Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN**
Name of the head of the Institution	**Dr Soma Ghosh**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03325645148**
Mobile no.	**9836714992**
Registered Email	**gsoma5995@gmail.com**
Alternate Email	**sssrcg2000@yahoo.co.in**
Address	**17, Jadunath Sarbabhouma Lane,near Kali Temple, Dakshineswar**
City/Town	**Kolkata**
State/UT	**West Bengal**
Pincode	**700035**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr Rupa Sen**
Phone no/Alternate Phone no.	**+919433084959**
Mobile no.	**9007343950**
Registered Email	**rupasen88@gmail.com**
Alternate Email	**iqac.hmmcollege@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://hmmcollege.ac.in/upload/aqar/5e6cd82f21914_aqar_report.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://hmmcollege.ac.in/index.php/frontend/academic_calender

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity Period From	Validity Period To
1	**C++**	**66**	**2005**	**01-Mar-2005**	**28-Feb-2009**
2	**B++**	**2.77**	**2016**	**03-Dec-2016**	**02-Dec-2021**

6. Date of Establishment of IQAC

24-Feb-2014

7. Internal Quality Assurance System

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

IQAC MEETING	29-Nov-2019 1	7
IQAC MEETING	14-Nov-2019 1	18
IQAC MEETING	09-Sep-2019 1	7
IQAC MEETING	01-Aug-2019 1	12
PREPARE AND SUBMISSION OF AISHE	06-Mar-2020 287	85
PREPARE AND SUBMISSION OF NIRF	18-Sep-2019 287	85
Submission of AQAR 2018-19	12-Mar-2020 287	105
ACADEMIC AND ADMINISTRATIVE AUDIT	14-Nov-2019 7	105
IQAC MEETING	03-Jul-2019 1	10
IQAC MEETING	26-Jul-2019 1	17
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
INSTITUTION	RUSA 2.0	DEPARTMENT OF HEI, WEST BENGAL	2019 1825	10000000
INSTITUTION	BUILDING	DEPARTMENT OF HEI, WEST BENGAL	2018 1460	3400000
INSTITUTION	RAIN WATER HARVESTING	P.C.CHANDRA CSR	2019 365	74000
INSTITUTION	LIBRARY	P.C.CHANDRA CSR	2019 365	25000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	8

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File]()
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**Yes**
If yes, mention the amount	**10000000**
Year	**2019**

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

IQAC encouraged and initiated regular online classes by all departments to keep students engaged in academics, ii) to keep in touch with them and keep them mentally stable.

i) Organised Series of webinars, national, international, local to continue the academic exercise of the college engaging the entire college in such programmes. ii) Mentors encouraged mentees in mental well being programme like video making, painting extempore session supported by IQAC.

IQAC organised staff development programme for NTS.

IQAC initiated Certificate Course in Self Defense & Yoga as skill enhancement programme.

IQAC recommended and initiated creation of Covid Cell through which we could reach out to poor and destitute.

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

Plan of Action	Achivements/Outcomes
Ø To construct buildings for more accommodation for our above mentioned plans. To add more to our library, laboratory and technological resources.	**Submission of partial utilisation of RUSA 2.0 grant(GBReso12dated11/09/19)complete**
Ø Alumni meet plan and formation of a committee on 15/05/19(GB Reso15,29/11/19) Ø Installation of software for students attendance(yes teacher)GB Table agenda hdated 29/11/19 Ø Plan to waive fees for poor	**Ø Flagged of a free Diet Centre to provide nutritional and health tips to malnourished students Ø Installation of software Yes teacher for students attendance We are conducting online classes during Pandemic - (https://dri**

students(GB table Agenda f 29/11/19)	ve.google.com/file/d/130XZRN5Mbquxp3qSb lZ5pMrk6Rm7biP4/view?usp=sharing) Ø Initiation of Learning Management System was a new feather added to our credit Ø The office, accounts and library automated with modules of MIS TO THE MAXIMUM POSSIBLE EXTENT.
Ø To Go Green and to take Eco-friendly initiatives—a plantation drive(Governing Body 12e, 20/07/19) and continue Green Audit. Ø Rain water harvesting in compliance to the offer from PC Chandra Group as Corporate Social Responsibility (Governing Body Resolution 5,20/07/19)	Ø A Special initiative was taken by Mr. JayantaDhali, West Bengal Government Law Officer on 07.09.2019; he planted 20 Mehgani trees(SwieteniaMacrophylla) in college campus following cyclone Fani disaster. Ø Rupees 70,000/- has been received from PC Chandra for Rain Water Harvesting Project(Governing Body Resolution no. 10, 29/11/19)
Ø To enter into collaboration with other institutes/organization	Ø To enter into collaboration with Sarojini Naidu College for Women on 8thfeb 2019 has added a feather to our academic credibility. Ø Collaboration with Bengal Institute of Political Studies on 1/7/19 is to be considered as our achievement. Ø Women's Studies conducted workshop in collaboration with Psychology in March 2020. Ø A workshop on Legal & Psychological Awareness regarding offences against Women in Indian Society was jointly organized by the Department of Psychology and the Department of Women Studies of our College. Ø Dept. Of Sociology and Psychology in collaboration with BANDHU FOUNDATION (a non profitable organization) organized a State Level Webinar on " Parenting/Caregiving in a Pandemic" On behalf of Department of Physics Dr.ParthaPratim Pradhan had a collaboration with Department of Mathematics, Jadavpur University and Kalyani University during 2019-20.One research paper published.
Ø To launch certificate courses for skill development. Ø Plan to introduce B.Ed course in college(GB Reso8,29/11/19) Ø Plan to introduce general course in Anthropology(GB dated 29/11/19) Ø Plan to offer PG courses in remote sensing in collaboration with ISRO(Governing Body Reso12f on 20/07/19) Ø Plan to offer advanced courses in Hindi ,Physiology and Computer Science (Governing Body 20/7/19, Resolution (miscellaneous) 12 and acknowledged in IQAC meeting dated 26/07/19	Ø Certificate courses on Communicative English, Computer Literacy, Yoga and Meditation and Self-defense stared. Computer Literacy course has already been approved by our affiliating university, West Bengal State University; for the rest, the authority has sent requests for respective approval. The courses are running now in collaboration with Sri Sarada Math RasikBheeta and by the College itself. Ø Physical instructor for YOGA and Gymnasium(GB Table Agenda Q dated29/11/19). Ø Other courses may

	begin soon; the process has remained stalled due to Covid- 19 Pandemic and consequent lockdowns. Ø Career fairs and counseling sessions, training programmes have been organized . Thirteen students have been employed. Thirty students have been trained by professional organizations e.g. Anudeep Foundation and ICICI Skill Academy and these trainings were free of cost(as per available data.
Ø Plan for Staff Development Programme for Non Teaching Staff. Ø Academic audit to be done regularly every year(Governing Body, Misc.12d,20/07/19) Ø Plan to chalk out roaster duty of Non Teaching Staff to cater to administrative requirements(Governing Body Misc2 ii)30/09/19 and to proceed for performance audit.	Ø Career Advancement Scheme(CAS) of Mr. Pradipta Mukherjee Assistant Prof of Political Science stage 1to2, Dr. Madhusri Das Asst Prof Botany Stage 1to2 and Dr. Sujata Mukherjee Asst Prof of journalism stage 1to2 was complete. Promotion of Dr. Debasri Ghosh from stage3 to 4 was also complete.(GB Reso7,29/11/19). Ø CAS of DrSujata Mukherjee and DrParthaPratim Pradhan recommended by IQAC(GB Reso4,29/11/19). Ø College authority encouraged teachers to attend several up gradation courses: 8 faculties completed Refreshers Courses,4 faculties completed Orientation Programand 2 faculties completed Faculty Development Program in 19-20 academic session. Ø Staff Development Programmes have been organized in collaboration with Sarojini Naidu College for Women on 22.02.2020 and on 29.02.2020; it is a part of our collaborative efforts too. Performance audit has been conducted on 14.02.2020
Ø To recruit more staff and teachers in the office to meet the enhanced work pressure. Ø Proposal to appoint a teacher in Hindi for special lectures to students.(Governing Body Resolution no. 19, 11/09/19)	Ø Appointment of five non teaching staff(Governing Body Resolution 6, Dated20/07/19) Ø Approval of service of three non teaching staff that remained pending for long(Governing Body Resolution 6Adated 20/07/19) Ø Appointment of four substantive teachers recommended by CSC(Governing Body Resolution 1,dated29/11/19) Ø Approval and appointment of sixtyfive State Aided Contractual Teachers (I) and (II) have been successfully preceded. This has improved the teacher-student ratio[1:13] (Governing Body Misc2 (iii)dated30/09/19) Ø Ms. Payel joined as an academic expert of Hindi w.e.f. 01.11.2019.
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
ACADEMIC SUB-COMITTEE,FINANCE SUB-COMMITTEE AND IQAC	30-Jul-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2020

