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**HIRALAL MAZUMDAR MEMORIAL  
COLLEGE FOR WOMEN  
DAKSHINESHWAR KOLKATA-700 035**

Email ID – [hmmcw35@gmail.com](mailto:hmmcw35@gmail.com)

Website: [www.hmmcollege.ac.in](http://www.hmmcollege.ac.in)

**DETAILS OF RESOLUTIONS**

**TAKEN IN**

**REGULAR MEETINGS OF IQAC**

**(Session: 2021- 2022)**



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**Proceedings of the IQAC Meeting on 15/07/21**

At the onset, the proceedings of the last meeting of the IQAC have been read and confirmed.

**Resolution Number 1:**

The teachers apprised the house regarding overall academic progress of Semester VI, IV and II. Most of the departments reported that their all semester (II, IV and VI) syllabus was complete. Resolved that few departments,, who are yet to complete their syllabus, were directed to do so, by 21<sup>st</sup> July 2021. Remedial classes be arranged for training students.

**Resolution Number 2:**

Reported that University exam for semester II, IV and VI are likely to begin from August 2021. Accordingly teachers have been requested to cooperate and help the institution to conduct the process smoothly. Dr Prodip Das shall coordinate the examination process with the help of teachers and exam cell of the college

**Resolution Number 3:**

Resolved that AQAR of 2019-20 shall be submitted by the end of July. The AQAR preparation is underway and is expected to be complete soon. The AQAR preparation of 2020-21 would be taken up under the leadership of Shri Pradipta Mukherjee and he is expected to submit the same by October 2021. Thereafter the SSR would be prepared.

**Resolution Number 4:**

Resolved that feedback of 2019-20 and 2020-21 be collected from all stake holders like students, teachers, and Alumni as inputs for AQAR. The analysis of the same be uploaded in the website.

**Resolution Number 5:**

Resolved that a proposal be placed in Finance subcommittee for at least Rupees 5 lacs to meet expenses for preparing for NAAC in 2022. Also all teachers have been requested to cooperate in the process for the said preparation





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**Resolution Number 6:**

Resolved that process of CAS for promotion of teachers from stage II to III and III to IV be completed at the earliest; accordingly the following incumbents have been requested to submit their documents to IQAC Coordinator.

**Names of the Teachers:**

i. Dr. Madhushri Das, ii. Shri Pradipta Mukherjee, iii. Sujata Mukhopadhyay, iv. Dr. Prodip Das, v. Koyal Sengupta, vi. Dr. Dilip Panda.

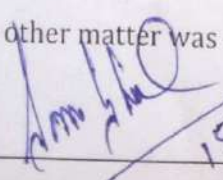
**Resolution Number 7:**

Resolved that Self Appraisal books be duly filled and submitted to IQAC by 15<sup>th</sup> August 2021 both by teaching and non teaching staff; to facilitate external audit by the help of Dr. Dravid Ahmed (Associate Professor, Dept. of Urdu, Maulana Azad College), Dr. Madhumita Sen (Governing Body) and Dr. Amrita Dutta (Principal, Netaji Nagar College)

**Resolution Number 8 Miscellaneous:**

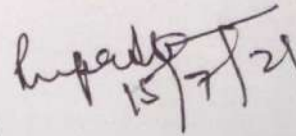
- Resolved that proposal for collaboration with P. N. Das College for different Academic Programmes, Co-Curricular Activities, Extra Curricular Activities, Staff Development Programmes, etc. has been approved.
- Resolved that proposal for collaboration with New Alipore College for different Academic Programmes, Co-Curricular Activities, Extra Curricular Activities, Staff Development Programmes, etc. has been approved.

As no other matter was raised the meeting ended with vote of thanks to the chair.

  
15/08/2021  
Dr. Soma Ghosh  
Principal & Secretary

Principal & Secretary  
Hiralal Mazumdar Memorial College  
For Women  
Dakshineswar, Kolkata - 700 035

Sd/-  
Dr. Rupa Sen  
Coordinator, IQAC

  
15/7/21

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External Quality Assurance Cell (IQAC)  
Hiralal Mazumdar Memorial  
College for Women  
Dakshineswar, Kolkata - 700 035

M. B.





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Date: 23.07.2021

**NOTICE**

This is notified for information that an online meeting of Internal Quality Assurance Cell (IQAC) of the college will be held on 31.07.2021 at 07:00 PM.

All the following members are requested to remain present in the said meeting.

**AGENDA**

1. To discuss regarding Quality Assessment and Achievements of 2019 - 2020, 2020 - 2021.
2. To discuss regarding Plan of Actions for 2021 - 2022.
3. To discuss regarding submission of Self - appraisal of Teaching and Non-Teaching Staff for the session 2019 - 2020 and 2020 - 2021.
4. To discuss regarding academic audit for the sessions 2019-2020, 2020 - 2021
5. To discuss regarding performance audit of NTS for the sessions 2019 - 2020, 2020 - 2021.
6. To discuss regarding different collaboration and inter - disciplinary activities of the college.
7. To discuss regarding AQAR -of 2019 - 2020.
8. To discuss regarding Students' results and achievements in the session 2019 - 2020 and 2020 - 2021.
9. To discuss regarding placement of reports of different non-statutory committees of the college.
10. To apprise the members regarding different co-curricular and extra-curricular activities of different departments.
11. Miscellaneous.

**Internal Quality Assurance Cell (IQAC)**

- |                                   |  |
|-----------------------------------|--|
| 1. Principal & Secretary          | :Dr. Soma Ghosh                        |
| 2. IQAC Coordinator & Convenor    | :Dr. Rupa Sen <i>RN</i>                |
| 3. Joint Convener IQAC            | :Dr. Indrajit Biswas - <i>Indrajit</i> |
| 4. External Expert                | : Dr. Amrita Dutta                     |
| 5. External Expert                | :Shri Dhiman Mukherjee                 |
| 6. External Expert                | : Dr. Dravid Ahmed                     |
| 7. Govt. Nominee (GB)             | :Prof. Chaitali Bhattacharya           |
| 8. Govt. Nominee (GB)             | : Dr. Madhumita Sen                    |
| 9. Secretary, Teachers' Council   | : Dr. Prodip Das                       |
| 10. Bursar                        | :Dr. Lipika Mullick                    |
| 11. Teachers' Representative (GB) | :Dr. Madhushri Das                     |
| 12. Teachers' Representative (GB) | :Shri Pradipta Mukherjee               |
| 13. Teachers' Representative      | :Shri Dibakanta Jha <i>Dibakanta</i>   |
| 14. Teachers' Representative      | :Dr. Sujata Mukhopadhyay <i>Sujata</i> |
| 15. Teachers' Representative      | :Shri Mriganka Narayan Das             |





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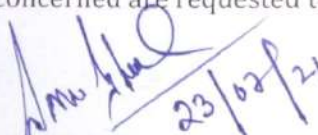
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- |  |                            |
|--|----------------------------|
| 16. Teachers Representative                        | :Dr. Dilip Panda           |
| 17. Teachers' Representative                       | :Dr. Partha Pratim Pradhan |
| 18. Teachers' Representative & Science Coordinator | :Dr. Amrita Banerjee       |
| 19. Non-Teaching Representative (GB) Accountant    | :Shri Prosenjit Das        |

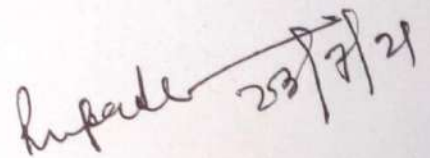
Shri Pradipta Mukherjee, NAAC Coordinator is invited to attend the meeting.

All concerned are requested to note and act accordingly.

  
23/02/21

Dr. Soma Ghosh  
Principal & Secretary

Principal & Secretary  
Hiralal Mazumdar Memorial College  
For Women  
Dakshineswar, Kolkata - 700 035

  
23/02/21

Co-ordinator  
Internal Quality Assurance Cell (IQAC)  
Hiralal Mazumdar Memorial  
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Dakshineswar, Kolkata - 700 035



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Proceedings of the IQAC Meeting on 31/07/21

At the outset the resolutions of the last meeting held on 15/07/21 were read and confirmed by the house.

**Resolution 1:**

The quality assessment and achievements of 2019-20 and 2020-21 were discussed at length and appreciated and applauded by external members present in the meeting. The achievements of 2019-20 has already been noted in AQAR of the session and uploaded in the website. The ones of 2020-21 shall be projected in the AQAR of the session too.

**Resolution 2:**

Principal apprise the members about the plan of actions of the college initiated by IQAC during last academic year. The said activities include SDP, FDP, Collaborative Seminars / Webinars, Special lectures, various collaborative activities, Career Counselling Initiatives, MOU with other colleges and institutions like Sarojini Naidu College For Women, BIPS, IBRF, etc., Self Appraisal and academic audit, Submission of AQAR 2019 - 2020, Alumnae Meet, Feedback System, Software and Website upgradation, Maintaining Teacher Student Ratio, Engagement of New Teachers, New ICT Set Up and use, Mentoring system for the student, Student / Teacher / Staff Psychological counseling during Covid, Academic activity of the faculties, Academic award to the teachers, Continuous Development Programmes, LMS, Student Recruitment Support System, ICC, Antiragging Mechanism, e-governance, etc. Besides these student body of the college has done many relevant programmes.

Future Plan of actions approved by the IQAC include the following:





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- To collaborate with BIPS to start capsule course for three months for the empowerment of the students.
- To allocate seed money to young teachers of the college.
- To introduce certificate courses on travel and tourism.
- To organise seminar / webinar regularly on contemporary issues.
- To make arrangements for audit and gender audit on regular basis.
- To set up additional xerox and computer centre in the college.
- To set up a cycle stand for the students of the college.

**Resolution 3:**

Resolved that Self Appraisals of teaching and non teaching staff, for the session 2019-20 were appraised and those of 2020 - 2021 and 2020-21, be submitted within august 15<sup>th</sup> to IQAC Coordinator.

**Resolution 4:**

Resolved that academic and administrative audit, be conducted externally to check quality and standard of work done in College. A letter be sent to WBSU for the said process.

**Resolution 5.**

Resolved that performance audit of non teaching staff for 2020 - 2021 also be conducted.

