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# Hiralal Mazumdar Memorial College for Women

DAKSHINESWAR • KOLKATA - 700035

E-mail : hmmcw35@gmail.com

Website : www.hmmcollege.org

Ref. No. -----



Date 28/7/2017.


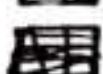
## NOTICE

A meeting of the Internal Quality Assurance Cell, Hiralal Mazumdar Memorial College for Women, Dakshineswar would be held on 24.08.17, 3:00 p.m at the Meeting Hall of the college to discuss the following agenda:

1. Preparation and submission of AQAR 2016-17 and issues related therein.
2. Issues pertaining to organize a quality related two day seminar on "Towards quality enhancement through social inclusion and extension activities of HEIs: Innovations and Initiatives" and seeking fund from the National Assessment and Accreditation Council in this regard.
3. Miscellaneous.

### IQAC

1. Principal & Secretary:
2. IQAC Coordinator:
3. External Expert:
4. External Expert:
5. External Expert:
6. External Expert:
7. Administrative Official : Bursar:
8. Teachers' Representative:
9. Teachers' Representative:
10. Teachers' Representative:
11. Teachers' Representative:
12. Teachers' Representative:

Dr. Soma Ghosh *28/7/17*  
Dr. Dipanwita Ghosh *D Ghosh*  
Prof. Samit Roy, Chancellor of Adamas University   
Prof. Chaitali Bhattacharyya, Chairperson,   
Regional School Service Commission  
Prof. Samit Roy, VC of Adamas University  
Shri. Sabyasachi Gupta, Representative of  
NSHM Udaan Skills Foundation,

Dr. Lipika Mullick *22.8.17*  
Smt. Nandini Mukhopadhyay Chakraborty *NHC 22.*  
Shri Dibakanta Jha *22.08.17*  
Dr. Rupa Sen *22/8/17*  
Dr. Debasree Ghosh Biswas *22/8/17*  
Smt. Madhusree Das

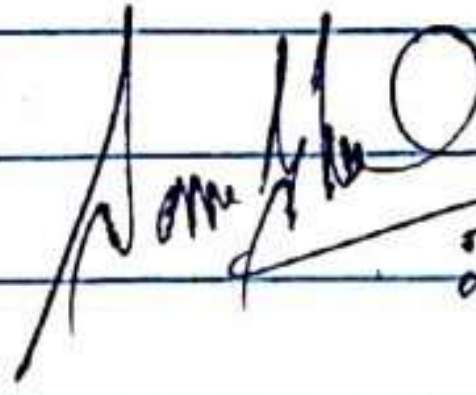
*28/7/17*  
Dr Soma Ghosh  
Principal

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



Due to unavoidable circumstances our respected external member Prof. Chaitali Bhattacharya, Chairperson, Regional School Service Commission could not remain present on the IQAC meeting supposed to be held on 24.08.17, 3:00 p.m.

As per her telephonic conversation with the principal we hereby defer the aforesaid meeting on 1<sup>st</sup> September, 2017 on 10:30 a.m.

  
24/8/17

1. Dipanwita Ghosh
2. Rupam Sen 24/8/17
3. Sebasree Ghosh (Binim) 24/8/17
4. Nandini Mulchopadhyay (Chakraborty)
5. Dibhananta Jha 01.09.17



# IOAC Social Outreach Talk:

Resource Person:

ADULT EDUCATION

Members present:

Yashini Kuyuni, SAC (WRS) - State Resource Centre, Director

1. Anoma Ghosh.
2. Dipanwita Ghosh
3. Dipika Mullick 28.8.17
4. Nandini Mukhopadhyay (Chakraborty) 28.8.17.
5. Proshan 28/08/17
6. Paul Mul 28.8.17.
7. Debaree Ghosh (Biswas)
8. Dilip Panda (28.8.17)
9. Dibakanta Jha. 28.08.17.
10. Prodig Das (28.8.17)
11. Indrajit Biswas 28/8/17.
12. Antara Goswami 28/8/17
13. Nalendu Bhattacharya 28/08/17.
14. Abha Jasu Chaudhury 28/08/17
15. Mausumi Adhikari 28-8-17
16. Tanaya Ray 28/08/17.
17. Kamalika Das Majumdar 28/08/2017
18. Oindrila Dutta 28/08/2017
19. Piyali Hibr 28/8/17
20. Soma Saha 28/8/17.
21. Rupate 28/8/17.