Date of Submission	06-Mar-2020

17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	MIS The college has its own MIS through which data base of financial matters academic and other activities coordinated and managed digitally. Through different modules the data is organized automatically. It also generates feedback about performance on different aspects of management. 1.Student Module: a. Admission Module: Entire admission, is done online.All details students admitted are recorded through the software. This system enables us and higher education department of government of West Bengal through UCHCHSIKSHA PORTAL to know the details of admission. 2.Student Record Software (AIMES software): a. Registration and Examination related MIS: Registration and Examination portals, as provided by the University are operated by the college. b. Fees collection and Concession: Fees details, scholarships, students' personal data, examination fees records and library fees details etc. are maintained through dedicated software. c. Scholarship related module:Scholarships etc. are monitored by Government of West Bengal or by the Government of India, as the case may be. d. Notification to the students through SMS: This mechanism is operated

through AIMES software. 3. Library (KOHA Integrated Library Management Software) : The entire stock and accession of library is maintained digitally. We have proceeded for 100 digital library facility. 4. Academics: The IQAC unit of the college planned to install a software for students' attendance (YES TEACHER software). Covid 19 pandemic put teachers to take classes online. College designed Google Form for attendance which is still operative (LINK:https://forms.gle/kNPv7 WLTYtKfbNBw8). Besides classes, study materials are uploaded by many departments using LMS/Academic Resource Bank which is being linked with the college website (http://yesteacher.co.in/hmmcollege_lms/).Also IQAC organized Webinar series. (https://www.youtube.com/channel/UC9WdguBWVfUV40uuUao WlMA) 5. Staff Module: MIS helps track faculty data like attendance and personal credentials(ERMS). We already have biometric system in operation. Personal file management and service profile documentation has already been digitized. Pension and post retirement emoluments are maintained by college through dedicated software of Higher Education Department of West Bengal. UCHCHSIKSHA portal of Higher Education Department accumulates all relevant information about staff and students, and about institution as a whole. 6. General Accounts: (FINAWARE SOFTWARE) It is a window through which computerized accounting system is maintained and monitored, like details of expenditure on different heads, segmented calculation of salary, Provident Fund etc. Accounts section has a plan to install Tally system to upgrade our existing account related MIS. a) Stock Maintenance: (STORE MANAGEMENT SOFTWARE) It maintains fixed assets, stationary stocks and so on. b) Pay Roll Module: (STAFF SALARY SOFTWARE) Apart from this IFMS through HRMS software monitors and maintains IT,PF deductions, and related records. Salary disbursement is linked to HRMS. c) Government Fund: (HRMS) Government allotments and funds are distributed and utilized through HRMS. d) Employee (Government approved) Data are maintained and monitored by the government through HRMS. e) RUSA and

other UGC funds are managed by PFMS module, which is operated by the College, like payment of bills. The MIS has embarked us to the path of digitization and paperless ecofriendly governance. College authority is planning to digitize stock management system and upgrade accounts module w.e.f. 2019 20.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The institution is committed to effective delivery of curriculum in a well-planned and documented way. The initiation of CBCS mode of learning embarked the college upon the path of outcome based performance. At the outset an induction program and orientation sessions are organized for new entrants to provide clarity about courses and code of conduct of the institution. 1. The prospectus of the college is designed and planned by the admission sub committee. It highlights reasons for choosing us as an academic hub, the opportunities and scope of study offered in our college.. 2. Institutional calendar mentions the number of working days and teaching days, list of holidays, tentative date of commencement of class and also university exam schedules, ensuring a clear picture regarding the functional orientation of the College. 3. Academic Calendar are designed with focus on internal examinations, lesson plans, workshops, seminars and extracurricular activities. 4. Time table- is drafted well ahead of commencement of classes. It is then staffed by departments according to the availability of teachers and expertise of faculties. Besides regular classes, teachers are also allotted tutorials, remedial classes for trailing students and mentoring classes etc. 5. Existence of a Conventional and Digitized Attendance Register for the teachers and the students- The number of classes allotted and taken, any administrative job done or extracurricular activities is also mentioned. A bio metric system has been installed to digitally confirm the presence and hours spent by a faculty in campus. In case of the students also both conventional attendance registers and digitized registers (YES TEACHER SOFTWARE) are maintained and strictly monitored. (https://yesteacher.co.in/hmmcollege/) 6. Preparation of e-modules implemented during w.e.f. 15/03/2020. These modules are uploaded on the college website; Academic Resource Bank and Learning Management system help sharing academic resources and study materials with the students and makes dissemination of the curriculum more effective. LINKS : 1. LMS-http://yesteacher.co.in/hmmcollege_lms/ 2. Academic Resource Bank (department wise)- https://drive.google.com/file/d/1e68RPeGpU2eM0NDfWJSpmQ0S8EY4Q6CK/view?usp=sharing 7. Introduction of Online Classes and Learning Management System (LMS) makes curricular planning and implementation more transparent. 8. Strict Academic Monitoring – Heads of the departments at regular intervals monitor and regulate the syllabus to help complete the contents on time in their meetings with the teachers and other stakeholders. Curricular planning and implementation are scrutinized by the Principal and the college authorities through All Teachers' meetings, Teachers' Council Meetings, Academic sub-committee meetings, IQAC and Governing Body meetings, guardians' meetings and students' meetings etc.; academic audits are also conducted. After commencement of online classes Principal regularly checks class data through online

mechanisms. Students' appraisals are effective means of Outcome Based learning. This helps in optimizing the delivery of curriculum by using different aspects of intelligence of students. Eg- Self appraisal (TS) https://drive.google.com/file/d/1YZeEEb9K171BdtAzUcLG8AU0dBij3yx6/view?usp=sharing 9. Extension lectures and workshops, seminars/webinars on topics both within and beyond syllabus, field studies and industry visits, interdisciplinary classes, teachers' participation in Orientation Programme/Refresher Courses/short term courses expand the horizon of thought among students.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
YOGA and MEDITATION	N.A	08/02/2020	180	TO ENSURE EMPLOYABILITY IN THE JOB MARKET AS YOGA TRAINER	a. Mental and physical health b. Enhancement of career opportunities.
SELF DEFENCE	N.A	11/02/2020	180	TO ENSURE EMPLOYABILITY AS SELF DEFENSE TRAINER	a. Building confidence and sense of self esteem. b. Enhancement of career opportunities.
COMPUTER LITERACY	N.A	11/07/2019	180	a. Preparing students for global job market	a. Preparing students for global job market
COMMUNICATIVE ENGLISH	N.A	28/08/2019	180	a. Preparing students for global job market, in correspondence with university syllabus on AECC, English	a. Preparing students for global job market, in correspondence with university syllabus on AECC, English

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	HINDI GENERAL (HING)	13/07/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting	Programme Specialization	Date of implementation of

CBCS		CBCS/Elective Course System
BA	HINDI GENERAL (HING)	13/07/2019

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

	Certificate	Diploma Course
Number of Students	115	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
YOGA and MEDITATION	08/02/2020	25
SELF DEFENCE	11/02/2020	12
COMMUNICATIVE ENGLISH	28/08/2019	60
COMPUTER LITERACY	11/07/2019	18
	[View File](#)	