**Resolution 6:**

Resolved that college would engage in more collaborative activities, with other institutions academic and corporate in 2021 - 2022 like International Benevolent Research Foundation



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(IBRF) to open new opportunities for students. Draft of the MOU with IBRF has been approved.

**Resolution 7:**

The different criterion of AQAR was briefed before the house and inputs invited. This was to inform all members about the inputs and also seek their approval for placing the same before the Governing Body slated on 31<sup>st</sup> August 2021.

**Resolution 8:** The members were reported that result of students 2019-20 was satisfactory with 80% pass percentage. It is expected that students would do equally well in 2020-21.

**Resolution 9:**

The members were informed about reports submitted by different non statutory committees.

**Resolution 10:** The members were informed about NSS and other extension activities carried out by college. Mention was made of fund created by teachers to help needy students continue their studies; Rupees 70,000 collected and submitted to Chief Ministers fund; how we are trying to connect with community to develop fellow feeling among students in a selfish world; nurturing Bandhan to bridge between the past and present members of the college etc

**Resolution 11 Miscellaneous:**





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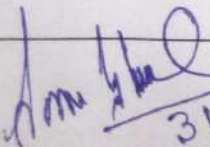
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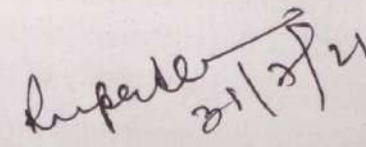
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- a) Resolved that the statement of expenses out of RUSA 2.0 Fund of Rupees One Crore and Fifty Lac only is approved and appreciated.
- b) Resolved that feedback of 2020-21 be collected from all stake holders of the college
- c) Resolved that Green audit be conducted as before.
- d) Resolved that faculty development program be organized especially on online teaching techniques. Dr. Madhushree Das be given the responsibility to coordinate in this regard.
- e) Resolved to organize staff development program to upgrade computer skill of NTS;
- f) Resolved to purchase few more laptops with remaining fund obtained from RUSA as an aid to prepare for upcoming NAAC
- g) To complete process of CAS for the following teachers whose promotion stands due.  
i. Dr. Madhushree Das, ii. Shri Pradipta Mukherjee, iii. Sujata Mukhopadhyay, iv. Dr. Prodip Das, v. Koyel Sengupta, vi. Dr. Dilip Panda.
- h) To construct Ramp in all buildings and a washroom for differently abled students and visitors to the maximum possible extent.
- i) IQAC recommends to conduct a Staff Development Programme in collaboration with P. N. DAS College and New Alipore College on Preparation of NAAC and orientation on NAAC Guidelines.
- j) IQAC expresses its gratitude to Dr. Prof. Jaydeep Sarangi, Principal of New Alipore College for delivering a talk in the department of English and for inaugurating the Add-on course initiated by the Department of English in the college on 29.07.2021.
- k) IQAC expresses its gratitude to Dr. Prof. Sharmila De, Principal of P. N. Das College, Palta for inaugurating the Competitive Examination Guidance Cell initiated by the departments of Physics, Economics and Mathematics of both the colleges on 29.07.2021.

As no other matter was raised the meeting ended with vote of thanks to the chair.

  
31/07/2021  
Dr. Soma Ghosh  
Principal & Secretary

Principal & Secretary  
Hiralal Mazumdar Memorial College  
For Women  
Dakshineswar, Kolkata - 700 035

  
21/7/21  
Sd/-  
Dr. Rupa Sen  
Coordinator, IQAC

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M. B.





# Hiralal Mazumdar Memorial College For Women

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Ref.No.....  
Date: 16.02.2022

Date.....

## NOTICE

This is notified for information for all concerned that a meeting of the IQAC will be held on 24.02.2022 at 12:30 PM in the meeting hall of the college to discuss the following agenda. All the following members are requested to remain present in the said meeting.

### Agenda

1. To read and confirm the proceedings of the previous meeting.
2. To discuss regarding the submission of AQAR and matters related to it.
3. To discuss regarding submission of reports of different events and matters related to it.
4. To discuss regarding the matters related to the Alumni.
5. To discuss regarding the commencement of classes and related issues.
6. To discuss regarding the matter of celebration of Women's day.
7. To discuss regarding the matter of celebration of Science day.
8. To discuss regarding the matter related to the submission of documents for forthcoming NAAC and matters related to it.
9. To discuss regarding the matter of development of e-content.
10. To discuss regarding the matter related to the introduction of coaching centre for competitive examination.
11. To discuss regarding the matter related to the collaboration with Raiganj University.
12. To discuss regarding the matters related to the Interaction and collaboration of Food and nutrition Department.
13. Miscellaneous.

### IQAC (Internal Quality Assurance Cell)

Sl. No.	Designation	Name	Signature
1.	Principal & Secretary	Dr. Soma Ghosh	
2.	IQAC Coordinator	Dr. Rupa Sen	<i>Ra</i>
3.	Person interested in the wellbeing of the College - Community Delegate	Mr. Dhiman Mukherjee	
4.	Principal, Netaji Nagar College	Dr. Amrita Datta	
5.	Associate Professor, GGGD College, Ekbalpur and GB Member	Dr. Madhumita Sen	
6.	Associate Professor, Mrinalini Datta Mahavidyapith College, Birati and GB	Prof. Goutam Das	





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Member		Date.....
7. Associate Professor, Moulana Azad College	Dr. Dabir Ahmed	
8. Convener, Covid Cell and TR	Mr. Dibakanta Jha	<i>[Signature]</i>
9. Bursar and GB Member	Dr. Lipika Mullick	
10. Convener, Covid Cell and TR	Dr. Sonali Mukherjee	
11. RTI Appellate Authority	Dr. Debasree Ghosh Biswas	
12. Teaching Member	Dr. Madhushri Das	
13. NAAC Coordinator and GB Member	Dr. Pradipta Mukherjee	
14. Nodal Officer, Students' Credit Card, Science Coordinator and TR	Dr. Indrajit Biswas	
15. NSS Programme Officer and TR	Dr. Sujata Mukhopadhyay	<i>[Signature]</i>
16. Nodal Officer, NIRF	Dr. Dilip Panda	<i>[Signature]</i>
17. Teachers' Council Secretary	Dr. Prodip Das	
18. Nodal Officer, AISHE and Nodal Officer, Non-Conventional Energy and GB Member	Dr. Partha Pratim Pradhan	
19. Nodal Officer, Uchchashiksha Portal and TR Representative	Mr. Mrigyanka Narayan Das	
20. Science Coordinator and TR	Dr. Amrita Banerjee	
21. SPIO	Mr. Hasanuzzaman Biswas	
22. ANO, NCC	Smt. Sandhya Saren	
23. Accountant and Non-Teaching Member (GB)	Shri Prosenjit Das	
24. Non-Teaching Member	Mr. Moley Banerjee	
25. Non-Teaching Member	Mr. Amit Kumar Mondal	
26. Non-Teaching Member	Shri. Joydeb Bhattacharya	

All concerned are requested to note and act accordingly.

*[Signature]*  
16/02/2022

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

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*[Signature]*  
16/2/22  
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Ref.No.....

Date 24.02.2022

## Proceedings of the Meeting of IQAC held on 24.02.2022 at the college

### Resolution Number 01:

The Proceedings of the last meeting were read and confirmed unanimously by the members present in the meeting.

### Resolution Number 02:

The AQAR for 2020 - 2021 is nearly complete except few templates and corresponding data to be updated. The IQAC team hopes to submit the said AQAR by 31<sup>st</sup> March, 2022.

### Resolution Number 03:

Principal enquired about different events organized by all departments of the college. Later she requested the senior most teachers of all departments to submit the list of events conducted in their respective departments along with supporting documents and also prepare the list of events for the session 2021 - 2022.

### Resolution Number 04:

Dr. Soma Ghosh, the Principal & Secretary of the college reported that the Alumna Association of the college need to be formed and registered consequently. Smt. Parna Mondal, faculty member in the department of Bengali and alumni, has been requested to the needful in this regard under the supervision of Smt. Ranjana Banerjee, faculty member in the dept. of History and alumni. They are also requested to submit names of all members of the existing informal association along with their contribution in favor of the college. Further it was decided that subscription fee to be decided by the members and they will engage themselves in different development works. Also a room / space is required to be allotted for them to help them continue their work.

### Resolution Number 05:

Resolved that classes of Semester IV and VI shall resume from 18<sup>th</sup> February, 2022 and classes of Semester I shall commence from 1<sup>st</sup> April, 2022 after their examinations were over.

### Resolution Number 06:

Resolved that the Women's Day would be celebrated for three days by organizing lectures by guest speakers and students which will commence on and from 8<sup>th</sup> March, 2022.





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## **Resolution Number 7:**

Resolved that the Science Day Celebration would be organized under the leadership of Dr. Amrita Banerjee and Dr. Indrajit Biswas through blended mode on 3<sup>rd</sup> March, 2022 and 4<sup>th</sup> March, 2022. Dr. Gautam Das, University Nominee, Proposed that Science celebration could be used to generate awareness about science among schools in the local area. He further suggested that Dr. Amrita Banerjee formally invite all schools for their active participation.

## **Resolution Number 8:**

Resolved that the teachers may begin assimilating and filing up all documents related to impending NAAC.

## **Resolution Number 9:**

Resolved that teachers may take initiative in developing e-contents, the submission of which could add our scores for NAAC. Proposal for teacher exchange programs were placed. She also added that student exchange program could be implemented through online platforms. In this context the report on Staff Development Prog. in collaboration with P. N. Das College and New Alipore College is apprised, as it has helped to generate awareness regarding NAAC modalities among NTS of three colleges and presence of JDPI, Dr. T. K. Ghora, State Nodal Officer, NAAC, Govt. of West Bengal proved to be fruitful.

## **Resolution Number 10:**

Dr. Pradipta Mukherjee, Assistant Professor in the Dept. of Political Science has been requested to take initiative regarding our prior plan of offering coaching centre for competitive examinations to facilitate students' absorption in the job market. Also suggested that communications be made with RICE for their assistance in the field. Proposal for training on GST and Income Tax for the students are tabled which are consequently appreciated by the house. Also suggested that our collaboration with IIT be renewed and for advanced computer training WEBEL be contacted and necessary software be purchased for income generation.

