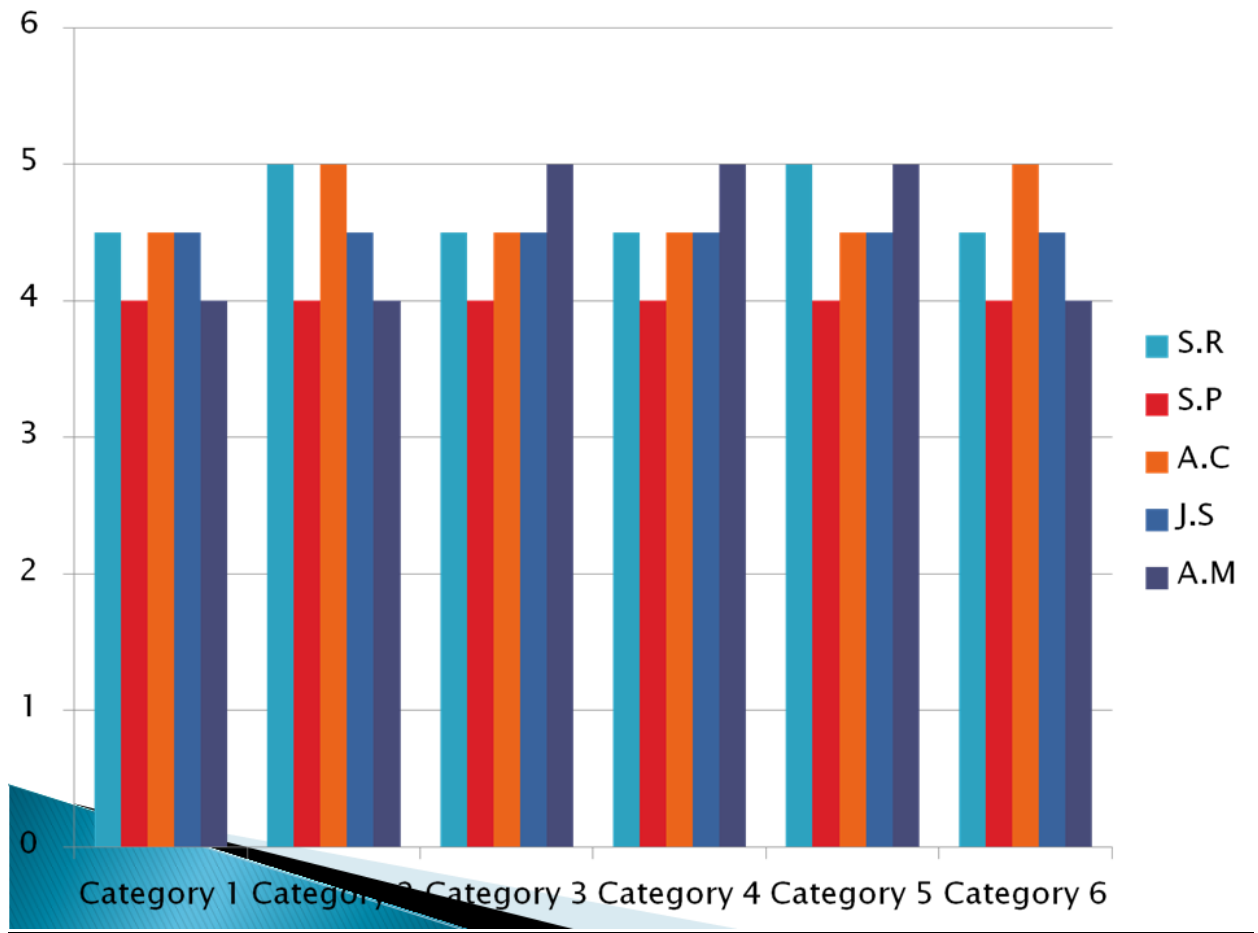
SOCIOLOGY



SANSKRIT