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	1. Women in Satyajit Ray films(Bengali) 20.12.19	25
BSc	2. Educational tour to Dakshineswar and adjacent (field study) on 11/02/2020.	12
BSc	3. Visit to International Poultry Fair on 12/2/2020 (Zoology and Botany)	60
BSc	4. Mother dairy visit by FNTA on 15/11/19	26
BSc	5. National nutrition month on 1/8/19	40
BA	6. Project on photography by Journalism and Mass Communication	23
BA	7. Project on attack on freedom of speech by Journalism and Mass Communication	13
BA	8. Documentaries(JORA) by Journalism and Mass Communication	5
BA	9. Educational tour to Sundarbans 18/11/19-20/11/19 by Zoology	32
BA	10. Educational tour to	62

| book fair on 5/2/2020 | |

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	No

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

Feedback Obtained

The institution collects feedback from different stake holders regarding their experience in college during the period of study. The students are given evaluation sheets/forms to assess individual departmental teachers and other aspects of college administration and infrastructure on the basis of their performance, at the end of each semester. During lockdown, however we have created Google forms to be filled up. Once the feedback is collected it is sorted and analyzed. Free articulation of views is encouraged amongst all stakeholders by inviting them to write to the Principal via official email and/or letters, which are placed in the public domain. If any negative view/feedback or grievance is identified, the IQAC takes up the matter to address the said flaw. Accordingly the College takes up the following measures- a) IQAC meeting and Academic Subcommittee meetings are convened. b) Parent -teachers meetings are organized. c) Principal meets the faculty members of the respective departments. d) Principal and IQAC meet students and guardians at regular intervals. e) Principal seeks suggestions from the Alumni. f) All-staff meetings are organized and matters are discussed at length. g) Students are free to meet the Principal regularly to share their problems. Besides we have a grievance redress drop box for the students who fail to fight shy. However currently we are trying to resolve problems online due to pandemic situation. h) Alumnae feedback is also obtained from the Alumna Representative in the College. i) Parents are also invited to interact with the faculties and with the principal. Different departments organize meetings with the Parents. At the end of each academic session, the Principal convenes both Academic and Administrative Audits, wherein staff and teachers discuss academic planning and devise and/or revise pedagogical and administrative strategies based on the faculty's experience and feedback. The Teachers' Council and Non-teaching association Meetings take place at regular interval to recapitulate the decision for implementation of new curricular strategies and programs. The teachers have the opportunity to give feedback directly to their parent departments in the College and to share views with the College authority. Therefore through a very democratic, transparent and accountable manner, the Principal, IQAC and academic sub- committee team seeks to mitigate the problem and ensure quality in academics. Resolutions undertaken in the meetings are executed in the best possible way to serve the interest of students. Meetings are a regular practice to find solutions to any crisis. This not only enables ventilation of grievances but also alternative measures and ideas crop up. In the process nearly entire college is engaged in running the institution smoothly. These mechanisms help to decide the options for new programs that the College may offer and for planning other curriculum enrichment extension activities. These practices have created a bond between the institution and its stakeholders. However the college has to adhere to all guidelines defined by

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	GENERAL	50	44	8
BSc	GENERAL	78	139	21
BSc	HONOURS	195	731	147
BA	GENERAL	363	496	159
BA	HONOURS	709	1344	410
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1169	Nill	103	Nill	5

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
103	73	5	5	5	26
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

A student who is admitted in a college faces a myriad of challenges. The unfamiliar surroundings, cultural difference, peer pressure, performance expectations, psychological and physical changes, career demands, relationships, identity formation are just some examples of issues that confront the young undergraduates. Though a majority of students find ways to deal with these issues, a number of them struggle for survival in a higher platform. Their future dreams get scattered. It is in this context that Hiralal Mazumdar Memorial College for Women has started its Counseling centre was started in 2016, under the supervision of the department of Psychology and Education, designed to pay special attention to those who are in need. Later as suggested by the counselors, IQAC of the College had come up with the concept of mentoring. At the beginning of the academic session, the subject wise names of the mentors are declared. The mentors monitor attendance and academic progress of the students mentors take care of the psychological wellbeing of their mentees. Department of Psychology is entrusted to proceed for professional counseling, if required. At the outset of a session, the mentors conduct induction programmes for the mentees, whereby they come to know about the institution, its visions and missions, the facilities available and the regulations of the affiliating university. The mentors use both formal and informal means of mentoring. This induction session helps students gel with new

environment in college after they step out of school habit. This is like a leap to a bigger domain for students hence it is essential they feel comfortable and believe the campus to be conducive for them to pursue higher studies. Extension Activities like NSS, NCC, Community Outreach Programs, Extra-Curricular Activities and Students Union have faculty mentors who advise and guide the students in organizational and leadership qualities and building peer rapport and interaction within these societies. Once the course curriculum begins it is easier for mentors to detect the strengths and weakness of each mentee. Though all students enroll themselves to pursue studies yet it is often found that abject poverty prevents many to continue their dreams. Meritorious but poor students are often supported by mentors through college aids meant for students the mentors however help such students privately as well to prevent drop outs. For those who fall back in studies for other reasons are pulled up and strengthened so that they stand at par with others. Our aim is to equip women through education. The reason for which we have devised the Mentoring system is to keep students inclined to learning and not surrender to crisis. Teachers engage in mentoring and convincing students of their capacities capabilities and future prospects. Our aim is to instill faith and conviction among students to try and find solutions to problems instead of surrendering to them. Mentoring classes are taken by the faculties in organized and documented form, as well as informally. Students are being mentored academically, psychologically and financially.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1169	103	1:11

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
31	28	3	5	27

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Sujata Mukhopadhyay	Assistant Professor	1. Clean Environment Award by IBRF 2. Appointed as member in Editorial Board of IJBST. 3. Parbo Award for Best Teacher 4. Guest of Honour by FPAI (Family Planning Association of India under GOI)
2020	Smt. Smritiparna Biswas	Lecturer	Completed B.Ed
2019	Smt. Piyali Mitra	Lecturer	Completed B.Ed
2019	Smt. Oendrila Dutta	Lecturer	Completed B.Ed
2019	Dr. Arpita Mukherjee	Lecturer	AWARDED Ph.D
2020	Smt. Debopama Misra	Lecturer	Selected as a Presenter of Akashvani Mahila Mahal

2019	Dr. ParthaPratim Pradhan	Assistant Professor	1) Awarded travel grant of $800.00(USD) for attending workshop Cosmology and String theory-2019 held at Simon Center for Geometry and Physics, Stony Brook University, USA. 2) Selected as a referee of journal Annalen der Physik, Wiley-VCHGERMANY
2019	Dr. Soma Ghosh	Principal	1.Clean Environment Award by IBRF 2.Life time Achievers' Award by IARA 3.Publications in National journals, in edited volumes and of books 4.Resource person in state/national/international seminars/workshops/webinars
2019	Pradipta Mukherjee	Assistant Professor	1. Visited Thailand with accommodation and registration facility to present a paper in an International Seminar AISA. 2. Delivered an Invited Lecture at chualangkor University Thailand.
2019	Puja Das	Lecturer	Patents received- 1. Smart System for Cooking Gas Production Using Electromagnetic Generator 2. System and Method for Real-Time Status Notification of Group Chat Without Using Internet
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2.5 – Evaluation Process and Reforms

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

the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	CBCS	1	04/01/2020	17/02/2020
BSc	CBCS	1	04/01/2020	17/02/2020
BCom	CBCS	1	04/01/2020	17/02/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Since the initiation of CBCS mode of teaching and learning internal assessments of 25 marks has become mandatory. The institution evaluates the students by arranging internal assessments and send marks to University within a stipulated time frame defined by University. Normally college follows the academic calendar approved by University. The examination schedules are mentioned in the academic calendar of the College, so that students have a clear idea of the course programme. Before internal evaluation begins students are prepared by discussing questions and answers in several rounds. Teachers assess the performance of pupils after completion of each Module. Students are invited to clear any doubts. Students appear for exams under intense invigilation by teachers. Any discrepancy in evaluation process are addressed and resolved immediately at faculty level. Any grievance related to questions or syllabus is redressed through proper channels. IQAC and Academic sub Committee and finally the Principal takes up the matter to quell the worries of the candidates. We aim to take several rounds of exam as continuous monitoring enables college to identify the drawbacks among students. We also have slot for remedial classes and tutorials in the academic time table for trailing students enabling them to keep pace with others. All students are made accustomed to culture of completing assignments on given syllabus. Performance of the students is apprised to guardians. Thereafter a meeting is slated between teachers and parents to find ways to help girls to perform well.