## **Resolution Number 11:**

Dr. Amrita Banerjee mentioned about the series of collaborations being executed for academic pursuance and to offer greater exposure to the students. The Principal of the college shared her plan to engage collaboration with Raigunj University, Dakshin Dinajpur University, Government Girls' General Degree College, Netaji Nagar College to validate





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certification of three months course on Constitutional Rights and Duties of Indian Citizens by department of Political Science of our college.

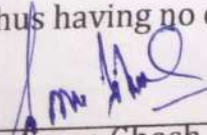
### Resolution Number 12:

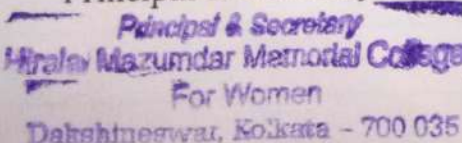
Principal informed the house about proposed collaboration with Putland University (Africa) and Department of Food & Nutrition of our college, to which it was resolved that detailed information about the university be derived before taking any final decision. A letter of intimation be submitted to our affiliating University (WBSU) and Higher Education Department, Govt. of West Bengal.

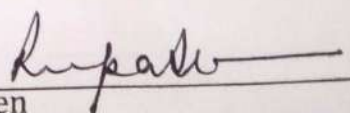
### Resolution Number 13 Miscellaneous:

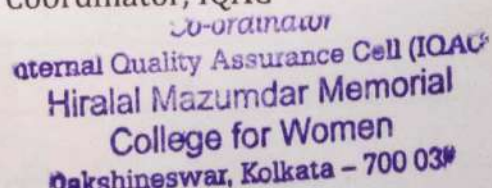
- Resolved that Prof. TusharGhora, be invited by the Principal of the college to deliver a lecture on PAC on 2<sup>nd</sup> April, 2022. Also Dr. nagnathDharmadhikari from Pune was invited to deliver lecture on NAAC preparation on 10<sup>th</sup> April, 2022.
- Dr. TanmayChopudhury of MrinaliniDutta College may be communicated about our desire to go for collaboration in NCC programs and activities.
- Resolved that all subject affiliations be renewed.
- Resolved that the Health Unit of the college will commence from today i.e. 24.02.2022.

Thus having no other agenda to discuss, the meeting ended with vote of thanks to the chair.

  
Dr. Soma Ghosh  
Principal & Secretary

  
Principal & Secretary  
Hiralal Mazumdar Memorial College  
For Women  
Dakshineswar, Kolkata - 700 035

  
Dr. Rupa Sen  
Coordinator, IQAC

  
Internal Quality Assurance Cell (IQAC)  
Hiralal Mazumdar Memorial  
College for Women  
Dakshineswar, Kolkata - 700 035





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Date: 14.03.2022

NOTICE

Heads of all departments are requested to meet the undersigned in the scheduled meeting on 15.03.2022 at 03:00 PM in the Staff Room with all available departmental documents regarding submission of AQAR 2020 - 2021 latest by 25.03.2022.

All concerned are requested to note and act accordingly.

*Rupa Sen*  
14/3/22  
By order  
Dr. Rupa Sen  
IQAC Coordinator  
*Co-ordinator*

Internal Quality Assurance Cell (IQAC)  
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College for Women  
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Ref.No.....

Date... 15.03.2022

## Proceedings of the Meeting of IQAC held on 15.03.2022 at the college

### Resolution Number 01:

The Proceedings of the last meeting were read and confirmed unanimously by the members present in the meeting.

### Resolution Number 02:

Resolved that remedial classes be organized for bridging trailing students who failed to attend online classes as either they had no android phone at their disposal or had no connectivity. Teachers have unanimously supported the plan and suggested that classes be arranged beyond regular routines set according to time table of the departments. Academically sound and rich faculty members may be hired from other institutions for taking classes; besides seminars, tutorials be organized to upgrade & pull up the students who have got disconnected or lost interest in studies. This is a mission on our part to care for the weaker ones to enable them to pick themselves up from distress and agony following cyclones like 'Amphan' or Covid 19 pandemic.

Accordingly, the Principal suggested that we must work together in this direction to contribute to our society. An application letter has already been sent to Joint Director of Public Instruction, Education Directorate, Govt. of West Bengal, praying for a Govt. Grant to execute the said plan.

### Resolution Number 03:

The AQAR of 2020 - 2021 need to be uploaded by 31.03.2022. Dr. Soma Ghosh, the Principal of the college has suggested and allocated members with assignments of submitting certain important documents and links to be attached for the online AQAR submission.

The duties allocated are as follows:

1. Academic Calendar: Dr. Arpita Mukherjee
2. Time Table of all departments for the session 2020 - 2021: Smt. Swati Ghatak
3. Yes Teacher: Dr. Sonali Mukherjee (Link)
4. E-module: Smt. Aatreyee Bhattacharya, Smt. Puja Das (LMS)
5. Online Class Record: Dr. Soma Ghosh
6. Academic Monitor: Dr. Pradipta Mukherjee
7. Extension Lecture: DR. Soma Ghosh and Dr. RupaSen





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Ref.No.....

Date.....

8. Academic Resource Bank: Content and date of Uploading
  9. Seminar and Webinars: Dr. Soma Ghosh and Dr. RupaSen
  10. Anti Ragging Cell: Shri Dibakanta Jha (Scan and Send)
  11. Grievance Redressal Cell: Dr. RupaSen
  12. ICC: Dr. RupaSen
  13. NaariSamsad: Dr. RupaSen
  14. Social Outreach and NSS: Dr. Sujata Mukhopadhyay
  15. Sustainable Development: Dr. Indrajit Biswas
  16. Different competitions: Smt. Debdutta ganguly and Smt. Debi Bhattacharya (Videos and Posters)
  17. NPTEL / OPAC: Smt. Koyel Sengupta (Library link, Website Link)
- Students' Seminars Report: Dr. Pradipta Mukherjee
18. Reports in respect to the Tutorials and Class Tests and Projects through Google Form: Dr. Pradipta Mukherjee
  19. Question Bank: Dr. Debasree Ghosh Biswas and Dr. Pradipta Mukherjee
  20. Institutional Calendar: Dr. Lipika Mullick
  21. Mentoring: Dr. Sonali Mukherjee and Smt. Debi Bhattacharya
  22. Laboratory infrastructure: Dr. Indrajit Biswas
  23. Library: Dr. Sreyasi Ghosh
  24. Museum: Dr. Madhumita Mondal

All works to be completed within 19.03.2022

**Resolution Number 04:**

Resolved that Prof. Tushar Ghara, Joint DPI, Higher Education Department, Govt. of West Bengal, is invited to our college for FDP on 2<sup>nd</sup> April, 2022

**Resolution Number 05:**

Resolved that CAS of Dr. Partha Pratim Pradhan, Assistant Professor in the Dept. of Physics from Stage: II to Stage: III is slated on 26.03.2022. Also Shri Asis Ghosh, Joint DPI, shall endorse the CAS Documents .of Dr. Dilip Panda (Stage: II to Stage: III) on the same day.

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Date.....

Ref.No.....

## Resolution Number 06:

Members informed that we have applied for a grant from Government to organize a workshop on children and women trafficking on 14.03.2022 vide letter reference number: 3467/HMMCW/Joint - DPI/ 2021 - 2022 dated 12.03.2022

Thus having no other agenda to discuss, the meeting ended with vote of thanks to the chair.

*[Handwritten Signature]*  
15/03/2022

*[Handwritten Signature]* 15/3/22

Dr. Soma Ghosh  
Principal & Secretary

*Principal & Secretary*  
Hiralal Mazumdar Memorial College  
For Women  
Dakshineswar, Kolkata - 700 035

Dr. Rupa Sen  
Coordinator, IQAC

*Coordinator*  
Internal Quality Assurance Cell (IQAC)  
Hiralal Mazumdar Memorial  
College for Women  
Dakshineswar, Kolkata - 700 035





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Date: 04.04.2022

**NOTICE**

With reference to the previous relevant notice dated 02.04.2022, this is notified for information that the meeting scheduled on 06.04.2022 has been cancelled and all the following staff are requested to attend the scheduled meeting on 09.04.2022 at 01:00 PM in the Staff Room to discuss the matters related to the forthcoming NAAC and PAC accreditation of the College.

**Agenda**

1. To discuss regarding forthcoming NAAC and PAC accreditation of the College.
2. To discuss regarding the matter of formation of CAS Committee for the promotions / service benefits of the staff of the college.
3. To discuss regarding the matter of submission of necessary documents for CAS of Dr. Pradipta Mukherjee, Assistant Professor in the Dept. of Political Science and Dr. Dilip Panda, Assistant Professor in the Dept. of Sanskrit.
4. To discuss regarding the matters related to the Academic Audit of the college for the session 2020 - 2021 and 2021 - 2022.
5. To discuss regarding the matters related to the updation of data in AISHE and NIRF.
6. To discuss regarding matters related to the different subcommittees of the college.
7. To discuss regarding the matters related to Hindi (General) Course in the college.
8. To discuss regarding the matters related to the appointment of Coordinators for the Social Science and Humanities Departments of the college.
9. Miscellaneous.

The following staff are requested to remain present in the said meeting.

