



Hiralal Mazumdar Memorial College For Women

DAKSHINESWAR • KOLKATA - 700 035

Re- Accredited by NAAC with B++ GRADE

E-MAIL : hmmcw35@gmail.com / WEBSITE : www.hmmcollege.ac.in

Ref.No.....

CODE of CONDUCT

Rules and Regulations



Date. 16/11/2021.

The Principal of the College is the captain meant to steer plans and projects of the Institution & propel all stake holders to club and elevate the said centre of learning at least to the local level.

Rules and regulations are cardinal principles on which the institution evolves. They are the maxims that help the organisation move towards its desirable goal.

The head of the institution welcomes the eager cooperation of students and their guardians for the strict maintenance of rules and regulation required to preserve absolute academic ambience within the campus.

1. As per university norm each student ought to attend at least 75% of total lectures delivered in subjects chosen by them.

Candidates attending less than 75% but not below 60% lectures delivered in each subject opted by her, is deemed to be non collegiate' and may be allowed to appear for University Exams on payment of requisite Non Collegiate fee.

But for students who fail to attend 60% of total classes shall not be allowed to appear for final exams.

Such students will not be considered under any condition save medical cases; Any other application shall not be accepted by the Principal.

2. List of percentage of attendance for students would be published twice in an academic year to keep them afoot of their status. Students have to pay must their fees within stipulated time as directed in notice board.

Phone No: (033) 2544-4520 / 2564-5148 / 2544-2632

2544-0932 (N.S.O.U.) Fax : 033-2544-4520

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Date. 16/11/2021.

3. It is mandatory for the students to carry their identity card/library card to enter into college and to borrow books from library.

4. Visitors other than parents and guardians are not allowed to meet the students without permission during college hours.

5. Students ought to appear for all unit tests conducted by respective departments.

The overall academic performance of students would be taken into consideration to qualify.

6. Students ought to return library books borrowed, before the process for form fill up begins at the end of an academic year. Students ought to maintain silence in the library while at work.

7. Students should attend both theoretical & practical classes; failing which they would have to report the reason of their absence to the department & thereafter to the Principal.

8. Students of Science Stream ought to help tidy the laboratory after their practical classes.

9. Students should be punctual and be present in class as soon as the bell goes.

10. The students shall refrain from any action that may disturb the smooth working of the college.

11. Students should regularly check notice boards for latest information before leaving campus in the evening.



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Ref.No.....

Date: 16/11/2021

12. Students should maintain cleanliness in the Campus. They should keep the Classrooms clean as well.

13. Food stuffs should not be littered in class rooms and Corridors.
Students should drop used and unwanted matters in Trash Bins.

14. Students must attend Yoga Classes as scheduled to them. Students should mandatorily attend Communicative English and Computer Literacy Classes.

15. Use of cell phone is strictly prohibited in the classroom and meeting Hall. Handsets may be confiscated, if found in active mode, while attending class. The confiscated Cell Phones may be retrieved only after an interface between Principal and Guardian.

16. Students should switch off lights and Fans used by them, before leaving the classes.

17. The college shall meet the guardians to apprise the performance and progression of their wards.

18. Students should be present in all College functions, seminars, sports and games.

19. Ragging/Teasing/Harassing/Abusing is strictly prohibited.

(English) 25.3.22

Sekhida 25.03.22

Dr. (Bengali) 25/10/22

AB (HLS) 25/10/2022
Datta (Socio) 25/10/2022
PBas (Comp) 25/10/2022

Pras (Music) 25/3/2022

Chatterjee 25/3/22
Anil (Tech) 25/3/2022

25/3/22
25/3/22
25/3/22

Dr. Soma Ghosh
Principal & Secretary
Principal & Secretary
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata - 700 035

16/11/2021

Arpita Das 25/03/22
25/03/22

Adhoni 25/3/2022 (chemistry dept)
BURSAR
HIRALAL MAZUMDAR MEMORIAL COLLEGE
FOR WOMEN
Dakshineswar, Kolkata - 700 035

Dr. Rupa Sen
IQAC Coordinator
Co-ordinator
Internal Quality Assurance Cell (IQAC)
Hiralal Mazumdar Memorial
College for Women
Dakshineswar, Kolkata - 700 035

NOTE: PLEASE SEE COLLEGE NOTICE BOARDS.
Sakha (Urdu) 25.03.2022
5. Ghosh (History) 25/3/22
Ananta Banerjee 16/11/2021
25/3/22
25/3/22