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

An academic calendar sent by the university is rigorously followed by the colleges. However, the College is free to supplement them to ensure academic standards and transparency. Stakeholders are informed about all the norms and directives received from the University through the College Prospectus and college academic calendars that contain all the information on academics and Examinations. Following the university calendar the college sets its internal programmes regarding examinations like lesson plans, dates of internal assignments to be submitted, pre final exam to be scheduled, date of form fill up for the university exam,dates of question submission, marks submission and date of result to be published etc.. Academic calendars are further explained at the Orientation Program organized by the College for the new entrants. All directions received from the University regarding Academic Calendar and Conduct of Examinations is communicated to the Faculty through meetings with the teachers and the students and by sending information through What's App Group and Email and is also uploaded on the College Website and College Notice Boards. Following the Covid-19 Pandemic and Lockdown, the University announced Online Examination for the students. In accordance with the directives of the University Online Practical Exams are conducted for both 'intermediate' and 'terminal' students. The college through its management of information system, which is also connected with the University, the students'data are verified by

2.6 – Student Performance and Learning Outcomes

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

https://drive.google.com/file/d/1go4lwLtzIZPLYc7t0V-rPfzYbg2oH03l/view?usp=drivesdk

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
YEAR BASIS	BSc	GENERAL	43	28	65.11
YEAR BASIS	BSc	HONS	40	34	85
YEAR BASIS	BA	GENERAL	109	85	77.98
YEAR BASIS	BA	HONS	64	53	82.81
View File					

2.7 – Student Satisfaction Survey

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

https://drive.google.com/file/d/1SRtvXoxYKZ3jp7hxS-GWTA3E96qzDBMC/view?usp=drivesdk

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Interdisciplinary Projects	730	HMMCW	100000	0.3
View File				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
STOP THE DROP	COLLEGE WITH P.C.CHANDRA GROUP	22/08/2019
CAREER FAIR	CAREER COUNCELLING AND PLACEMENT CELL WITH VARIOUS ORGANIZATIONS	20/11/2019
ORIENTATION PROGRAMME ON DIGITAL MARKETING	CAREER COUNCELLING AND PLACEMENT CELL WITH TOMORROW'S FOUNDATION AND TECH MAHINDRA FOUNDATION	22/11/2019
HANDS ON THE FUTURE	CAREER COUNCELLING AND	08/01/2020

	PLACEMENT CELL WITH ANUDIP FOUNDATION	
CAREER AWARNESS SEMINAR	CAREER COUNCELLING AND PLACEMENT CELL WITH RICE	11/01/2020
IBTC-2020	CAREER COUNCELLING AND PLACEMENT CELL WITH	11/02/2020
SOFT SKILL DEVELOPMENT	CAREER COUNCELLING AND PLACEMENT CELL WITH ANUDIP FOUNDATION	20/02/2020
PROS AND CONS: APPLICATION OF ELECTRICAL GADGETS IN REGULAR LIFE	IQAC WITH CESC	04/03/2020
WORKSHOP ON COMMUNICATIVE ENGLISH	CAREER COUNCELLING AND PLACEMENT CELL WITH ICICI SKILS	13/05/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Nill	Nill	Nill
View File			

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

Department	Number of Publication
No Data Entered/Not Applicable !!!	
View File	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Geodesic stability and quasi normal modes via Lyapunov exponent for Hayward black hole	Monimala Mondal, Parthapratim Pradhan, Farook Rahaman and Indrani Karar	Modern Physics Letters A, Vol. 35, No. 30, 2050249 (2020)	2020	Nill	Nill	Department of Physics, Hiralal Mazumdar Memorial College For Women, Dakshineswar, Kolkata, 700035, India
Area (or entropy) products for Newman-Unti-Tamburino class of Black Holes	Parthapratim pradhan	Physics Letters B, Volume 807, 10 August 2020, 135521	2020	Nill	Nill	Department of Physics, Hiralal Mazumdar Memorial College For Women, Dakshineswar, Kolkata, 700035, India
LEPTIN OBESITY	M.SETH, R.BISWAS, S.GANGULY, N.CHAKRABARTY, A.G.CHAUDHURI	PHYSIOLOGY INTERNATIONAL	2020	29	Nill	DEPARTMENT OF PHYSIOLOGY, HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN, KOLKATA-700035, WEST BENGAL, INDIA
"QoE Aware	Deepsubhra	Journal of network	2019	1	14	Centre of Mobile

| Secure Transaction Framework for internet of Thing using Blockchain Mechanism | Guha Roy, Puja Das, Debashis De, Rajkumar Buyya | and computer Application | | | | Cloud Computing, Department of Computer Science and Engineering, West Bengal University of Technology, Presently, Maulana Abul Kalam Azad University of Technology, WB BF-142, Sector-I, Salt Lake City, Kolkata, 700064, West Bengal, In |
| Network mapping of the conformational heterogeneity of SOD1 by deploying statistical cluster analysis of FTIR spectra | Sourav Chowdhury, Sagnik Sen, Amrita Banerjee, Vladimir N Uversky, Ujjwal Maulik, Krishnananda Chattopadhyay | Network mapping of the conformational heterogeneity of SOD1 by deploying statistical cluster analysis of FTIR spectra | 2019 | 9 | 3 | DEPARTMENT OF CHEMISTRY,HIRAAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN, DAKSHINESHWAR,KOLKATA |

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	131	136	146	73
Presented papers	17	10	2	2
Resource persons	5	4	6	4

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and

Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
INTERNSHIP	One day Online Workshop for NSS Programme Officers on Swacchata Action Plan (SAP)	MGNCRE MHRD, Govt. of India	05/06/2019	05/06/2019	DR.SUJATA MUKHERJEE,NSS PO
INTERNSHIP	INCLUSIVE STREAM	BIRATI HIGH SCHOOL, KOLKATA-700051	06/09/2019	23/09/2019	SMT.PARNA MONDAL
INTERNSHIP	HEARING HANDICAPPED	ANANDA BHAWAN,HOWRAH-7	01/11/2019	18/11/2019	SMT.PARNA MONDAL

STREAM	11316				

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
East Calcutta Girls College	28/02/2020	Academic Exchange	27

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
4641500	3409404

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	

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4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others

Existing	57	3	19	2	3	9	6	2	15
Added	4	0	0	0	0	2	0	150	2
Total	61	3	19	2	3	11	6	152	17

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

150 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
YouTube	https://youtu.be/nu9QfdhW_8A
YouTube	https://youtu.be/B1EGkG2DhB8
YouTube	https://youtu.be/63mPXZ5OqJE
YouTube	https://youtu.be/RhKjnr17j_A
YouTube	https://youtu.be/zwd1G7hklDo

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
4068250	3743303	2016000	1826426