**A. IQAC (Internal Quality Assurance Cell)**

<b><u>Sl. No.</u></b>	<b><u>Designation</u></b>	<b><u>Name</u></b>
1.	Principal & Secretary	Dr. Soma Ghosh
2.	IQAC Coordinator	Dr. Rupa Sen
3.	Person interested in the wellbeing	Mr. Dhiman Mukherjee





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	of the College - Community Delegate	
4.	Principal, Netaji Nagar College	Dr. Amrita Datta
5.	Associate Professor, GGGD College, Ekbalpur and GB Member	Dr. Madhumita Sen
6.	Associate Professor, Mrinalini Datta Mahavidyapith College, Birati and GB Member	Prof. Goutam Das
7.	Associate Professor, Moulana Azad College	Dr. Dabir Ahmed
8.	Convener, Covid Cell and TR	Mr. Dibakanta Jha
9.	Bursar and GB Member	Dr. Lipika Mullick
10.	Convener, Covid Cell and TR	Dr. Sonali Mukherjee
11.	RTI Appellate Authority	Dr. Debasree Ghosh Biswas
12.	Teaching Member	Dr. Madhushri Das
13.	NAAC Coordinator and GB Member	Dr. Pradipta Mukherjee
14.	Nodal Officer, Students' Credit Card, Science Coordinator and TR	Dr. Indrajit Biswas
15.	NSS Programme Officer and TR	Dr. Sujata Mukhopadhyay
16.	Nodal Officer, NIRF	Dr. Dilip Panda
17.	Teachers' Council Secretary	Dr. Prodip Das
18.	Nodal Officer, AISHE and Nodal Officer, Non-Conventional Energy and GB Member	Dr. Partha Pratim Pradhan
19.	Nodal Officer, Uchchhasiksha Portal and TR Representative	Mr. Mrigyanka Narayan Das
20.	Science Coordinator and TR	Dr. Amrita Banerjee
21.	SPIO	Mr. Hasanuzzaman Biswas
22.	ANO, NCC	Smt. Sandhya Saren
23.	Accountant and Non-Teaching Member (GB)	Shri Prosenjit Das





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24	Non-Teaching Member	Mr. Moloy Banerjee
25	Non-Teaching Member	Mr. Amit Kumar Mondal
26	Non-Teaching Member	Shri. Joydeb Bhattacharya

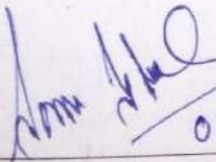
**B. Criteria wise Coordinators**

- Criteria 1: Dr. Chandrabali Dutta and Dr. Pritha Kundu  
Criteria 2: Dr. Parthapratim Pradhan and Dr. Dilip panda  
Criteria 3: Dr. Sonali Mukherjee  
Criteria 4: Dr. Lipika Mullick  
Criteria 5: Dr. Pradipta Mukherjee  
Criteria 6: Dr. Mriganka Narayan Das and Dr. Amrita Banerjee  
Criteria 7: Dr. S. Rehan Ahmad and Dr. Sreyasi Ghosh

**C. Other staff of Technical Team engaged in the NAAC / PAC Related Works**

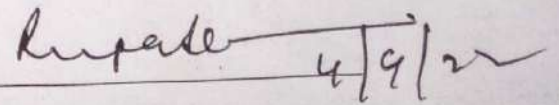
**D. All Non-teaching Staff engaged in the NAAC / PAC Related Works**

All concerned are requested to note and act accordingly.

  
09/09/2022

Dr. Soma Ghosh  
Principal & Secretary

**Principal & Secretary**  
**Hiralal Mazumdar Memorial College**  
**For Women**  
**Dakshineswar, Kolkata - 700 035**

  
4/9/22

Dr. Rupa Sen  
Coordinator, IOAC

**External Quality Assurance Cell (IOAC)**  
**Hiralal Mazumdar Memorial**  
**College for Women**  
**Dakshineswar, Kolkata - 700 035**

# IQAC Meeting

09.4.2022

Venue: Teacher's Room

Time: 1:00 PM.

Page - 2

Members present:

- 1) Home Khand 09.4.2022
- 2) Home Khand 09/4/2022
- 3) Madhurita Sen 9/4/2022
- 4) Sreyasi Ghosh 9/4/22
- 5) Xibakanta Jha 9.04.2022 -
- 6) Brijati Mukherjee 9/4/22.
- 7) Amrita Banerjee 09/04/2022
- 8) Kipika Mullick 09.04.2022
- 9) Prabha 09/04/2022
- 10) Sandhya Sarin 09/04/2022
- 11) Babi Bhattacharya 09/04/2022
- 12) Antyee Bhattacharya 09/04/2022
- 13) Sonali Mukherjee 9/4/22
- 14) Rita Khand 9/4/2022
- 15) Debasree Ghosh (Biswas) 9.4.22
- 16) Madhurida 9/4/2022.
- 17) Amal Khand 9/4/22
- 18) Joydeb Bhattacharya 9/4/22
- 18) Prabha 09.4.22

20. Moloy Banerjee 09.04.2022
21. Brosenjit Das 09-04-2022
22. Xeli Khand 9.4.22
23. Prabha 9.4.22



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## Proceedings of the Meeting of IQAC held on 09.04.2022 in the Staff Room of the college

### Resolution Number 01:

Resolved that the college may proceed for PAC as per advice given by Dr. Tushar Kanti Ghara, Joint DPI, Higher Education Directorate, Govt. of West Bengal to check the modalities and preparedness for NAAC subject to the approval of NAAC for the same.

### Resolution Number 02:

Resolved that a CAS Committee will be formed to process documents related to the CAS prospective candidates who will submit relevant papers for their respective due promotions.

### Resolution Number 03:

Resolved that the necessary relevant documents related to the due CAS of Dr. Pradipta Mukherjee, Assistant Professor, Dept. of Political Science and Dr. Dilip Panda, Assistant Professor, Dept. of Sanskrit be forwarded to Higher Education Directorate, Govt. of West Bengal at Bikash Bhavan, Salt Lake for necessary correction(s) as per G. O. Number 1909-Edn(CS)/5P-43/2019 dated 19.11.2019 and G. O. Number Ed - 049/2016/OM - 381/2016.

Also Noted that CAS Process of Dr. Sujata Mukhopadhyay has been proceeded and meanwhile, documents related to the CAS of Dr. Tamal Mondal, Dept. of Botany, Dr. Madhusri Das, Dept. of Botany and Dr. Sreyasi Ghosh, Dept. of History have been submitted to IQAC for necessary action(s) in this regard.

### Resolution Number 04:

Dr. Soma Ghosh, Principal of the college has informed all the members of the Governing Body present in the meeting about academic audit of the college for the session 2020 - 2021 scheduled on 12<sup>th</sup> April, 2022.

Noted that Dr. Shankarashih Mukherjee, Associate Professor, Dept. of Food & Nutrition, West Bengal State University has been nominated by the affiliating University to lend his expertise in making a fruitful academic audit of 2021 - 2022.

### Resolution Number 05:

The Principal also informed the house about our regular submission of NIRF & AISHE data. Noted that the nodal officers, Dr. Partha Pratim Pradhan (AISHE) and Dr. Dilip Panda (NIRF) have been doing commendable work to keep all data updated in both AISHE and NIRF.

### Resolution Number 06:

Firstly, Dr. Soma Ghosh, Principal of the college informed the house of Resolution Number 5 of the meeting of the Governing Body of the College dated 17.02.2021.



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Resolved that previous sub-committees of the college had been remain unchanged for 2020 – 2021; However, the committees for 2021 – 2022 have been reshuffled and few members have been included / excluded by the Principal as she deemed necessary in case of all such sub-committees.

## Resolution Number 7:

Following the information shared by Dr. Soma Ghosh, Principal of the college, it is noted that the necessary approval for Hindi General Course for the academic session 2022 – 2023 and 2023 - 2024 has been obtained from the competent authority.

## Resolution Number 8:

Resolved that Dr. Pradipta Mukherjee, Assistant Professor in the Dept. of Political Science, Dr. Sreyasi Ghosh, Assistant Professor in the Dept. of History will act as Coordinators for Social Science subjects / departments of the college while Dr. Keya Chattopadhyay, Associate Professor in the Dept. of Bengali and Dr. Pritha Kundu, Assistant Professor in the Dept. of English will act as Coordinators for Subjects under Humanities.

They shall monitor and maintain the uniform documentation of Academic Monitors, Academic Calendars, Action Plans and other related documents. Further resolved that Shri Dibakanta Jha, Associate Professor in the Department of Sanskrit will verify the documents submitted by the departments and report to the IQAC Coordinator for necessary action(s) in respect to the said matter.

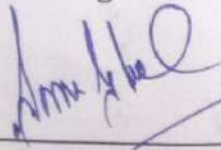
## Resolution Number 09 Miscellaneous:

- A. Resolved that Certificate Course on Constitutional Right and Duties of Indian Citizens run jointly by the Dept. of Political Science of Hiralal Mazumdar Memorial College For Women and Bengal Institute of Political Studies shall begin their Second round Session from November, 2022.

Also the house has been informed about our collaboration with Dakshin Dinajpur University, Government Girls' General Degree College and Netaji Nagar College in respect to the said course.

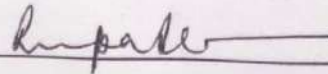
- B. Resolved that all departments shall place a detailed plan of action for 2022 – 2023, other than academic calendar, and action taken report of the session 2021 – 2022 positively by June, 2022.

Thus having no other agenda to discuss, the meeting ended with vote of thanks to the chair.

  
09/1/2022

Dr. Soma Ghosh  
Principal & Secretary

Principal & Secretary  
Hiralal Mazumdar Memorial College  
For Women  
Dakshineswar, Kolkata – 700 035



Dr. Rupa Sen  
Coordinator, IQAC  
External Quality Assurance Cell (IQAC)  
Hiralal Mazumdar Memorial  
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Dakshineswar, Kolkata – 700 035





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Ref.No.....

Date.....

Date: 21.04.2022

## NOTICE

This is notified for information for all the members of IQAC along with the following members and all concerned that meeting(s) will be held as per the following schedule and agenda for Verification of the AQAR of the session 2020 - 2021 and to discuss regarding some other important issues.

### 2020 - 2021 AQAR Verification

#### Schedule:

<u>Sl. Number</u>	<u>Date</u>	<u>Time</u>	<u>Criteria</u>
1	22.04.2022	11:30 AM - 02:30 PM	1, 2, 3
2	23.04.2022	11:30 AM - 02:30 PM	4, 5, 6

#### Agenda

1. To discuss regarding the matters related to the each criteria of AQAR for the session 2020 - 2021 to prepare for the ensuing NAAC.
2. To discuss regarding the matters related to the Submission of AQAR for the session 2020 - 2021.
3. Miscellaneous.