# A Social outreach Talk on Adult Education

## IQAC Quality Enhancement Endeavour

Dr Nandini Kajuri, State Resource Centre, West Bengal Director addressed teachers on 28.8.17 at 4:00 p.m.

She was sharing her field experience on Adult Education in ~~her~~ particular and Education in general with teachers. She began with the Statistics ~~of~~ on the number of not literate persons in West Bengal. She stated that 9 districts of West Bengal northern zone has more than 74 lakh not literate person. Her field experience reveals that these people have different aspiration to be literate. And it is the duty of the adult literacy trainer to identify the aspiration and push the person to his goal. It may be a higher grade for a self help group or maybe a help to help ones child. She generalized her experience and extended this ~~to~~ logic to general academics. She ~~to~~ said that it is for us to find out and redress the ~~causes~~ cause that forces an adult to drop out of the adult education centre and a college student to shy out from her class.

Our Principal Madam acknowledged her logic and said that you can't force a child to class, you have to bring them to academics with care and concern.



IQAC meeting of ~~29.8.17~~ which has been  
Postponed to 1.9.17. at 10:30 p.m.

Members Present

1. Anu ~~ghosh~~ 01/9/17

2. Bhatnagar 01/09/17.

3. Dikhananta ghosh 01/09/17

4. Inpader 1/09/17

5. Dipanwita Ghosh 01.09.17

6. Lipika Mullick 01.09.2017 .

7. Debashree Ghosh (Biswas) 1.9.17.

8. Nandini Mukhopadhyay (Chakraborty) 1.9.17



The IQAC meeting of 24.08.17 which has been postponed to 01.09.2017

1. The AQAR for 2016-17 was placed on the meeting. The meeting endorsed the AQAR report subject to minor corrections. It was decided that the AQAR would be send to the NAAC through CAPU-AQAR link after the suggestions were incorporated in the report.
2. The case of a student of our college playing the Blue Whale game in the college campus itself was reported in the meeting. The members expressed care and concern for the student. The Principal of the college reported that parents of the student were contacted and the Belghoria P.S was contacted for counselling of the student. It was resolved that NSS volunteers of the college to be deputed through the NSS cell for one-to-one grassroots interaction with students. It was further resolved that use of mobile phone in class room, library and laboratories should be restricted. Measures should be taken to install wooden boxes to guard all plug points so that any unauthorized person will not be able to charge their mobile phones. It was also resolved that Dr Lipika Mullick, Dr Sujata Mukhopadhyay and Sm Munmun Kundu were to monitor this issue through NSS and NCC units of the college.
3. The theme paper for the proposed seminar to be organized by the IQAC of the institution was tabled at the meeting and approved. It was decided that Dr B.S. Madhukar, Advisor, NAAC would be requested to deliver a talk on changing Guidelines of NAAC. Dr. Shorosimohan Dan, Registrar, Burdwan University would speak on the introduction of CBCS, and T.K. Ghara on the revised guidelines of NAAC.

Table Agenda:

As the first year results are out, a threadbare discussion was conducted to discuss the results of B.A./B.Sc. Part I university examinations.

The meeting ended with vote of thanks to the chair.

  
Dr Dipanwita Ghosh,

IQAC coordinator

  
Dr Soma Ghosh

Principal

Co-ordinator  
Internal Quality Assurance Cell (IQAC)  
Hiralal Mazumdar Memorial  
College for Women  
Bakshineswar, Kolkata - 700 031



# HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN

DAKSHINESWAR, KOLKATA-700 035

Website: - [www.hmmcollege.org](http://www.hmmcollege.org)

E-mail: [hmmcw35@gmail.com](mailto:hmmcw35@gmail.com)

Phone No. - 033-25444520/033-2564-5148



Date: 23<sup>rd</sup> December, 2017

## NOTICE

A meeting of IQAC of the College will be held on 03<sup>rd</sup> January, 2018 (Wednesday) at 03:00 P.M in the Principals chamber of the College.