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

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sportscomplex,computers,classrooms etc. Laboratory: Grants received from the Government of West Bengal, RUSA and College fund has been utilised for campus up-gradation, maintenance as well as procurement of equipments, books and journals and e-resources. Tender and Purchase committee, Finance Sub Committee, Project Monitoring Unit(RUSA), IQAC and Governing Body consisting of external nominees, teaching and nonteaching staff are deployed for procurement and maintenance of the physical, academic and support facilities to the best possible extent. Instrumentation room has been set up to meet the increasing demands of the science students. Library: Libraries are Open access and fully computerized. Library Automation is enabled since 2015.Library is enabled with OPAC and LAN. Internet connection facilitates searching for students, E-books and e-journals are accessed through INFLIBNET - N-LIST consortium. There is a digital lab, server room and fumigation room. The Library maintains a rich reservoir of valuable and historical documents. During the Pandemic, the library facilitated access to e-resources to all faculty and students of the College through What's App and email. A mini museum is maintained by the Library under the guidance of the Department of History to uphold the cultural and aesthetic tradition of our nation. Class Rooms: The college has four buildings with five blocks. The construction of a two storied building with four storied foundation as extension of main building is going on from the allotment of RUSA 2.0. The college has a vision to create a large conference room enabled with wi-fi connectivity for seminars/guardians' meetings, students' meetings etc. Its construction was initiated from the first installment of RUSA 2.0. This

building is going to facilitate the teaching learning process for students staying far away from the college. The college has constructed another two storied blocs out of state government grant to accommodate new PG/UG/Vocational Courses and the addition of new class rooms with modern amenities will help for proper distribution of classes according to the daily academic routine. Student support: Students can avail benefits of scholarship, free studentship etc., from various government and non government sources and the College's own student aid and Pandemic fund. A Career Counseling Cell is proactive to guide the students about various career opportunities. To facilitate teaching learning support to the students, the College seeks and receives requisitions from the departments based on curricular requirements like laboratories, library, sports facilities, classrooms and special dedicated spaces/rooms and equipment like projection facilities in the classrooms, cameras and other teaching-learning aids. The College facilitates Online Teaching and Learning by providing access to different Online Platforms. The College further facilitates several academic activities through the College's Online Flagship Platform. The College has modern Sports amenities comprising gymnasium, playing arena for students, a Centre for Yoga and Well-Being to encourage physical fitness and physical activity, self-defense practice room, a common room with indoor games equipment etc.. The College has active student teams for different sports that participate on a continual basis in various students.

https://hmmcollege.ac.in/upload/aqar/Procedures_and_policies_for_maintaining_and_utilizing_physical_(1).pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nill	Nill	Nill
Financial Support from Other Sources			
a) National	Nill	Nill	Nill
b)International	Nill	Nill	Nill
View File			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Self Defense	11/02/2020	12	College
Yoga and Meditation	08/02/2020	25	College
Computer Literacy	11/07/2019	18	College
Communicative English	28/08/2019	60	College
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for	Number of benefited students by	Number of students who have passedin	Number of studentsp placed

competitive examination	career counseling activities	the comp. exam	

2019	Career fair and regular couselling programmes	Nill	364	Nill	Nill

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	5

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					

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

Items	Number of students selected/ qualifying
NET	1
Any Other	7

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

Activity	Level	Number of Participants
Cricket Tournament	Inter College	215
Sports	Inter college	229
Cultural activities	College	105

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

HMMCW Students' Union has always remained active and organized in several activities, both offline and online with great enthusiasm and success. The College has a dynamic Students' Union and Student Representatives that serve on different Committees of the College. The Students' Union is an elected body, governed by a constitution that defines its functions and role. Their roles can be highlighted under following heads: 1. HMMCW Students' Union in consultation with its Faculty Advisor and Faculty Advisory Committee organizes major events in the College, such as, Orientation Day for the New Entrants in the beginning of the Academic Session, Foundation Day, National Events like, Republic Day, Independence Dayand the most awaited annual gala for each student of the College – 'Xhiphias'. It holds college festival, organises indoor and outdoor sports, cultural programmes and cultural competitions like annual sports, cultural events like Rabindra Jayanti, Basanta Utsab etc. they observe the days of national importance, celebrate Teachers' day, Saraswati Puja, help organizing career fair and career counseling sessions, monitoring class attendance, publication of College Magazine namely 'Prabhaho' etc.. 2. Students' representatives extend their support to the NSS Units to deliver social service and environment awareness by organizing the blood donation camp, special camp, tree plantation, cleaning of college campus and neighbouring community, nearby station i.e. Dakshineswar Railway station, eye check up camp in the college and in the college adopted slum namely Nivedita Colony and programmes like the 'Swachh Bharat' and 'Swachhta Abhiyan' etc.. 3. The student representatives often appeal to the Principal regarding fees concession and other aids on behalf of students in need. 4. Student's representatives are included in different academic administrative bodies/committees of the institution, as part of decentralization and collective decision making on matters related to college. 5. Students generated a fund to provide the monetary help to the economically weaker part of the students and they have donated a good number of books to the library for the benefit of the students. 6. Students' representatives try to address the grievances of students through the authority of the College. 7. Students' representatives engage in extension activities and outreach programmes of the College as a mark of social responsibility. 8. It is a forum for students to articulate their valid demands regarding facilities and opportunities if hindered or found unavailable for some reason or other. At the end of the session they provide us with a feedback regarding academics and other infrastructure offered by the institution. The college gets an opportunity to amend the lacunas detected by young minds. Since students are key stake holders of the college and our priority the forum that ventilates their need is important for the college. 9. HMMCW Students' Union, even during the pandemic, organized online activities with remarkable dexterity. The college organized the closing ceremony of Diamond jubilee celebration on 10.08.2019 with active participation of students' union through online platform. Participation of students in the students' union helps in the development of their organizational skills.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

360

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

i)We take feedback from them every year regarding overall performance of the college. ii)Principal meets them if and when required to seek suggestions during any crisis. iii)College tries to keep track of pass out pupils through this group. iv)They engage in cultural activities of college bridging the gap between the past and the present.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The institution has Hierarchical Governance System under the able guidance of Governing Body members, its President and the Principal as secretary (https://drive.google.com/file/d/19IPadYhssIlA3dko9ktBiVduHqJ5NJSE/view?uspsharing) Good governance, ensuring transparency, accountability, decentralisation, participation is the goal of the College. Teachers and staff participate in policy making and lead different academic and administrative roles under the guidance of the Principal to deliver high quality education to our students. This mode of participative governance ensures cooperative and effective coordination in decision making. 1. Committees and regular meetings help the authority to adhere to the path of democratic governance, which is a significant step towards the national mission of good governance. Student-teacher meetings, Department wise meetings between the faculty and Principal, Teachers' Council meetings are convened regularly. Teaching and non-teaching representatives of the Governing Body, along with the principal, government and university nominees contribute to the policy making for the College. Faculty members, non-teaching staff and the students have representations in various statutory and non-statutory committees, (https://drive.google.com/file/d/1iYVITCs9NgEsV8q-xVgPL1BurgislYIM/view?uspdrivesdk) members of these committees are nominated by the Teachers' Council and approved by the Governing Body. The teachers encourage the students to participate in institutional activities. The mentors motivate their mentees for creating videos, sketching sessions, webinars and cultural activities to promote the value of participation(https://www.youtube.com/watch?vI8SlViRFgfQ). An active students' union in the college provides a platform to students to participate in several events to express themselves and further hone their skills. Students' union has a staff advisor associated with it, as per the law enacted by the government of West Bengal in 2017. At the time of the revision of syllabus the teachers as members of university Boards of Studies lay significant contribution and later decide on the teaching – learning methodology within their respective departments in compliance with the requirements of the students. There are Science coordinators who at the time of procurement of new equipments in the departments go for prolonged and open discussion amongst themselves and in such cases the Principal and the Bursar only suggest about the availability of fund. The process of teaching-learning and procurement of equipments is open and designed for ensuring effectiveness and democracy. 2. The college believes in community orientation in its functioning. Participation and inclusion of the neighbouring community is the

prime motto of the College. College Covid cell created on 2nd June. 2019, along with National Service Scheme and Social Outreach Cell is working hard to provide financial and moral help to the students hit by the pandemic and the neighbouring families of Nibedita Colony who grapple with poverty, so as to extend its values of democracy beyond the boundaries of campus. Staff fund has been created under the supervision of the Covid Cell to extend the value of inclusiveness by engaging in cooperation and bridging with the community has unleashed a new meaning of collective living and participative governance.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	The admission process of the College is completely online, that ensures transparency. The students are selected based on Class XII marks, followed by an extensive counseling and induction process which is the first way forward towards democratic governance. https://hmmc-cloud.in/ Admission of students is done on first come first serve basis keeping in mind the intake strength. Since the College is a Constituent College of the West Bengal State University, admission of the students to the College follow a uniform pattern and is done in accordance with the norms set by the University.
Industry Interaction / Collaboration	HMMCW Career Counselling Cell is the primary unit to ascertain Industry Interaction / Collaboration designed to enhance the employment skill in compliance with the requirement of the global job market. Training programmes provided by ICICI group, RICE, George Telegraph, GSCE, Anudip Foundation, APTECH Computer, Sri Sarada Math-RasikBheeta and others for employability related skill development of our students disseminate information about the nature of global requirements in job market. Collaboration with GNIPST to offer opportunity to vocational training in Pharmaceutical Engineering and Biotechnology, industrial visits to Coca Cola, Mother dairy, Raja Biscuit co. etc. give the students better exposure.
Human Resource Management	College maintains effective communication among all the employees to get optimum efficiency. The practice of decentralization in governance and