Hiralal Mazumdar Memorial College For Women

DAKSHINESWAR, KOLKATA - 700 035

Phone No. : 033 2564 5148/2544 2632

Email : hmmcw35gmail.com

Website : hmmcollege.ac.in

UNDERTAKING BY THE STUDENTS

1. Mr./Mrs./Miss. Ankita Das
d/o Mr./Mrs./Miss. Soumen Das
having been admitted to Psychology B.A honrs.
have read the content on Curbing the Menace of Ragging in Higher Educational Institutions,
(here in after called the "Regulation") carefully read and fully understood the provisions
contained in the said Regulation, as mentioned in the prospectus
2. I am aware as to what constitutes ragging.
3. I am fully aware of the penal and administrative action that is liable to be taken against me in
case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy
to promote ragging.
4. I hereby solemnly aver and under take that :
 - (a) I will not indulge in any behavior or act that maybe constituted as ragging.
 - (b) I will not participate in or abet or propagate through any act of commission or omission that
maybe constituted as ragging.
5. I hereby solemnly affirm that if found guilty of ragging, my ward is liable for punishment
without prejudice to any other criminal action that may be taken against me under any penal law
or any law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any
Institution in the country on account of being found guilty of, abetting or being part of a
conspiracy to promote, ragging and further affirm that, in case the declaration is found to be
untrue I am aware that the admission of my ward is liable to be cancelled.

Declared this day of month of year

Ankita Das
Signature of Student.

Name :



Hiralal Mazumdar Memorial College For Women

DAKSHINESWAR, KOLKATA - 700 035
Phone No. : 033 2564 5148/2544 2632
Email : hmmcw35gmail.com
Website : hmmcollege.ac.in

Student Name : Amkita Das

Sec / Subject : Psychology Year : 2018 Roll No. :

Notice

1. It is mandatory to check notice board regularly.
2. It is essential to check the college website regularly.
3. It is mandatory to remain present in the Campus during college hours.
4. Students ought to attend allotted classes.
5. It is mandatory for students to collect Registration Certificate within scheduled date and complete the process of form fill up for University examinations.
6. Students ought to complete all academic assignments within scheduled time frame as directed by the teachers of the college.
7. College belongs to us. Hence we should take care to switch off electrical appliances & facilities before leaving the rooms. Also we should not litter around in the classrooms
8. Students are prohibited to use mobile phones / headphones in class rooms and corridors.
9. All students ought to carry their identity card mandatorily.
10. Any change in the registered address / Phone Number of students must be apprised immediately to the office.
11. Laboratories and classrooms shall not be used without the prior permission of the teachers and Principal.
12. All students must visit the library as scheduled in the Academic time table and otherwise regularly.
13. Students are prohibited to loiter around in the campus unnecessarily.
14. Students are prohibited to twaddle behind closed doors without the knowledge of teachers concerned.
15. Students ought to pay college fees in due time regularly.
16. Students must submit medical certificates to substantiate their reasons for absence on medical grounds.
17. All students should necessarily participate in NSS & NCC activities & other events of the college.
18. All students must mandatorily attend yoga and meditation sessions as scheduled by college authority.
19. It is expected that all students would abide by traditional culture of the college and reflect the same through their behaviour, trends and tendencies.
20. Students shall abide by the rules / guidelines of anti-ragging cell of the college as printed in the college prospectus and displayed in the college / UGC website.

Dr. Soma Ghosh
(Principal)

Date : 2.7.18

Guardian Signature : Monika Das Student Signature : Amkita Das

Guardian Ph. No. : 9038645700 Student Ph. No. : 9009932304



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DAKSHINESWAR, KOLKATA - 700 035
Phone No. : 033 2564 5148/2544 2632
Email : hmmcw35gmail.com
Website : hmmcwcollege.ac.in

Student Name : Deepa Banerjee

Sec / Subject : Psychology (H) Year : 2018 Roll No. :

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Date : 6/4/18

Dr. Soma Ghosh
(Principal)

Guardian Signature : Smt. Mala Banerjee Student Signature : Deepa Banerjee

Guardian Ph. No. : 9434677388 Student Ph. No. : 8906330752

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UNDERTAKING BY THE PARENT / GUARDIAN

1. Mr./Mrs./Miss. Mala Banerjee
father/mother/guardian of Mr./Mrs./Miss. Deepa Banerjee
having been admitted to B.Sc. Psychology (H)
have received a copy of the prospectus wherein Anti-ragging contents have been mentioned related to Curbing the Menace of Ragging in Higher Educational Institutions, 2009 carefully read and fully understood the provisions contained in the said Regulation.
2. I am aware as to what constitutes ragging.
3. I am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and under take that :
 - (a) My ward will not indulge in any behavior or act that maybe constituted as ragging.
 - (b) My ward will not participate in or abet or propagate through any act of commission or omission that maybe constituted as ragging.
5. I hereby solemnly affirm that if found guilty of ragging, my ward is liable for punishment according to clause 8(4)(a) of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any Institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue I am aware that the admission of my ward is liable to be cancelled.