#### A. IQAC (Internal Quality Assurance Cell)

<u>Sl. No.</u>	<u>Designation</u>	<u>Name</u>	<u>Signature</u>
1.	Principal & Secretary	Dr. Soma Ghosh	
2.	IQAC Coordinator	Dr. Rupa Sen	
3.	Person interested in the wellbeing of the College - Community Delegate	Mr. Dhiman Mukherjee	
4.	Principal, Netaji Nagar College	Dr. Amrita Datta	
5.	Associate Professor, GGGD College, Ekbalpur and GB Member	Dr. Madhumita Sen	
6.	Associate Professor, Mrinalini Datta Mahavidyalaya College, Birati and GB Member	Prof. Goutam Das	



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	College, Ekbalpur and GB Member	
6.	Associate Professor, Mrinalini Datta Mahavidyapith College, Birati and GB Member	Prof. Goutam Das
7.	Associate Professor, Moulana Azad College	Dr. Dabir Ahmed
8.	Convener, Covid Cell and TR	Mr. Dibakanta Jha
9.	Bursar and GB Member	Dr. Lipika Mullick
10.	Convener, Covid Cell and TR	Dr. Sonali Mukherjee
11.	RTI Appellate Authority	Dr. Debasree Ghosh Biswas
12.	Teaching Member	Dr. Madhushri Das
13.	NAAC Coordinator and GB Member	Dr. Pradipta Mukherjee
14.	Nodal Officer, Students' Credit Card, Science Coordinator and TR	Dr. Indrajit Biswas
15.	NSS Programme Officer and TR	Dr. Sujata Mukhopadhyay
16.	Nodal Officer, NIRF	Dr. Dilip Panda
17.	Teachers' Council Secretary	Dr. Prodip Das
18.	Nodal Officer, AISHE and Nodal Officer, Non-Conventional Energy and GB Member	Dr. Partha Pratim Pradhan
19.	Nodal Officer, Uchchhasiksha Portal and TR Representative	Mr. Mriganka Narayan Das
20.	Science Coordinator and TR	Dr. Amrita Banerjee
21.	SPIO	Mr. Hasanuzzaman Biswas
22.	ANO, NCC	Smt. Sandhya Saren
23.	Accountant and Non-Teaching Member (GB)	Shri Prosenjit Das
24.	Non-Teaching Member	Mr. Moloy Banerjee
25.	Non-Teaching Member	Mr. Amit Kumar Mondal
26.	Non-Teaching Member	Shri. Joydeb Bhattacharya





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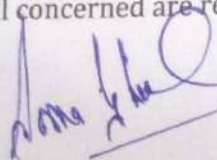
Date.....

B. Following are the names of the members who are requested to verify the said AQAR:

Sl. No.	Designation	Name
1	Principal & Secretary	Dr. Soma Ghosh
2	IQAC Coordinator	Dr. Rupa Sen
3	Bursar	Dr. Lipika Mullick
4	NAAC Coordinator	Dr. Pradipta Mukherjee
5	Technical Member	Dr. S. Rehan Ahmad
6	Technical Member	Smt. Puja Das
7	Technical Member	Smt. Debi Bhattacharya
8	Technical Member	Smt. Aatreyee Bhattacharya Smt. Debdutta Ganguly
9	Technical Member	Smt. Debdutta Ganguly
10	Technical Member	Shri Bidhan Baidya
11	Technical Member	Shrim Pritam Dhara
12	Technical Member	Shri Prosenjit Das
13	Technical Member	Shri Joydeb Bhattacharya
14	Technical Member	Shri Amit Kumar Mondal

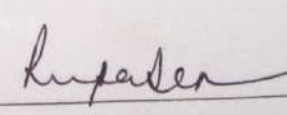
D. The Heads of all the departments are requested to attend the meeting to morrow positively.

All concerned are requested to note and act accordingly.

  
21/04/2022

Dr. Soma Ghosh  
Principal & Secretary

Principal & Secretary  
Hiralal Mazumdar Memorial College  
For Women  
Dakshineswar, Kolkata - 700 035

  
21/04/22

Dr. Rupa Sen  
Coordinator, IQAC

Internal Quality Assurance Cell (IQAC)  
Hiralal Mazumdar Memorial  
College for Women  
Dakshineswar, Kolkata - 700 035

# Attendance Sheet

23/4/2022

## AGAR Verification meeting (IQAC)

- 1) Amal Kumar 23/4/2022
- 2) Anshu 23/04/22
- 3) Arjun 23/04/2022
- 4) Dilip Panda 23/04/2022
- 5) Ra 23/4
- 6) Suresh Kumar 23/4/22
7. Arjun 23/4/22
- 8) Mun Mun Nandy 23/4/22
- 9) Breyasi Ghosh 23/4/22
10. Dulick 23.04.2022
11. Deli Bhattacharya 23/04/2022
12. Debdutta Chatterjee 23.4.22
13. Anamika Dey 23/4/2022
14. Srijati Mukhopadhyay 23/4/2022
15. Chandan Kumar Roy 23/4/22
16. Amit Kumar Mondal 23/4/22
17. Pradyota Mukherjee 23/4/22
18. Shandadevati Datta 23/04/2022
19. Tanuj Mondal 23.04.2022
20. Moloy Banerjee 23.04.2022
21. Ritam Dhan 23/04/2022
22. Bishu Biswas 23/04/2022





# Hiralal Mazumdar Memorial College For Women

DAKSHINESWAR • KOLKATA - 700 035

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Ref.No.....

Date.....

## Proceedings of the Meeting of IQAC held on 23.04.2022 in the Staff Room of the college

### Resolution Number 01:

Resolved that all criteria shall be completed by the following respective Coordinators at the earliest and help in completing the AQAR of 2020 - 2021 to complete the process of preparation for the ensuing NAAC.

### Criteria wise Coordinators:

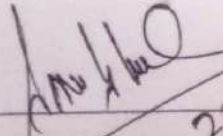
- Criteria 1: Dr.Chandrabali Dutta and Dr.Pritha Kundu
- Criteria 2: Dr.Parthapratim Pradhan and Dr.Dilip panda
- Criteria 3: Dr.Sonali Mukherjee
- Criteria 4: Dr.Lipika Mullick
- Criteria 5: Dr.Pradipta Mukherjee
- Criteria 6: Dr.Mriganka Narayan Das and Dr. Amrita Banerjee
- Criteria 7: Dr. S. Rehan Ahmad and Dr.Sreyasi Ghosh

### Resolution Number 02:

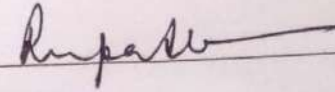
Resolved that the AQAR for the session 2020 - 2021 be submitted within 1<sup>st</sup> Week of May, 2022.

### Resolution Number 03 Miscellaneous:

- A. Noted that CAS Screening of Dr. ParthaPratim Pradhan, Assistant Professor in the Dept. of Physics and Dr. Dilip Panda in the Department of Sanskrit has already been completed.
  - B. Resolved that CAS Screening of Dr. Sujata Mukhopadhyay, Assistant Professor in the Dept. of Journalism and Mass Communication, Dr. Tamal Mondal, Assistant Professor in the Department of Botany and Dr. Sreyasi Ghosh, Assistant Professor in the Dept. of History be completed as soon as possible.
- Thus having no other agenda to discuss, the meeting ended with vote of thanks to the chair.

  
23/04/2022  
Dr. Soma Ghosh  
Principal & Secretary

Principal & Secretary  
Hiralal Mazumdar Memorial College  
For Women  
Dakshineswar, Kolkata - 700 035

  
Dr. Rupa Sen  
Coordinator, IQAC

Internal Quality Assurance Cell (IQAC)  
Hiralal Mazumdar Memorial  
College for Women  
Dakshineswar, Kolkata - 700 035



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Date...26.10.2022

## NOTICE

A meeting of the IQAC of college will be held on 01.11.2022 at 12.30 PM in the meeting hall of the college to discuss the following agenda. All the members are requested to remain present.

1. To read and confirm the resolution of previous meeting held on 27.08.2022
2. To discuss regarding charge hand over by the previous IQAC Coordinator, Dr. Rupa Sen.
3. To discuss about the matter related to the intent of the departments to initiate any Certificate/Add-on/value added course or any other programmes.
4. To discuss about a computer assistant for IQAC.
5. To discuss regarding formation of a cultural troop in the College under the supervision of Prize and Cultural Committee.
6. To discuss regarding NSDC affiliation for skill development courses.
7. To discuss regarding the proposals to be placed by Career Counselling and Placement Cell.
8. To discuss regarding research works to be enshouldered by the teachers.
9. To discuss regarding Staff Development Program.
10. To discuss regarding the Competitive examination related training within the campus.
11. To discuss regarding departmental initiative to enter into MOU with other institutions
12. To discuss about the Best Practices of college and of the departments.
13. To discuss about facilities of physically challenged staff and students (Ramp, railing, toilet and audio system of some lectures in library)
14. To discuss about the advancement of medicinal plant, orchard, orchid garden and butterfly garden.
15. ISO Certification
16. Status of UTKARSHA BANGLA





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Ref.No.....

Date.....

## Page 2

17. Field Trips and Project reports
18. Library automation
19. Staff Development Programme
20. FDP Report
21. 2021-22 AQAR Submission
22. Action of Equal Opportunity Cell
23. Extended activities of Bandhan
24. To discuss on Institute Property Rights.
25. To discuss regarding Inter-College competitions each year in January.
26. To initiate Mathematics class from the school level by a school teacher.
27. Photography and painting exhibition.
28. Book exhibition
29. Career fair
30. Misc.

*Sonali Mukherjee*  
Dr. Sonali Mukherjee  
IQAC Co-ordinator

Hiralal Mazumdar Memorial  
College For Women , Dakshineswar

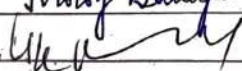
*Dr. Soma Ghosh*  
Dr. Soma Ghosh  
Principal

Hiralal Mazumdar Memorial  
College For Women , Dakshineswar

*Principal & Secretary*  
Hiralal Mazumdar Memorial College  
For Women  
Dakshineswar, Kolkata - 700 035

01/11/2022

Q&A meeting held on 01/11/22 at 12.30 PM  
Venue: Meeting Room.