	leadership has potentially improved the quality of human resource management. All faculty members are encouraged to participate holistically in Seminars and webinars, cultural programs(Bengali department- Mohamari O Bangla Natok on 30/06/2020 https://youtu.be/nM7oAxdsHac). Publications, interdisciplinary academic exercises through Saraswatcharcha chakra work as a forum of exchanging ideas. Annual feedback of the students, staff and alumni, gender audit, green audit, practice of self-appraisal of the non-teaching staff and of the faculty members measured through PBAS, students' insurance, health unit etc. are quality initiatives to convert weakness to strength.
Library, ICT and Physical Infrastructure / Instrumentation	A rich library with Open Access System and electronic academic resources. · Automated central Library with integrated library management software, Koha. · Wide Computer and internet access for both teachers and students · Seminar library for honours students. · Reprographic and print out facility. · Computerized records of students' attendance, marks, payment of fees etc. · Digitised accounts and service profiles. · Wi-fi enabled campus. · A computerized work station for students, projectors and large TV screen. · Well-equipped laboratories. · An instrumentation room for the equipments of common use. · A mini museum · ICT enabled classrooms
Research and Development	The College encourages widespread research among teachers and students, so as to cultivate a research bent of mind among our teachers and students. Provision of Rupees 100000/- as seed money already exists to promote research among faulty members. The departments of Physics and Zoology are engaged in an interdisciplinary research in 2019-2020 with seed money provided by college. Teachers other than ones belonging to substantive posts are offered a sum of Rupees 25000/- as seed money. Teachers engaged in Ph.D and M.phil projects are provided with leave for its pursuance. Those without Ph.D etc. are encouraged to pursue academic research.
Examination and Evaluation	Examination system was in a transition state from 3 year System to CBCS System. Therefore both examination

	systems are running in this academic year. The college has its internal examination structure framed in academic committee meetings every year. Centralized formative and summative examination structure of the affiliating university is followed for final examinations. The academic improvement of the students is mapped dynamically by the College as follows • Internal Assessments, Class tests, departmental surprise tests, tutorials, student seminars/ presentations, projects, group discussions etc. at regular intervals • Evaluation through home assignments • Analysis of performance with the students and guardians
Teaching and Learning	The curriculum of the newly introduced CBCS syllabus is more streamlined and student centric. Techniques of teaching - learning are introduced like- · Lectures through ICT enabled tools in addition to the conventional 'Chalk and Duster'. · LMS is the new module to cater to students online. · Peer teaching and task based learning · Remedial and Tutorial Classes · Regular Interdisciplinary Classes · State/ National/ International Seminars, workshops, debates, quiz competitions, group discussions, special / extension Lectures by the visiting faculties and by the students · Internal and external audit of teaching plans and methodologies. https://drive.google.com /file/d/16X0z3aopBGBlemLHbB_SKnls9R4AJs Rv/view?uspsharing
Curriculum Development	For effective implementation of curriculum realization plans, the college conducts induction programmes for new students and imparts information about courses and system of the institution. The institution use prospectus, academic calendars, study plan and information charts to deploy action plans for effective implementation of curriculum. Outreach (academic) programmes are organized by different departments for effective implementation of the curriculum. Laboratory and industry visits and visit to other educational institutes help in knowledge exchange among students of common interests. Reviews about student performance done

E-governace area	Details
frequently. To make learning enjoyable and purposeful we always try to initiate innovativemethods of teaching	

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

E-governace area	Details
Finance and Accounts	? Finance and Accounts • Accounting Software (Accounts Ledger) for all financial data and management of accounting records. • Payroll Software and Staff Management. • Govt. of India's Public Finance Management System (PFMS). Grants from UGC received through PFMS and booking expenditure thereon. • IFMS Module for salary, expenditure management, state government grants etc. • HRMS module of WBIFMS has been introduced for dealing the financial matters • Online Tendering through government Portal of Government of West Bengal. • E-cash book and e- Ledger • Digitized vouching system • E- provident Fund calculation • E-pension • E-stock management system
Administration	? Administration • Live Streaming Infrastructure and Facility through LAN. • Digitised service profile • Automated library with Computer, Internet band width with 150 mbps speed, INFLIBNET and NPTEL for e-learning. • Communication through E-mail, turning our heads towards paperless governance • Students' Section of the office manages their activities (including the whole admission procedure, university registration, and form fill up) digitally. Students' database are collected and maintained digitally. • Faculty related data is collected and digitally preserved by IQAC which has been used for the All India Survey of Higher Education (AISHE) and National Institute Ranking Framework (NIRF). • All the departments, library and office have access to internet connection with adequate number of computers for doing their regular assignments.
Planning and Development	? Planning and Development • E-classroom by using the platform of G-suite • Learning Management System and Academic Resource Bank • Webinars/meetings/programmes through online platform by using dedicated domain of Google meet • Enterprise Resource Planning (ERP) Package • E-resources accessed through N-List and

	NPTEL. • Redesigning and Refurbishing of College through College Website. • Dedicated domain for governance heads like Leave, Internal Assessment • Library Management – KOHA and OPAC. In central library book search, issue and return systems are fully computerized with the help of OPAC. • Social Media Updates by Social Media Champions on Face book and What's app.
Student Admission and Support	? Student Admission and Support Online admission through dedicated software - Submission of application forms, selections and deposition of admission fees are processed online. Salary and Fees collection a system is fully online. During admission students' data is collected and preserved digitally by the admission committee. These data, after being digitally processed by the accounts and examination sections of the Principal's office, is used for registration and form fill up before examinations. Other students' related data is maintained by the Career counseling cell throughout the year. Institutional Repository is digitized to a large extent.
Examination	? Examination Under Choice Based Credit System, digitalized examination management has become a necessity. The college has proceeded for digitalisation of examination process to make it smooth, transparent and to preserve the relevant information properly. For university examinations, pre-exam activities, such as university registration, form fill-up etc. are done digitally. During college examinations/internal assessments preservation of results are done digitally. Online Examination Forms, dedicated Student Fee Portal for Examination Fees, organizing online practical and theoretical Examinations during the Covid 19 Pandemic and Lockdown, organizing 'Teacher Data Base' for examination work, facilitating online correction of papers during the Covid 19 Pandemic and Lockdown are essential additions to the process of e-governance in higher education sectors.
Nill	Faculty Empowerment Strategies ? Teachers are encouraged to pursue orientation and refresher courses essential for CAS and other short term

courses ? Teachers were encouraged to organize and participate in Seminars and webinars ? Faculty being encouraged to engage in interdisciplinary exercises ? Teachers are encouraged to engage in research and offered seed money ? The authority seeks requisition for books from teachers accordingly purchase is made ? Teachers are engaged in creating alternative modes of innovative teaching and learning through video lectures, YouTube lectures and e-modules. (eg-https://www.youtube.com/watch?vnu9QfdhW_8A) ? Teachers are encouraged to pursue Ph.D.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Faculty Development Program on Euro-centrism	Nill	01/10/2019	Nill	72	3
2019	Nill	Workshop	14/09/2019	Nill	6	25
2020	Nill	Collaborative Motivation programme for Staff	22/02/2020	29/02/2020	12	60
View File						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
62	4	Nill	5