### Members of the IQAC:

1. Principal & Secretary:
2. IQAC Coordinator:
3. Administrative Official : Bursar:
4. Teachers' Representative:
5. Teachers' Representative:
6. Teachers' Representative:
7. Teachers' Representative:
8. Teachers' Representative:

Dr. Soma Ghosh

Dr. Dipanwita Ghosh *D Ghosh*

Dr. Lipika Mullick *L Mullick 02/01/18*

Smt. Nandini Mukhopadhyay Chakraborty *NMC 2.1.18*

Shri Dibakanta Jha *D Jha 2/1/18*

Dr. Rupa Sen *R Sen 2/1/18*

Dr. Debasree Ghosh Biswas *DGB 2/1/18*

Smt. Madhushri Das *M Das 2/1/18*

All members are requested to remain present in the meeting.

*D Ghosh 23.12.17.*

Dr. Dipanwita Ghosh

IQAC Coordinator

Hiralal Mazumdar Memorial College

For Women

Dakshineswar, Kolkata - 700 035

*Soma Ghosh 23/12/17*

Dr. Soma Ghosh

Principal

Principal

Hiralal Mazumdar Memorial College

For Women

Dakshineswar, Kolkata - 700 035

Co-ordinator

Internal Quality Assurance Cell (IQAC)

Hiralal Mazumdar Memorial

College for Women

Dakshineswar, Kolkata - 700 035



Due to some unavoidable circumstances, the IQAC meeting dated 03. January 2018 is being deferred to 5<sup>th</sup> Jan, 2018 at 2 p.m.

Coordinator  
Dipanwita Ghosh

Members Present (of the meeting which were being deferred from 3/1/2018 to 5/1/18)

1. ~~Hom Ghosh~~ 05/1/18
2. Dipanwita Ghosh 05.1.18.
3. Dibakanta Jha. 05.01.18
4. Rupak 5.01.18.
5. Debasis Ghosh (Dinoo) 5/1/18
6. Sullide 05/01/18
7. Pradyota Kumar 05/01/18
8. Madhusree Das 05/1/18.

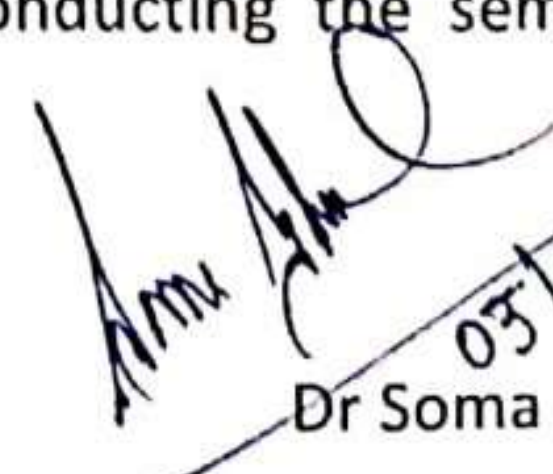


## Resolutions of the Meeting held on 05.01.2018 at the Principal's Chamber

This was a job allocation meeting

1. It was resolved that
  - a) Sm Sriparna Chatterjee, NTS would look into scholarship related issues and queries from morning till 12:30 p.m. After that she would assist in cash related work
  - b) Sri Sujit Biswas would disburse and keep records of Stock of Stationery, Students' Aid Fund and Receiving of letter from morning till 3 p.m. He would disburse college leaving certificates to students after 3 p.m.
  - c) Sm Piyanka Das would look into Kanyashree related aspects with Sri Amit Mondal she would perform internal and external exam related issues.
  - d) Sri Anupam Mukherjee would look into students' attendance, issuance of Digital ID cards and record keeper of all internal examination marks
  - e) Sm Sriparna Chatterjee was to update students' register of marks both for internal and University examinations.
2. The teachers brought to the notice of the Principal that examination related issues being highly confidential in nature a covered zone should be allocated to carry out all exam related work. The meeting resolved that the Principal's anti chamber zone be used for this purpose.
3. It was resolved that the administration would be stringent on students' attendance issues.
4. The IQAC resolved to conduct an Internal Academic and Administrative Audit by 2019 June.
5. Dates from all speaker being finalized, the seminar would be held on 29.01.2018. The seminar committee was referred to regarding conducting the seminar in a seamless manner.

  
Dr Dipakwita Ghosh,  
IQAC coordinator

  
05/01/2018  
Dr Soma Ghosh  
Principal

Co-ordinator  
Internal Quality Assurance Cell (IQAC)  
Hiralal Mazumdar Memorial  
College for Women  
Boksinagar, Kolkata - 700 038



# NATIONAL SEMINAR

IQAC

29.1.18.