1. Anoma Jha 01/11/2022
2. Dr. Amrita Dutta - 01/11/22
3. Dr. Madhukrishna San 01/11/22
4. Debesree Ghosh (Biswas) 01/11/22
5. Chandrakali Dutta 01/11/2022
6. Amrita Banerjee 01/11/2022
7. Snehasri Ghosh 01/11/22
8. Sahar Ahmad 01/11/2022
9. Santu Sarm 01/11/2022
10. Nibhanta Jha - 01/11/2022
11. Anshu 01/11/2022
12. Madhusudan Das 01/11/2022
13. Dilip Panda 01.11.2022
14. Amit K Mondal 01/11/2022
15. Anupam Mondherjee 01.11.2022
16. Indrajit Boruah. 01/11/2022
17. Srijata Mukhopadhyay 01/11/2022
18. Prosenjit Das 01/11/22.
19. Pradyota Kiskuji 01/11/22
20. Sonali Mukherjee 1/11/22
21. Moly Banerjee. 01.11.2022
22.  01.11.2022





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**IQAC Meeting dated 01.11.2022 held in the Meeting room of the College (Venue: Meeting Room of the College; time span- 12.30 P.M to 3.45 P.M.)**

**Resolution Number 01:**

Resolved that the proceedings of the meeting dated 27.8.2022 stand confirmed.

**Resolved Number 02:**

The members of IQAC have welcome the newly nominated IQAC Coordinator, Dr. Sonali Mukherjee, who is an Associate Professor in Economics and joined the College on 27.02.2020 after being transferred from Subarnarekha Mahavidyalaya, Gopiballavpur.

Noted that previous IQAC Coordinator Dr. Rupa Sen had not yet submitted IQAC resolution books in proper organized way; the resolution books have been found to be in untidy, chaotic, haphazard, muddled, disordered, jumbled condition. Members agreed that these disorderly and unsigned resolutions cannot be presentable before NAAC.

Further noted that data up to August 2022 was not at all submitted by her, despite repeated verbal and written requests made by the principal.

Resolved that a Core Committee consisting of the Principal, IQAC Coordinator, Dr. Sonali Mukherjee, Mr. Dibakanta Jha, Dr. Debasree Ghosh Biswas, Dr. Madhusri Das, Dr. Sujata Mukhopadhyay will check the documents and help to organize the resolution books at the earliest. Finally, these documents will be placed before external members of IQAC for audit.

The Core Committee is requested to make bridge with former IQAC Chief Dr. Rupa Sen so that she can be persuaded to submit all papers to present Chief of IQAC (Dr. Sonali Mukherjee) to avoid any sort of official action against Dr. Rupa Sen in case of non-submission of relevant documents related to AQAR, SSR and all IQAC based works. The entire report will be placed in the forum of the Governing Body.



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**Resolution Number 03:**

Resolved that proposals of Geography, Botany, Chemistry, ENVS, Zoology, Food and Nutrition, Economics, Commerce, Education, History regarding Add - on courses are approved and further resolved that all the departments be directed to initiate such add-on courses/certificate courses/value added courses for grooming and skill development of the students and report of the same be compiled by the Career Counselling Cell of HMMCW.

**Resolution Number 04:**

Resolved that a dedicated computer assistant will be engaged for NAAC related works. Further resolved that Mr. Moloy Banerjee will work specially to assist IQAC and NAAC coordinators.

**Resolution Number 05:**

Resolved that the Prize and Cultural Committee will guide the activities of the cultural troop of the college students and will place the action plan for 2022-23 at the earliest with budgetary allocation.

Principal of HMMCW and Dr. Pradipta Mukherjee elaborately explained Inter College competition related issues and suggested to organize a cultural troop under supervision of Dr. Chandrabali Dutta.

**Resolution Number 06:**

Resolved that Smt. Aatreyee Bhattacharya, faculty of History will gear up the process for NSDC affiliation for the skill development courses under the supervision of the IQAC Coordinator.





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**Resolution Number 07:**

Resolved that the proposal of the Career Counselling and Placement Cell regarding arrangement for grooming and training for 'entry in service' are approved. Resolved that Placement Officer, Dr. Pradipta Mukherjee will take the initiative for 'entry in service', so that the existing competitive examination training mechanism gets an additional impetus.

**Resolution Number 08:**

Resolved that IQAC will promote and encourage teachers to proceed for research works, funded by the external agencies and funded by the College.

**Resolution Number 09:**

Resolved that IQAC will organize staff Development programmes within December, 2022 in collaboration with other colleges. Dr. Pradipta Mukherjee and Mr. Joydeb Bhattacharya will take the initiative in this respect.

**Resolution Number 10:**

Dr. Pradipta Mukherjee, with the assistance of the Career and Counselling Cell members, is requested to take necessary steps on an urgent basis to motivate the students to join the training programme for competitive examinations within the campus.

**Resolution Number 11:**

Resolved that departments will take necessary initiatives to enter into MOU with other colleges and institutes for academic collaborations.

**Resolution Number 12:**

Resolved that regarding 'Best Practices' proposal of IQAC Coordinator, Deputy Coordinator and NAAC Coordinators to highlight the following practices are endorsed:

1. Community service which is a regular activity of the College students



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2. Regular Maintenance of Academic Monitors for ensuring teachers' accountability through self-check mechanism.

**Resolution Number 13:**

Resolved that Dr. Prodig Das be authorized to take necessary measures to augment the facilities for physically challenged staff and students on an urgent basis.

**Resolution Number 14:**

Resolved that Dr. Indrajit Biswas be requested to take all necessary initiatives for extension and rejuvenation of medicinal plant garden, orchard, orchid garden, butterfly garden etc.

**Resolution Number 15:**

Resolved that IQAC coordinator, Dr. Sonali Mukherjee be requested to proceed for ISO certification.

**Resolution Number 16:**

Resolved that Dr. Lipika Mullick, Bursar of the College be authorized to revive the Utkarsh Bangla Project, which got approval in 2019 and to take initiatives for other CSR.

**Resolution Number 17:**

Resolved that the departments be encouraged to undertake the efforts for field trips and projects for the students to provide the scope for hands-on learning to the respective students.

**Resolution Number 18:**

Resolved that the librarian Smt. Koyel Sengupta be requested to complete the process of full automation of the library within 31<sup>st</sup> December, 2022, so that the names and details of





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the books can be made accessible through college website. and send reports to the IQAC Coordinator and/or Deputy IQAC Coordinator by first week of January.

**Resolution Number 19:**

Resolved that IQAC Coordinator and Deputy IQAC Coordinator be requested to organize Staff Development Programme for the forthcoming session within 31<sup>st</sup> December, 2022.

**Resolution Number 20:**

Principal of HMMCW appreciated Dr. Madhusri Das and Dr. Pradipta Mukherjee for their active role in organizing Faculty Development Programme on NAAC Preparedness held in collaboration with P.N. Das College, Sree Chitanya Mahavidyalaya, Raidighi College, Muralidhar Girls' College, Government Girls' General Degree College and in collaboration with West Bengal state Council of Higher Education in Asanna Bhawan in the September, 2022.

**Resolution Number 21:**

Resolved that after completion of the internal academic and administrative audit process for the session 2021-22 under the guidance of Mr. Dibakanta Jha and Dr. Debashree Ghosh Biswas and verification of the same by Academic subcommittee and scrutiny by the West Bengal State University AQAR 2021- 22 same will be uploaded in the website.

Further resolved that Mr. Dibakanta Jha will prepare a schedule for Departmental visit for academic audit and will be assisted by Dr. Debashree Ghosh Biswas in those works.

Besides it was decided that Dr. Sonali Mukherjee and Ms. Swati Ghatak will check attendance registers for supervision of class records of substantive teachers. Teachers should submit PBAS books to Dr. Sonali Mukherjee in proper time as per official notices. Regarding Class hours and hours spent for other official assignments of CAS incumbents, CAS Assistance Committee, consisting of Dr. Madhusri Das, Dr. Sujata Mukhopadhyay, Dr. Prodip Das, Dr. Tamal Mondal, Dr. Amrita Banerjee, Dr. Dilip Panda will



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check under the supervision of Dr. Keya Chattopadhyay and will submit detailed report to the IQAC Coordinator, Dr. Sonali Mukherjee.

Dr. Pradipta Mukherjee opined that AQAR 21- 22 will be completed on 20th November 2022. Resolved that technical support may be taken for completion of AQAR 2021- 22 and for completion of NAAC accreditation process. Further resolved that there should be same Criteria wise Co-ordinators for SSR and AQAR 2021-22.

**Resolution Number 22:**

Resolved that Smt. Soma Saha will submit Equal Opportunity Cell related data and information and will organize more programmes within 31<sup>st</sup> December, 2022.

**Resolution Number 23:**

Resolved the extended activities of Bandhan be organised under the supervision of Mr. Dibakanta Jha and Dr. Deboshree Ghosh Biswas.

**Resolution Number 24:**

Dr. Lipika Mullick and Rehan Ahmed will supervise IPR related issues with Research Cell of HMMCW. As reported by Dr. S. R. Ahmed,

Hiralal Mazumdar Memorial College for Women, Kolkata (HMMCW) shall be the SOLE OWNER of all intellectual properties including inventions, software, copyright, Trademarks, Industrial Designs, integrated circuits, etc. created by creators/inventors as a result of research or created by substantial use of college financial and infrastructure facilities. HMMCW shall be the owner, with the creators specially stated as inventors for all the intellectual property, inventions, software, copyright, Trademarks, Industrial Designs, integrated circuits, etc. created by the creators who include faculty members, research scholars, students, and those who make use of the resources of. If the creators/ inventors include the name of the college (HMMCW) as the applicant while filing the IP, the ownership of the IP will be full with HMMCW only. However, some royalty on the





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technology transfers can be shared with the inventor / creator as per the discretion of the Head of the Institute.