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1.PF deducted from source 2.West Bengal health Scheme 3.Maternity benefits 4.Study leave granted for pursuance of Refresher, Orientation, other short term courses, Ph.D, M.Phil and other research activity. 5.Medical leave etc. 6.Encashment of 300days EL accumulated. 7.Retirement benefit- Pension 8.publication grants provided	1.Provident fund deducted from source 2.Swasthsathi by Govt of West Bengal 3.Maternity benefit to women employees 4.Medical leave 5Retirement benefit—Pension 6.Non teaching staff welfare fund for poor students	Student aid fund 2.Concessions 3.Health Unit with a doctor visiting weekly. 4.Students health home under Govt of WB 4.Different scholarships like kanyashree, Aiykashree, Swami Vivekananda scholarship,SC, ST, OBC, minority scholarships 5.Educational and counseling cell. 6.Skill enhancement courses like Yoga, self defense, Communicative English and computer literacy 7. Career counseling cell 8.Free Diet centre. 9.Teachers council fund for poor students 10Students insurance allied to national insurance, GOI

6.4 – Financial Management and Resource Mobilization

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

The accounts of the college are audited regularly as per the government rules. The College conducts both internal and external audits. Accountant of the College under the supervision of the Bursar prepares books of accounts and send them to the internal auditors. Throughout the year Internal Auditors and Chartered Accountants scrutinize the financial transactions and submit the report to the College authority. The internal auditor checks receipts including fee receipts and payments with vouchers and necessary documentary evidences. He also ensures that all payments are duly authorized. Asset registers are also checked and verified. E-stock reports, E-ledgers are brought under scanner too. Every year the books of accounts of the institute are audited by the Statutory Auditors also, who are nominated by the Higher Education Department of Government of West Bengal. Financial Statements are certified by them following that the same is placed before the government auditor. Audit of NSS account is also done in every financial year, by external agency. Audited utilizations are prepared for external funds also, e.g. RUSA, State government grant etc. As on date there is no adverse remark on the accounts of the institution. The college submits income tax return, GST returns etc. every year within the stipulated

time. TDS are duly deducted from the vendors/suppliers and certificates are generated. The College has completed 2018-19 and 2019-20 audits and the same will be sent to the government at the earliest. The entire system of auditing comes under the follow up of the Governing Body of the College.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Refer to the file	Nill	Nill
View File		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	External nominees of Governing Body	Yes	IQAC
Administrative	Yes	External nominees of Governing Body, Higher Education Department, Government. Of West Bengal,(FINANCE)	Yes	IQAC

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

• The Principal of the college invites parents to attend the induction programme of students at the beginning of the session right after the admission. • Parent- teachers meetings are held annually by respective departments to discuss the performance of their daughters in semesters. Any other problem related to class curriculum of the students is discussed at length and a solution is searched for collectively. The suggestions of guardians are very important for us. The attendance of students announced if asked for by guardians. • Parents are free to meet the principal regarding problems and prospects of their wards as many of the students are from poor families, college provides assistance to those in need, after meeting their parents. • Yoga and Meditation and Self-defense Classes have been introduced as certificate courses as part of skill enhancement programmes because of the support received from the parents. • Enthusiastic presence of the guardians in programmes like Annual Prize day makes these events more inclusive.

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

1. We had successfully organised a workshop on Staff development on 14/09/19 .. 2. The second staff development programme(Motivation programme) was held on 22/02/20,24/02/20 and 29/02/20 where we collaborated with Sarojini Naidu college for Women. 3.Apart from such programmes Principal convenes meetings with NTS and informs them about latest Government orders and suggests them ways

to maintain leave records , service books etc using MIS modules already in operation. She encourages them to acquire digital expertise to raise their efficiency.

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

• Regular Submission of data for AISHE portal. Last date of submission was on 12.03.2020 for 2019-2020. • Expansion of Academic Infrastructure and Curriculum Expansion (i) Construction of two Blocks for Academic and Extension Activities with Seminar/Conference Spaces, Extension of Museum and Archives Learning Resource Centre and Display Space, for vocational studies, distance learning and for new UG/PG courses. (ii) Introduction of one new BA (General) Course – Hindi to cater to the non-Bengali community surrounding our locality (iii) Introduction of innovative and original certificate Courses on Yoga and Meditation, Self-defense, Communicative English and Computer Literacy (iv) Augmentation of Rainwater Harvesting System, 2. Strengthened and Consolidated the Research Environment and Scientific Temper of the College by providing seed money for research and encouraging publications 3. Career Fairs organized by the Career Counseling Cell of the College have contributed to building and strengthening interaction and collaboration with industry and other organizations to enhance the probability of employment of the students. Career opportunity and employability enhancement skill training workshops have been organized.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
• Sensitization against Sexual harassment of women at Workplace	09/07/2019	09/07/2019	51	40
Women empowerment through Yoga	11/01/2020	11/01/2020	35	Nill
• Awareness	20/03/2020	20/03/2020	41	7

programme on Women safety at work in collaboration with Barrackpore Police Commissionerate				

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

Percentage of power requirement of the University met by the renewable energy sources
20 KWT using Non-Conventional energy(SOLAR PANEL- 40 of total consumption of conventional Energy), Replacement of conventional lights by LED appliances, Installation of Rainwater Harvesting System, Bird Nest, Chemical waste pit , Phyto-remedial mechanism, Waste Management System, Medicinal Plants.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	**Yes**	**1**
Any other similar facility	**Yes**	**1**

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
[View File](#)							

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

Title	Date of publication	Follow up(max 100 words)
Code of Conduct	**29/11/2019**	**HMMCW has a zero tolerance policy towards discrimination and violation of dignity of fellow students or other members of the HMMCW community on the basis of caste, religion, region, disability, gender, sexual orientation and race. The College is dedicated to ensure the safety and security of the students, as well as groom them with proper ethical and professional values. The Institute, with the help of the Nuns of Sri. Sarada Math has**

			tried to transmit ethical values to its students through talks and seminars. ICC seminars have been organized to uphold the value of gender justice.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
View File			

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

1. Tree Plantation every year 2. Littering prohibited to keep campus clean 3. Non-conventional energy used(solar panels) 4. Waste management – garbage recycled as manure 5. Use of dustbin

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices 2019-2020 A Title: College-community Linkage (combating natural catastrophes and Covid pandemic together) Goal: Hiralal Mazumdar Memorial College is a small yet vibrant college for Girls. We primarily aim to equip our students with quality education and prepare them to find emancipation in life economically socially and culturally as well. Along with regular course curriculum we emphasis on co-curricular and extension activities as well because we believe mere pursuance of academics and scoring high does not help in constructing a healthy mind among mankind. Whenever our behavior, attitudes and approaches towards others fall short of humility the entire effort of a most successful person turns out to be futile. The power of education must enable one to become selfless and generous. Unless we learn to stand by others in crisis or share our weal and woes the search for alternatives to life would never emerge. There is no doubt that tolerance, fellow feeling, love and respect toward others is the key to actual emancipation in life. There may not be enough good people around to ones belief but we can always be one. A community charged with positivity surely culminates a society worth loving and living. It is on this idea that we planned to help students connect with the community around them and also open the flood gates of exposure to reality. The clouds of prejudice and false consciousness we generally harbor begins to wither at least partially if not wholly once the regular interface with another world dissimilar to one's own begin. The agony and misery of others before our eyes convince us that God has been kind to gift us with so much more compared to so many deprived economically or medically. This also builds an all inclusive approach in young minds so engrossed to living for oneself and rolling in milk and honey. The formation of a Covid Cell last year was intended with similar mission. We wished to engage our students and staff to extend a hand of help towards the unprivileged who are doubly hit by consequences of calamities and catastrophes like dreadful cyclones and killing diseases like Covid 19. Some of our targets are as follows:-- i) To reach out aid to needy students hit by Covid 19 pandemic. To support them mentally and financially, and help them withstand their crisis and prevent them from being dropouts. ii) A part of the fund to be used to reach out to slum community located close to our college. We always try to help people living in the slum at Nibedita colony through social outreach cell and NSS volunteers to cultivate the spirit of we instead of I among our students. Our aim is to make our students realize that we must learn to live with others being sensitive to others problems along with