Declared this 3rd day of July month of 2018 year

Smt Mala Banerjee
Signature of Parent/Guardian.

Name : Mala Banerjee

Address : S.F. Road, A'san sol - 3

Mob No. : 9434677388



Hiralal Mazumdar Memorial College for Women

DAKSHINESWAR, KOLKATA - 700 035

Phone No. : 033 2564 5148 / 2544 2632

Email : hmmcw35@gmail.com

Website : hmmcollege.ac.in

Student Name : Jayita Choudhury

Sec / Subject : Bengali (H)

Year : 2019

Roll No. : 129

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20. Students shall abide by the rules / guidelines of anti-ragging cell of the college as printed in the college prospectus and displayed in the college / UGC Website.

Dr. Soma Ghosh

(Principal)

Date : 10.07.2019

Guardian Signature : Sikha Ran Choudhury Student Signature : Jayita Choudhury

Guardian Ph. No. : 9836352423 Students Ph. No. : 8017498202



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UNDERTAKING BY THE PARENT / GUARDIAN

1. Mr./ Mrs. / Miss. Jayita Choudhury
father / mother / guardian of Mr. / Mrs. / Miss. Jayanta Choudhury
having been admitted to Bengali Honours
have received a copy of the prospectus wherein Anti-ragging contents have been mentioned related to Curbing the Menace of Ragging in Higher Educational Institutions, 2009 carefully read and fully understood the provisions contained in the said Regulation.
2. I am aware as to what constitutes ragging.
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Declared this 10 day of 7 month of 2019 year

Signature of Parent Guardian

Name Sikta Rani Choudhury

Address : Maishorhati Nani Saha

Satorey, PO - Nimta, Kal-49

Mob No. 9836352423/967470



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DAKSHINESWAR, KOLKATA - 700 035
Phone No. : 033 2564 5148 / 2544 2632
Email : hmmcw35@gmail.com
Website : hmmcollege.ac.in

Student Name : Paroma Halder
Sec / Subject : Bengali (H) Year : 2019 Roll No. :

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Dr. Soma Ghosh
(Principal)

Date :

Guardian Signature : Kecishma Halder Student Signature : Paroma Halder

Guardian Ph. No. : 9051482557 Students Ph. No. : 9051482557



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UNDERTAKING BY THE PARENT / GUARDIAN

1. Mr./ Mrs. / Miss. Paroma Halder
father / mother / guardian of Mr. / Mrs. / Miss. Jaydeb Halder
having been admitted to
have received a copy of the prospectus wherein Anti-ragging contents have been mentioned related to Curbing the Menace of Ragging in Higher Educational Institutions, 2009 carefully read and fully understood the provisions contained in the said Regulation.
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I hereby declare that my ward has not been expelled or debarred from admission in any Institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue I am aware that the admission of my ward is liable to be cancelled.

Declared this 10 day of 7 month of 2019 year

Signature of Parent Guardian

Name : Paroma Halder

Address : Salap Dakshin pally

Mob No. 9051482557



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ছাত্রীর নাম : Samadrita Pramanick