The inventors/ creators shall include the name of the college (HMMCW) as the assignee/ owner while filing the IP. If IP is created with the collaboration/ joint venture, with the prior permission of HMMCW, the names of the third party shall be included as one of the assignees of the specific IP which shall be based on the agreement entered with such third parties. All the inventors should take special care while filing the patent ensuring the affiliation of the Institute should be clearly visible in all the forms wherever necessary. Upon the grant of the IP (HMMCW as applicant), inventors of HMMCW will be rewarded with incentives as per the discretion of the Head of the institution (HoI). IP Creation without resources of HMMCW: The Inventions/IP created by HMMCW personnel, without using HMMCW resources and created outside their assigned/normal duties/areas of research /teaching shall be owned by the inventors, and the revenue, if generated out of such creations, shall not be shared by HMMCW. HMMCW students alone: If IP is created by the students with the aid of college resources/ facilities, the share will be decided by the IPR cell on case-to-case basis. IP Creation in HMMCW with the support of Industry: If an Inventions/IP has emerged as a result of an Institutional/Industrial consultancy, sponsored to HMMCW the concerned industry and HMMCW shall own the IP. However, this will not apply to those IPs that are covered under specific MoUs where the action shall be carried out as per the provisions of the MoUs. If the IP is a result of funds sponsored by an outside agency, then the IP will be shared between HMMCW and the sponsoring agency on a case by-case basis, as per MoU/Agreement/Undertaking between HMMCW and the outside agency. Further, in the absence of a specific agreement, the IPR cell will decide on revenue sharing based on the contributions of either side than in general making them one of the assignees. IP Creation in Collaboration with HMMCW: If an Inventions/IP has emerged as a result of a collaboration with another Institution(s)/University(s), the IP will be shared between HMMCW and the corresponding Institution(s)/University(s) on a case-by-case basis. Under this clause, HMMCW and other Institution(s)/University(s) should enter into Agreement/NOC. HMMCW will decide the incentives for HMMCW inventors and revenue sharing as per the HMMCW IPR policy.





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Patents/ Trademarks/ Industrial Designs/ Integrated Circuit Layouts. All the IP whether created by student/ researcher/ faculty developed by utilizing HMMCW's resources, or with the mix of funds, resources, and/or facilities of the college, shall ordinarily be vested with HMMCW Invention(s) including software, design, and integrated circuit layouts created by the Institute personnel without the use of the Institute resources and not connected with the profession for which he/she is employed at the Institute shall be owned by such inventor/creator(s) subject to obtaining NOC from the IP CELL and Management of HMMCW. The ownership of all rights in all types of IP involving the college shall ordinarily be vested with the HMMCW. If HMMCW determines that the creator of the IP was created by an individual on his/ her own time and unrelated to his/ her responsibilities, then the right to the same shall ordinarily be vested with the said individual subject to obtaining NOC from the IP CELL and Management of HMMCW. Trade and service marks related to goods and services involving HMMCW will be owned by HMMCW. For patentable IP, it is essential that the patent protection is filed before the publication or disclosure of it in any other form of public domain. As a precondition, all information/ innovation/ inventions that are developed/created and intended to be published should obtain prior permission before making such disclosure/publication.

HMMCW shall be the owner of all copyright works including software and all connected teaching materials designed and developed by staff/ faculty of Hiralal Mazumdar Memorial College for Women, Kolkata. HMMCW shall also be the owner of copyrights of works produced, including software and all teaching materials developed by persons not directly associated with HMMCW, provided HMMCW has made its contribution in the form of any of the resources and/or guidance. It is the responsibility of the author/creator that their creation does not violate any copyright rules or ethical standards. The ownership of copyright by HMMCW will in no way deprive the claims of the creator/author to publish his/her contribution in a scholarly and intellectual way and they have the authority to improve, publish and propagate their works by taking prior approval (NOC) from the IPR cell. Also, the ownership rights in Massive Open Online Courses (MOOCs), films, plays, musical works, thesis, dissertations, term papers, laboratory records, and institutional materials including, but not limited to, course syllabi, curricula, exam questions, exam





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instructions, and papers/ reports specifically commissioned by HMMCW, shall ordinarily be vested with HMMCW. Any publication, document, and/or paper arising out of research activities shall be owned by the HMMCW and the author/researcher/creator shall have only Moral Rights. The use of the name, logo, and/ or official emblem of the college shall not be done without prior written permission from the institution. Violation of this policy will lead to not only violation of this IPR Policy but also Infringement/passing off of Trademark Rights of HMMCW in which cases appropriate legal action would be taken by HMMCW. Note: However, the revenue share for all the above cases will be decided by the IPR Cell. The figures indicated above shall be subject to change as per the contributions of stakeholders.

#### **RESPONSIBILITIES OF CREATORS/ INVENTORS**

- A. To sign a confidentiality agreement and consent agreement with the college before filing an IP
- B. To make an invention disclosure in a thorough and timely manner of all IP created.
- C. To provide evidence of originality/ novelty for the IP created along with the Invention Disclosure Form.
- D. To promptly disclose know-how, designs, algorithms, source code, and prototypes pertaining to the IP conceived in writing without concealing information and submit it to the IPRC as and when requested.
- E. To cooperate with the Institution IPRC in resolving all conflicts as may arise with respect to the IPs concerning him/her.
- F. To cooperate with IPRC while evaluating the Invention Disclosure Form.
- G. To maintain confidentiality over the invention and should not reveal/ discuss the same with anyone prior to disclosing with IPRC of HMMCW.
- H. To take complete responsibility for the filing activities such as preparing the necessary documents/forms, drafting the inventions, filings, etc. if decided to seek protection for the IP created.
- I. To inform about his/ her activities with IPRC from time to time.



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**Resolution Number 25:**

Resolved that different types of Inter-college competitions be organized for the students.

**Resolution Number 26:**

Resolved that Dr. Lipika Mallick and Dr. Amrita Banerjee will look into the arrangement of Mathematics classes by school teachers.

**Resolution Number 27:**

Resolved that photography and painting exhibition cum inter-college competitions will be organized in the College as talents hunt drive. Resolved that there will be an entry fee for outside participants. Further resolved that CCC and Non-teaching staff members will organize the same.

**Resolution Number 28:**

Resolved that book exhibition cum faire may take place in January 2023.

**Resolution Number 29:**

Resolved that Dr. P. Mukherjee, placement officer will organize career fair within 31<sup>st</sup> December, 2022 and will try to enrich college by fetching CSR funded and non-funded projects.

**Resolution Number 30 MISCELLANEOUS:**

- a) Dr. Pradipta Mukherjee opined that office management was done quite well under supervision of Mr. Amit Mondal and Mr. Anupam Mukherjee. He also stated that Shri Joydev Bhattacharyya had submitted students' admission related data of last 07 years. Students' progression related documentation process is going on under supervision of Dr. Pradipta Mukherjee.
- b) Dr. Pradipta Mukherjee discussed about Skill development course, research proposals related issues of teachers, Canteen and Sports related issues. Besides





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that, SDP under supervision of Mr. Amit Mondal and Shri Joydev Bhattacharyya was discussed by him as important Issue.

Resolved in this context that file tracking system be installed and other technical supports are required for e-governance.

- c) Teachers' Council Secretary Dr. Prodip Das opined that teachers should conduct Internal assessments in proper time.

Resolved that mechanism for online examinations be installed and technical support be hired for the same.

- d) Principal of HMMCW College declared that our college will develop as a mentee institution for NAAC.

- e) Dr. Pradipta Mukherjee opined that there should be animal rescue house for some sick street dogs at a suitable place of our college ground so that they can be looked after properly.

- f) Resolved that classrooms will be reshuffled in old and new buildings after discussion in T.C. Meeting and Building Sub- Committee.

- g) Resolved that academic audit will be done in four phases as usual.

- A. Verification of academic monitors by the heads of the departments  
B. Departmental visit and verification of the documents by IQAC coordinator, senior most member Shri Dibakanta Jha, Associate Professor in the Dept. of Sanskrit and his team and by Academic subcommittee followed by the Principal, Dr. Soma Ghosh



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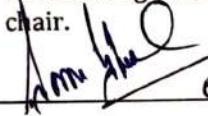
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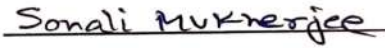
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- C. In the third phase the documents, class records, performance and academic credentials will be verified by the IQAC and Governing Body External members, as decided by GB.
- D. Finally, verification of the academic and administrative documents and performance records will be done by university nominees.

Thus having no other agenda to discuss, the meeting ended with vote of thanks to the chair.

  
01/11/2022

Dr. Soma Ghosh  
Principal & Secretary



Dr. Sonali Mukherjee  
Coordinator, IQAC





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**Date: 13/12/2022**

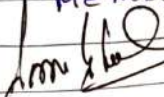
A meeting of the IQAC and NAAC core committee will be held on 21<sup>st</sup> December, 2022 at 3 pm in the conference room of the college to discuss about the following agenda

1. Finalisation of the routine for the session 2022-2023 and arrangement of classes for Add-on courses, Certificate courses, Value added courses etc.
2. Uploading institutional calendar for 2022-2023 in website.
3. Uploading student's achievement for 5 yrs. In the website.
4. Uploading Career Counselling related data and Seminar data.
5. Uploading sports data.
6. Uploading News Letter.
7. Up gradation of website.
8. Submission of AQAR 2021-2022 and preparation of SSR
9. Student Progression and Comparative Assessment
10. Miscellaneous

Venue: Meeting Hall

dt: 21.12.2022 Time: 3pm

Members Present:

1.  21/12/2022
2. Sonali Mukherjee
3. Dipika Mullaich
4. Prosenjit Das 21/12/22
5. Joydeb Bhattacharya 21/12/22
6. Sibi Bhattacharya 21/12/22
7. Bishu Das 21/12/22
8. Anganika Tanay Das 21.12.22





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IQAC Meeting dated 21.12.2022 held in the Meeting room of the College (Venue:  
Meeting Room of the College; time span- 03.00 P.M to 5.00 P.M.)

Proceedings of the Meeting of IQAC held on 21.12.2022 at the college

At the onset, The proceedings of the previous meeting of IQAC dated 01.11.2022 have read and confirmed.

**Resolution Number 01:**

Resolved that the routine of 22-23 is placed and approved. Further resolved that in the light of the routines of 2020-21 and 2021-22, 2022-23 session be started from 9.30 am to meet the additional requirements of classes for Add-on courses, Certificate courses, Value added courses etc. And may be continued after 5.30 PM.

**Resolution Number 02:**

Resolved that Institutional calendar for 2022-23 is approved and Dr. Lipika Mullick, Convener of the Routine committee be requested to upload the same like those of previous years.

**Resolution Number 03:**

Resolved that the students' achievements for last 5 years be acknowledged and uploaded in the website.

**Resolution Number 04:**

Noted that Dr. Pradipta Mukherjee will upload Career Counselling related data and Seminar data of 20-21 and 21-22 at the earliest.