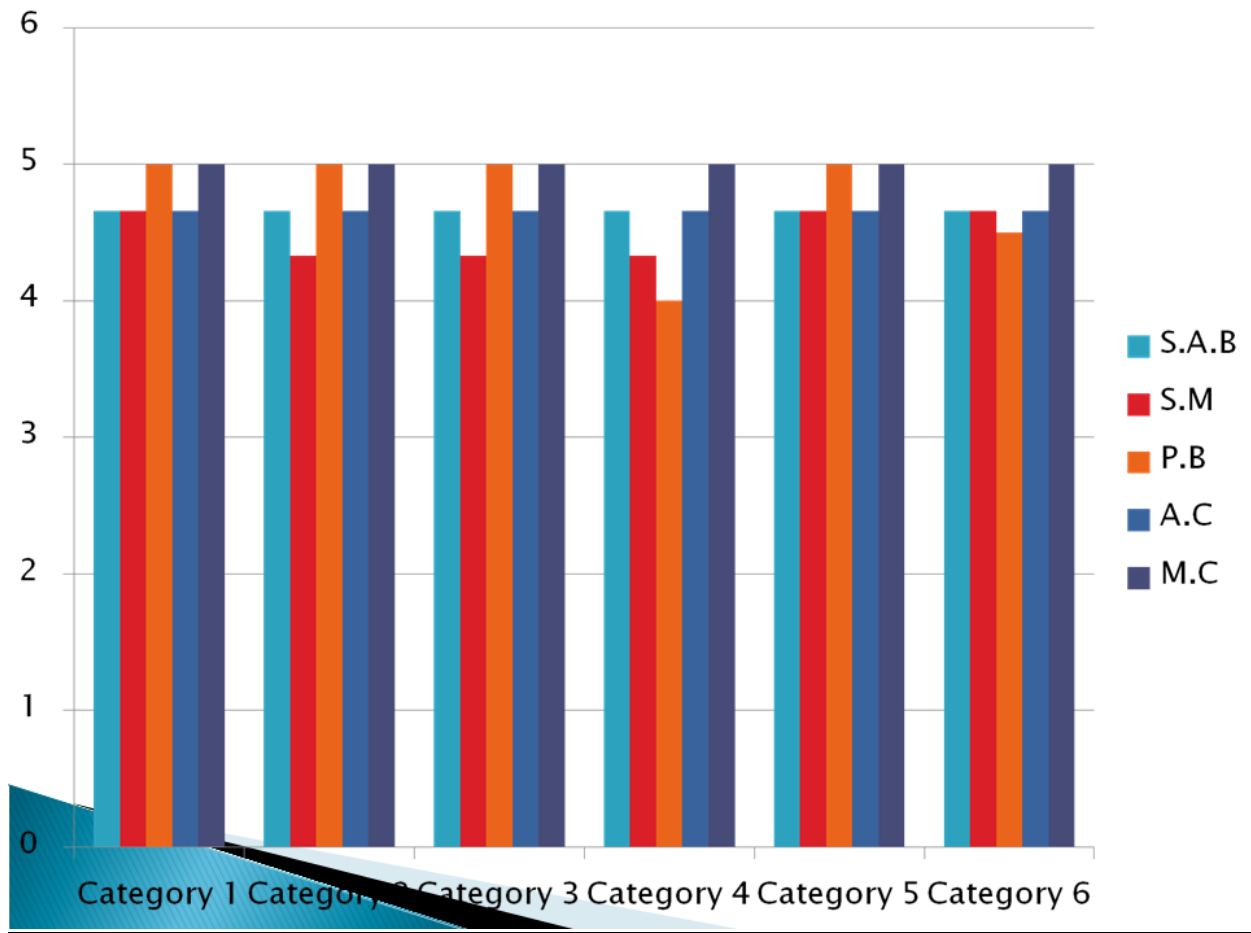


ZOOLOGY





MUSIC



GEOGRAPHY