বিভাগ / বিষয় : B.Sc. Psychology (Hons) বর্ষ : 1st year ক্রমিক সংখ্যা : SH 21-16

-ঃ নির্দেশিকা :-

- ১। প্রত্যেক দিন নোটিস বোর্ড দেখে নেওয়া আবশ্যিক।
- ২। নিয়মিত কলেজের ওয়েবসাইট (www.hmmcollege.ac.in) দেখা আবশ্যিক।
- ৩। পূর্ণ সময়ে কলেজের মধ্যে উপস্থিতি আবশ্যিক।
- ৪। গৃহীত ক্লাসগুলিতে উপস্থিত জরুরী।
- ৫। নির্দিষ্ট তারিখে নিবন্ধীকরণ শংসাপত্র (Registration Certificate) নেওয়া এবং বিশ্ববিদ্যালয়ের পরীক্ষার জন্য ফর্ম ভরা বাধ্যতামূলক।
- ৬। অধ্যাপক / অধ্যাপিকাগণের নির্দেশ অনুযায়ী নির্দিষ্ট সময়ের মধ্যে সকল পঠনপাঠন সংক্রান্ত কাজ করা আবশ্যিক।
- ৭। কলেজ সকলের। তাই প্রয়োজন ফুরিয়ে গেলে আলো, পাখা ও জলের কল অবশ্যই বন্ধ করতে হবে। শ্রেণী কক্ষ বা কলেজ প্রাঙ্গণে টিফিন খেয়ে ময়লা করা যাবে না, ময়লা ডাস্টবিনে ফেলতে হবে।
- ৮। শ্রেণী কক্ষে মোবাইল ফোন এবং হেডফোন ব্যবহার করা যাবেনা (বিশেষ অনুমতি ছাড়া)।
- ৯। কলেজের পরিচয়পত্র বহন করা বাধ্যতামূলক।
- ১০। ঠিকানা ও ফোন নম্বর পরিবর্তন হলে কলেজের অফিসে জানানো বাধ্যতামূলক।
- ১১। অধ্যাপকের সম্মতি ছাড়া ল্যাব বা শ্রেণী কক্ষে বসা যাবে না।
- ১২। ক্লাসের নির্ধারিত সময়ে এবং অবসর সময়ে গ্রন্থাগারে পঠন পাঠন আবশ্যিক।
- ১৩। কলেজ প্রাঙ্গণে অকারণ জটলা করা অবাঞ্ছনীয়।
- ১৪। অধ্যাপক / অধ্যাপিকার অনুপস্থিতিতে শ্রেণীকক্ষের ভিতরে দরজা বন্ধ করে গল্প করা নিষিদ্ধ।
- ১৫। সময়মত কলেজের বেতন দেওয়া বাধ্যতামূলক। অন্যথা লেট ফি দিতে হবে।
- ১৬। অসুস্থতার কারণে কলেজে অনুপস্থিত থাকলে ডাক্তারের শংসাপত্র সহ ছুটির দরখাস্ত করতে হবে।
- ১৭। কলেজে সকল সেমিনার বা অন্য অনুষ্ঠানে অংশগ্রহণ ও NCC / NSS এর সাথে যুক্ত থাকা বাধ্যতামূলক।
- ১৮। যোগ-ব্যায়াম ও মেডিটেশন (Meditation) ক্লাসে উপস্থিতি সকল ছাত্রীর জন্য বাধ্যতামূলক।
- ১৯। প্রতিটি ছাত্রী হীরালাল মজুমদার মেমোরিয়াল কলেজ ফর উইমেনস এর এতিহ্য অনুযায়ী আচরণ, পোশাক এবং সৌজন্য বিধি মেনে চলবে বলে প্রত্যাশিত।
- ২০। ছাত্রী ব্যাণিং বিরোধী নির্দেশিকা যা মহাবিদ্যালয়ের প্রসপেকটাস এবং ওয়েবসাইট বা ইউ.জি.সি ওয়েবসাইটের মাধ্যমে প্রচারিত হয়েছে, তা ষথায়থ ভাবে অনুসরণ করবে।

তারিখ : 09/10/2021

ডাঃ সোমা ঘোষ
(অধ্যক্ষ)

ছাত্রীর স্বাক্ষর : Samadrita Pramanick অভিভাবকের স্বাক্ষর : Subhankar Pramanick

অভিভাবকের ফোন নম্বর : 9051194395 ছাত্রীর নিজস্ব ফোন নম্বর : 7044314358

Hiralal Mazumdar Memorial College For Women

DAKSHINESWAR, KOLKATA - 700 035
Phone No. : 033 2564 5148 / 2544 2632
Email : hmmcw35gmail.com
Website : hmmccollege.ac.in

UNDERTAKING BY THE PARENT / GUARDIAN

Mr./ Mrs. / Miss. Subhankar Pramanick
father / mother / guardian of Mr. / Mrs. / Miss. Samadrita Pramanick
having been admitted to Hiralal Mazumdar Memorial College for Women

have received a copy of the prospectus wherein Anti-ragging contents have been mentioned related to Curbing the Menace of Ragging in Higher Educational Institutions, 2009 carefully read and fully understood the provisions contained in the said Regulation.

I am aware as to what constitutes ragging.