**Resolution Number 05:**

Resolved that the Sports data for last 5 years be uploaded and Dr. Pradipta Mukherjee and Dr. Pradip Das are requested to do the needful at the earliest.

**Resolution Number 06:**

Resolved that Dr. Sujata Mukhopadhyay will help to upload the News letter of 2017-18 to 2022.

**Resolution Number 07:**

Tushar Infotech will upgrade the website and IQAC technical team will monitor the process under the guidance of IQAC coordinator, Dr. Sonali Mukherjee.



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Noted that a new tab for the Journal Scotopia is required.

**Resolution Number 08:**

Noted that IQAC Action Taken Report for 2021 - 2022 is approved with appreciation.

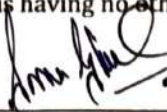
**Resolution Number 09:**

Resolved that IQAC must present a graphical presentation on student' progression and a comparative assessment be prepared.

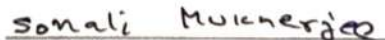
**Resolution Number 10 Miscellaneous:**

Resolved that IQAC - Plan of Action and Action Taken report of 2021 - 2022 be uploaded and future plan be projected.

Thus having no other agenda to discuss, the meeting ended with vote of thanks to the chair.

  
21/12/2021

Dr. Soma Ghosh  
Principal & Secretary



Dr. Sonali Mukherjee  
Coordinator, IQAC





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Date: 21/12/2022

### NOTICE

A meeting of the IQAC and NAAC core committee will be held on 23<sup>rd</sup> December, 2022 at 2pm at Anandalok in the college to discuss about the following agenda

1. Submission of AQAR 2020-21
2. Appreciation of Principal as mentioned in Annexure II
3. Detailed Report of AAA and to discuss regarding third phase of AAA to be held on 27.12.2022 & 05.01.2023
4. Preparation of financial reports, purchase records, budget compliances for last five years
5. Preparation of detail report of RC/OP/Short term courses/FDP/seminars etc.
6. Detailed report of seminars/conferences/workshops/FDP etc. organised by the college during last five years w.e.f. 2017-18 to 2021-22 with financial involvements
7. Initiative for CAS/promotion of all full time permanent teachers.
8. Up gradation of college buildings, library and laboratories.
9. Miscellaneous

Venue - Anandalok

Date : 23.12.2022

Time - 15:30

Members Present

1. ~~Mr. [Signature]~~ 23/12/2022
2. Sonali Mukherjee
3. ~~Juli de~~
4. Prosenjit Das 23-12-2022
5. Ashim Kumar Sinha 23.12.2022.
6. ~~Harita Harada~~ 23/12/22
7. Pratyeek Bhattacharyya 23/12/22
8. Chandralali Gupta 23/12/2022
9. Debduitta Chatterjee 23.12.22
10. Anvita Banerjee 23/12/22
11. Triparna Sett 23/12/2022
12. G. G. 23/12/2022
13. Pooja Das 23/12/22
14. Rajaraj Chakraborty 23/12/22
15. Sarnistha Mitra 23/12/22
16. Asmita Mukherjee 23/12/22.
17. Koyal Sengupta 23/12/22
18. Sreyasi Ghosh 23.12.22
19. ~~Rohan Ghosh~~ 23.12.22
20. Pitha Ghosh 23.12.2022
21. Shrabani Majumdar 23.12.22
22. ~~Rituparna Maitra~~ 23/12/2022
23. Santanu Das 23/12/2022
24. Abha Basu Kundhru 23/12/2022.
25. Ranjana Banerjee 23.12.2022.
26. Moumita Das 23.12.2022.
27. Tanushree Chakraborty 23.12.2022
28. Maitrayee Mukherjee 23.12.2022.
29. Monjila Khatun 23/12/22
30. Mouumi Adhikari 23-12-2022
31. Laxmi Murmu 23/12/2022
32. Anamika D Shaw 23/12/2022
33. Debarshi Chakraborty 23/12/22
34. Khushi Chakraborty 23/12/22
35. Parma Mondal 23.12.22
36. Soma Saha 23/12/22
37. ~~Samit Maitra~~ 23/12/22
38. a. Sen 23/12/22
39. ~~Mr. [Signature]~~ 23/12/22
40. Keya Chattopadhyay 23/12/22
41. Antara Goswami 23/12/22
42. ~~Pradip Kumar~~ 23/12/22
43. Dilip Panda 23.12.2022
44. ~~Kibanta Jha~~ 23/12/2022
45. ~~Baki Bhattacharya~~ 23/12/2022
46. Sonali Kar. 23/12/2022
47. Dr. Amrita Chaudhuri 23/12/22
48. Monalisa Maity 23/12/22
49. ~~Ueen Ueen Nandy~~ 23/12/22
50. ~~Prithi~~ 23/12/2022
51. ~~Pratikha Chatterjee~~ 23.12.2022
52. ~~Brijate Mitha~~ padhyay 23/12/22.
53. Tanaya Ray 23/12/22
54. Debopama Mitra 23/12/22
55. Bidha Bhatta 23/12/22
56. ~~Pidam Ghos~~ 23/12/22
57. Suparna Ganguly 23/12/22
58. Anindita Samanta 23/12/22
59. ~~Ahne B~~ 23/12/22
60. ~~Kousik Majumdar~~ 23/12/22
61. ~~Rampradha Das~~ 23/12/22
62. ~~Joydeb Bhattacharya~~ 23/12/22
63. ~~Anupama Mukherjee~~



64. Sibaprasad Chakraborty
65. Basudeb Ghosh
66. Soma Das
67. Tripura Chatterjee Mukherjee
68. Snigdha Ahsan
69. Madhavi Mandi
70. Shilpa Das



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**IQAC Meeting dated 23.12.2023 held in the Anandalok of the College (Venue: Anandalok of the College; time span- 2 P.M to 4.15 P.M.)**

**Resolution Number 01.**

Resolved that detail list of 'Plan of action' and future plan as furnished during submission of AQAR of 2020-21 and accordingly approved by IQAC, Finance Committee, Academic Subcommittee and Governing Body is placed for evaluation before the staff members in the meeting summoned by IQAC (ANNEXURE - 1).

**Resolution Number 02.**

Resolved that all the members of IQAC and all staff and the Principal appreciate the achievements (ANNEXURE - 2) of IQAC in respect to the above mentioned plans.

Further resolved that IQAC acknowledges the contribution and dedication of the teachers and staff for making this journey easy by their quality contributions (ANNEXURE - 3)

**Resolution Number 03.**

Resolved that detailed report for forthcoming AAA is hereby apprised and endorsed and members requested the IQAC coordinator to proceed for next stage of academic and administrative audit by GB nominees and by University and government nominees.

(ANNEXURE 4)





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**Resolution Number 04.**

Resolved those financial reports, purchase records, budget compliances for last five years, w.e.f. 2017-18 to 2021-22 placed by the bursar of the College, Dr. Lipika Mullick are apprised and approved by the members. IQAC requests the Bursar to place the same for forthcoming AAA. (ANNEXURE 5)

Further it is resolved that AAA ,3<sup>rd</sup> and final phase, is scheduled on 27.12.2022 and 05.01.2023. The honours Dept. with minimum student enrolment, IQAC, office and accounts be requested to keep their records ready with them along with power point presentation for last 5 years.

**Resolution Number 05.**

Resolved that Dr. Madhumita Mondal be requested to furnish a detail report of RC/OP/Short term courses/FDP/seminars etc. attended by the teachers during last five years w.e.f. 2017-18 to 2021-22 and awards received by the teachers in the next meeting and the same is to be placed before the Governing Body for endorsement.

**Resolution Number 06.**

Resolved that Dr. Pradipta Mukherjee be requested to furnish a detail report of seminars/conferences/workshops/FDP etc. organised by the college during last five years w.e.f. 2017-18 to 2021-22 with financial involvements with the help of Ms. Aatreyi Bhattacharyya and



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Dr. Lipika Mullick in the next meeting and the same is to be placed before the Governing Body for endorsement.

**Resolution Number 07.**

Resolved that IQAC has taken initiative for CAS/promotion of all full time permanent teachers, as and when applicable as per list. ( ANNEXURE 6)

**Resolution Number 08.**

Resolved that IQAC recommends for the initiatives to be taken for the infrastructural developments of the college. (ANNEXURE 7)

Resolved further that college buildings, library and laboratories, as per availability of fund requires upgradation. (ANNEXURE 8)

**Resolution Number 09. /Misc.**

Resolved that some of the criteria coordinators informed that they need some more time for data updating.

Coordinator of Criteria 6 informed that minutes of IQAC meetings should be typed and duly signed. Then only scanned documents can be uploaded. But the new IQAC coordinator, Dr. Sonali Mukherjee informed that the IQAC resolutions and registers maintained by Dr. Rupa Sen is handwritten and totally messy and illegible. So, it needs some time to be typed.





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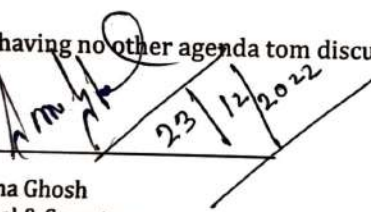
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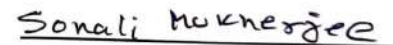
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At the end of the meeting, it was unanimously resolved that after completion of all criteria along with data template and supporting documents the criteria coordinators will send the same to Dr Pradipta Mukherjee, Deputy coordinator of IQAC on or before 14 January 2023. Dr Pradipta Mukherjee will check and send it to Dr Sonali Mukherjee IQAC Coordinator on or before 17 January 2023. Dr Sonali Mukherjee will send the final report to the Principal on or before 20 January 2023.

Thus, having no other agenda to discuss, the meeting ended with vote of thanks to the chair.

  
23/12/2022  
Dr. Soma Ghosh  
Principal & Secretary  
Principal & Secretary  
Hiralal Mazumdar Memorial College  
For Women  
Dakshineswar, Kolkata-700 035



Dr. Sonali Mukherjee  
Coordinator, IQAC  
External Quality Assurance Cell (IQAC)  
Hiralal Mazumdar Memorial  
College for Women  
Dakshineswar, Kolkata - 700 035