National Seminar

On

Gearing up for changes:

In the accreditation process and implementation of the CBCS

Date: January 29, 2018

Venue: Seminar Room, Hiralal Mazumdar Memorial College For Women

Speakers:

Prof. Madhukar Seshadri

Advisor, NAAC (North Eastern Region)

Dr. Sarashimohan Dan

Pro-Vice Chancellor, Burdwan University

Prof. Basab Chaudhuri

Vice Chancellor, West Bengal State University

Organised by

IQAC

Hiralal Mazumdar Memorial College For Women  
Dakshineswar, Kolkata 700035





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# Hiralal Mazumdar Memorial College For Women

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Re-Accredited by NAAC with B<sup>+</sup> GRADE

E-MAIL : hmmcw35@gmail.com

WEBSITE : www.hmmcollege.org

Ref. No. \_\_\_\_\_



Date ...03/5/2018

Date: 03.05.2018

## NOTICE

This is notified for information that an urgent Meeting of IQAC Subcommittee will be held in the Meeting Hall on 04.05.2018 at 01: 00 P.M.

### IQAC Subcommittee Members

- |                                      |  |
|--------------------------------------|--|
| 1. Principal & Secretary:            | Dr. Soma Ghosh   |
| 2. IQAC Coordinator:                 | Dr. Dipanwita Ghosh <i>D Ghosh 4.5.18</i>  |
| 3. External Expert:                  | Prof. Chaitali Bhattacharyya, Chairperson,<br>Regional School Service Commission |
| 4. External Expert:                  | Prof. Samit Roy, VC of Adamas University   |
| 5. External Expert:                  | Shri. Sabyasachi Gupta, Representative of<br>NSHM Udaan Skills Foundation,       |
| 6. Administrative Official : Bursar: | Dr. Lipika Mullick <i>Sulick 04.05.18</i>  |
| 7. Teachers' Representative:         | Smt. Nandini Mukhopadhyay Chakraborty <i>NMCh</i>                                |
| 8. Teachers' Representative:         | Shri Dibakanta Jha <i>to VHS 11-40 am, 4.5.18</i>                                |
| 9. Teachers' Representative:         | Dr. Rupa Sen <i>RSE 11.30 am</i>   |
| 10. Teachers' Representative:        | Dr. Debasree Ghosh Biswas <i>Debas 3.5.18</i>                                    |
| 11. Teachers' Representative:        | Dr. Smt. Madhusmita Das <i>MDas 3/5/18</i>                                       |

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

All concerned are requested to note.

*Soma Ghosh*  
03/5/18

By Order

Dr. Soma Ghosh

Principal & Secretary

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



Members present in an urgent meeting of IQAC Subcommittee at the Chamber of the Principal on 04.05.2018 at 1:00 p.m.

### Members Present.

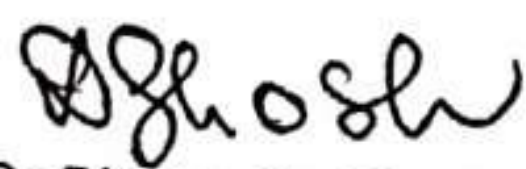
1. Amulya Ghosh 04/5/18
2. NM Chakrabarty 4.5.18
3. Dibranante Jha 4.05.18
4. Sebasree Ghosh (Biswas) 4.5.18
5. Lipika Mukherjee 04.05.2018
6. Impati 04.05.18
7. Indrajit Biswas 4/5/18
8. Shubani Mazumdar 04/05/18.
9. Pradipta Das. 04/05/18
10. Prosenjit Das 04/5/18
11. Joydeb Bhattacharya 04/5/18
12. Radhika Ghosh 4/5/18



## Resolutions of the Meeting held on 04.05.2018 at the Principal's Chamber

The Principal attended a meeting of the Higher Education Department, Government of West Bengal in 03.05.2018 regarding RUSA fund dispersal. She communicated the information and modalities that were to be carried out by the institution to claim for the money.