I am fully aware of the penal and administrative action that is liable to be taken against my ward in case found guilty of or abetting ragging, actively or passively, or being of a conspiracy she is to promote ragging.

I hereby solemnly undertake that :

(a) My ward will not indulge in any behavior or act that maybe constituted as ragging.

(b) My ward will not participate in or abet or propagate through any act of commission or omission that maybe constituted as ragging.

I hereby solemnly affirm that if found guilty of ragging, my ward is liable for punishment according to clause 8(4)(a) of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

I hereby declare that my ward has not been expelled or debarred from admission in any Institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue I am aware that the admission of my ward is liable to be cancelled.

Declared this 09 day of 10 month of 2021 year

Subhankar Pramanick
Signature of Parent Guardian

Name : Subhankar Pramanick

Address : Bisharpara, Kol-700 58

Mob No. 9051194395



Hiralal Mazumdar Memorial College for Women

DAKSHINESWAR, KOLKATA - 700 035
Phone No. : 033 2564 5148 / 2544 2632
Email : hmmcw35@gmail.com
Website : hmmcollege.ac.in

Student Name : SHRUTI CHAKROBORTY

Sec / Subject : SOCIOLOGY (H) Year : 2021 - 2022 Roll No. : AH21-6

NOTICE

1. It is mandatory to check notice board regularly.
2. It is essential to check the college website regularly.
3. It is mandatory to remain present in the Campus during college hours.
4. Students ought to attend allotted classes.
5. It is mandatory for students to collect Registration Certificate within scheduled date and complete the process of form fill up for University examinations.
6. Students ought to complete all academic assignments within scheduled time frame as directed by the teachers of the college.
7. College belongs to us. Hence we should take care to switch off electrical appliances & facilities before leaving the rooms. Also we should not litter around in the classrooms.
8. Students are prohibited to use mobile phones / headphones in class rooms and corridors.
9. All students ought to carry their identity card mandatorily.
10. Any change in the registered address / Phone Number of students must be apprised immediately to the office.
11. Laboratories and classrooms shall not be used without the prior permission of the teachers and Principal.
12. All students must visit the library as scheduled in the Academic time table and otherwise regularly.
13. Students are prohibited to loiter around in the campus unnecessarily.
14. Students are prohibited to twaddle behind closed doors without the knowledge of teachers concerned.
15. Students ought to pay college fees in due time regularly.
16. Students must submit medical certificates to substantiate their reasons for absence on medical grounds.
17. All students should necessarily participate in NSS & NCC activities & other events of the college.
18. All students must mandatorily attend yoga and meditation sessions as scheduled by college authority.
19. It is expected that all students would abide by traditional culture of the college and reflect the same through their behaviour, trends and tendencies.
20. Students shall abide by the rules / guidelines of anti-ragging cell of the college as printed in the college prospectus and displayed in the college / UGC Website.

Dr. Soma Ghosh
(Principal)

Date : 19/10/2021

Guardian Signature : KESTO CHAKROBORTY Student Signature : SHRUTI CHAKROBOR

Guardian Ph. No. : 6291623703 Students Ph. No. : 9330982252

Women



Hiralal Mazumdar Memorial College for Women

DAKSHINESWAR, KOLKATA - 700 035

Phone No. : 033 2564 5148 / 2544 2632

Email : hmmcw35gmail.com

Website : hmmcw.ac.in

UNDERTAKING BY THE PARENT / GUARDIAN

Mr./ Mrs. / Miss. SHRUTI CHAKRABORTY
 father / mother / guardian of Mr. / Mrs. / Miss. KESTO CHAKRABORTY
 having been admitted to HIRALAL MEMORIAL COLLEGE FOR WOMEN
 have received a copy of the prospectus wherein Anti-ragging contents have been mentioned SOCIOLOGY (HON)
 related to Curbing the Menace of Ragging in Higher Educational Institutions, 2009 carefully
 read and fully understood the provisions contained in the said Regulation.

- I am aware as to what constitutes ragging.
- I am fully aware of the penal and administrative action that is liable to be taken against my ward in case found guilty of or abetting ragging, actively or passively, or being of a conspiracy she is to promote ragging.
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- I hereby declare that my ward has not been expelled or debarred from admission in any Institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue I am aware that the admission of my ward is liable to be cancelled.

Declared this 09 day of 10 month of 2021 year

Signature of Parent Guardian

Name : KESTO CHAKRABORTY

Address : 44, K.N GHOSHAL ROAD
KOL - 7000

Mob No. 9330982252