our own ones thereby generating a community fellow feeling towards others irrespective of their socio-economic stature. Practice: We were planning to form a covid cell following the pandemic. Once the IQAC and Governing Body approved the Covid cell came into existance. Thereafter Covid cell started implementing its decisions with effect from 2/6/2020. Covid cell decided to mobilize resources to provide financial assistance to the students and their families who were stuck by natural calamities. Accordingly fund generated through contribution from staff of college (teachers and Non teaching) is used to provide financial help to students unable to pay fees and pursue academics during ongoing Covid pandemic. Covid cell requested the Principal and IQAC to employ labour force from the neighboring slum communities to sanitize and clean our campuss during the ongoing pandemic this helped in sanitizing our college with the help of their labour and simultaneously generated income for the poor slum dwellers during this hardtime. The entire staff as well as students voluntarily came forward and contributed generously towards this mission. This enabled us to forge a link between the college and the community which emerged as an unique idea in its self. .ii)Our students volunteer to distribute Food stuff, clothes and other essentials to slum dwellers of Nivedita colony(the one we have pledged to look after and provide for their welfare) along with staff of our college whenever needed.Sanitizers and masks were distributed among the slum dwellers and nearby communities. iii)The students volunteer(NSS and others) distribute drawing books and crayons, school bags water bottles and other essentials that brighten up faces of little ones of Nivedita colony. The NSS volunteers regularly visit the colony to enquire about their well being. Accordingly they undertake cleanliness drives and other measures to keep them healthy. An eye check up camp was organized by NSS unit of the college in collaboration with Sushrut eye hospital to facilitate free eye check up opportunity to dwellers of the colony. Besides regular thalasemia tests drives are organized for staff and dwellers of the slum to keep a check on the growing malaise. iv. Pillows and other household amenities were distributed to victims of slum that was damaged due to devastating fire. Evidence: Covid cell formed through an all staff meeting with members of IQAC. Hence the plan chalked out and date of commencement recorded in proceedings of meetings. A fund created with contribution of teachers. External help was also sought .Smt Mitali Palodhi provided enormous help and another teacher from Sarojini Naidu College was a huge support. All evidences are preserved with college authority. A sum of Rs70,000(Rupees seventy thousand) contributed to Chief Ministers fund as well. All financial vouchers of financial contribution, students concession records and photographs of contribution made to slum at Nibedita colony is recorded and stored. B Title: Certification of Yoga and Self defense as a course Goal: College believes health is wealth. To promote health and habbit among students college has initiated YOGA and meditation classes for students and make them inclined to regular exercise of fitness to de stress themselves from regular challenges. It is also believed that proper Yoga Knowledge could equip and enable them to train future generations professionally. The cult of fitness could be passed on to generations helping community to live healthy. In addition Self defense course has also been initiated to equip students with technique to protect themselves in need.NCC cadets engage in regular activities and ensure the culture of discipline and order. Many such cadets also participate in self defense course. Both forms of exercise empower our students physically and mentally.But above all we aim to equip them with proper knowledge of yoga and self defense and help them evolve as skilled trainers in the respective domains.We are planning to find approval of our home university for transforming these courses to certificate courses to obtain wider acceptance. Practice: We have introduced Yoga for students since 2015 to enhance concentration and keep students healthy. But since February 2020 YOGA and Self defense has been adopted as skill enhancement courses as part of CBCS mode of study. This helps them both learn and acquire skill on the art. Since

both certificate courses students learn eagerly to take up the skill as future prospect of earning. Students enroll themselves in the beginning of the session to complete the course well on time. Evidence: Attendance of yoga and self defense classes recorded regularly. Students perform Yoga on different occasions in college videos and photos available. Demonstration of self defense mechanism is also recorded in photographs and videos.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://hmmcollege.ac.in/upload/aqar/Best_Practices_2019.pdf

7.3 – Institutional Distinctiveness

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

- Only Women's College stretching from Barrackpore to Baranagore in North 24 parganas • A friendly atmosphere with cooperative staff our students our priority. • We offer BA/BSc/and B.Com courses. There are as many as 18honours subjects and 8general courses. • We offer certificate courses in communicative English, computer literacy ,Yoga and Self defense • We made it a point to continue academic exercises even during lockdown through online teaching and learning uninterruptedly. Initiated LMS mode of learning. • We have a NSS unit in college • We have a NCC wing • We have free wi-fi facility for students • We have a complete automated library. Our library houses 16000approx books and journals. • We have academic resource bank where study materials are updated. • We have an archive with books of ancient period and written by authentic authors. • We have a career counseling cell as a forum to find placement for students training imparted to willing candidates • Our Accounts section is fully automated. • Our student system is automated and online. Any information is notified in website or texted in SMS. • We have a rich management information system with different modules operating to cater efficient service. • We have purified drinking water for students • We have a subsidized canteen for students and staff • We have a free diet Centre run by department of food and nutrition to provide health tips to impoverished and trailing students • We have a chemical disposal system for department of chemistry. • We have rain water storage system • We initiated garbage management system • We have vending machines in washrooms • We have installed solar panels or non conventional energy resource. • We have medicinal plant garden • We have kitchen garden • We have a health unit with a doctor visiting weekly • CCTV's mounted as safety measures • We have security staff to keep a vigil on any untoward incident • Two sports room with gym equipments. One used especially for Yoga • We have a cheap store-a stationary selling goods at subsidized rate. • We have a miniature Museum in college • We have a seminar room We have four ICT enabled classrooms • We have work station for students to go digital • We have an instrumentation room under the leadership of Botany department. • Educational and psychological counseling cell • We have constantly organized Webinars to keep academics alive during pandemic and lockdown and also initiated work from home. Nearly 14Webinars organized during 2019-20. • Students mentoring system to support weak students • A reprography section in the library • Seed money to encourage research among teachers • A social outreach cell catering to community beyond campus • We seek to promote welfare of the slum community housed in Nibedita colony near kali temple • Bandhan-a platform to connect with our past teachers and tap their resource when necessary • An adult literacy centre called new learners corner • Distance learning-NSOU

Provide the weblink of the institution

https://hmmcollege.ac.in/images/DISTINCTIVENESS%20.pdf

8.Future Plans of Actions for Next Academic Year

Plan of action2020-21 Academic: • Department of Political Science and IQAC shall Collaborate with Bengal Institute of Political Study and flag off a capsule course of three months on Constitutional Rights of Indian Citizens • Encourage research work among young teachers with seed money. • Enhancing Industry Academia Interface. • Engage in exchange of academic programmes with nearby colleges • We plan to introduce a unit of IGNOU to facilitate PG courses • Plan to introduce Travel and Tourism Management • Plan to have a soil testing laboratory • To start IGNOU learning centre in College • To organize international conference on women leadership • To continue the conduct of External Academic and Administrative Audit.To initiate digital mode of Audit of the same. • To organize seminar/workshop on IPR and Copyrights. • To plan more workshops on Gender Equity, Diversity and Inclusion. • Conduct of collaborative Seminars/Webinars • Procurement of Anti-Plagiarism software and impetus to promote more research. • To initiate College publications to encourage young scholars Extension: • Strengthening Extension Activities and Community Engagement Programmes, National Level NSS Workshop • To plan more Environment Awareness/Conservation programmes • Create a Butterfly Garden and revive birds nest that was damaged due to Cyclone Amphan in May2020 • Implementation of Utkarsha Bangla project • Create a Nature Club • We shall continue gender audit • We shall continue Green audit and shall give efforts towards eco-friendly practices. • To organize skill training programme for non-teaching staff • Strengthening the support for students for cultural and sports activities. • Improvement in the placement opportunities for students. Facility: • Installation of an additional Xerox and cyber centre to meet growing need of the students • Cultivation of mushroom by department of Botany • Initiation of Educational Counseling Cell • Initiate a Photography Club • Plan to have more ramps and arrange more amenities for differently able students • To arrange a cycle stand for students • To implement RFID library technology • Improvement in ICT enabled infrastructure. • Widening of the space of accounts to cope up with the increasing strength of students and staff need.