1. She also informed that the base level data had to be uploaded by 07.05.18.
2. 50 per cent of the fund would go for the construction of the new building.
3. She directed that minority students and first generation learners should be identified. Background data on education and income should be prepared to present the feedback of students.
4. The meeting resolved that a fund should be created to provide scholarship of B.A (hons and General) and B.Sc (Hons and General) maximum marks holder.
5. Dr Lipika Mullick and Sri Pradipta Mukhopadhyay were directed to prepare for the infrastructure requisition along with Sri Prasenjit Das and Sri Joydeb Bhattacharya
6. Dr Dipanwita Ghosh and Dr Rupa Sen were asked to prepare the justification part of the RUSA requisition format.
7. The post implementation overall monitoring was to be done by Dr Debasree Ghosh Biswas and Dr Indrajit Biswas.
8. The college accounts Department was directed to prepare for the Plan outlay for RUSA assistance claiming.



Dr Dipanwita Ghosh,

IQAC coordinator



04/05/18

Dr Soma Ghosh

Principal

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



IGAE Meeting - 10/05/18 - 12 noon

Members present:

1. Anu Ghosh
2. Chhota Chary 10/05/18.
3. N. Chakraborty 10.5.18.
4. Sullich 10.05.18.
5. M. Adhunik Das 10/5/18.
6. Debasree Ghosh (Biswas) 10/5/18
7. Dibakanta Ghosh 10/05/18
8. Rupale 10/5/18.
9. Invt 10/5/18 (invitee)
10. Indrajit Biswas (invitee) 10/5/18
11. Prosenjit Das 10/5/18
12. Anvita Banerjee 10/5/18

Extended meeting of IGAE 4:30 PM.

1. Anu Ghosh
2. N. Chakraborty 10.5.18.
3. Sullich 10.5.18
4. Invt
5. M. Adhunik Das 10/5/18
6. Rupale 10/5/18
7. Indrajit Biswas (invitee) 10/5/18
8. Anvita Banerjee 10/5/18
9. Koyal Sengupta 10/05/18
10. Prosenjit Das 10/5/18
11. Joydeb Bhattacharya 10/5/18



Proceedings of Internal Quality Assurance Cell meeting, held on 10<sup>th</sup> May, 2018 in the Principal's Chamber at 12 noon.

Members Present:

Dr. Soma Ghosh- Principal and Chairperson of IQAC  
Prof. Chaitali bhattacharyay- Chairperson, Regional School Service Commission and External expert  
Smt. Nandini Mukhopadhyay Chakraborty  
Sri. Dibakanta Jha  
Dr. Rupa Sen  
Dr. Lipika Mullick  
Dr. Debasri Ghosh Biswas  
Dr. Madhusree Das Datta  
Sri. Pradipta Mukherjee  
Sri. Samar Das  
Sri. Prasenjit Das

Resolution - 1

Resolved that the proceedings of the IQAC meeting held on 10th May, in the meeting room of the college was unanimously read and confirmed.

Resolution - 2

A detailed financial estimate for RUSA grant was tabled before the house, which was read aloud by Sri Pradipta Mukherjee, was approved with minor additions.

- a. The idea of mounting a display monitor to play videos on different subjects for students to absorb information they generally avoid to gather by reading, was highly appreciated by Prof. Chaitali bhattacharyay; but she suggested that a programme schedule be pre designed or an academic calendar be designed to prepare the videos, that would be played by the college.
- b. Special attention for upgrading the museum and creating an archive is essential to boost up the academic ambience within the campus.

Resolution - 3

Principal reported that she spoke to Shri. Samit Roy, Chancellor of Adamas University, regarding the possibilities of training our students to find job opportunities in the market, to which Prof. Roy complied and agreed to extend utmost cooperation to collaborate with the college by organizing classes by the faculty resource of RICE and of ADAMAS UNIVERSITY.

Resolved that alumnus of the college be given priority in such training programmes: All members conformed that this endeavor would not only be beneficial for the students, but also bring the college into the academic limelight gearing up to enhance productive skills and raise the employability scope of students.



Prof. Chaitali Bhattacharyay further suggested that the department of vocational training of West Bengal Government be approached to facilitate the process of training our students. Resolved that the Career Counseling cell and the Placement Officer of the college is requested to take special initiative to materialize the effort.

Considering the emerging need for upgraded laboratories to suit the academic requirement under CBCS mode, resolved that special attention be given for upgradation of the laboratories and exhaust fans be installed within the laboratories.

#### Resolution – 4

Resolved that Sri Sarada Math Rasik Bhita, be requested to allow the college to arrange Computer Literacy and Communicative English classes in their premise, to edge over acute space constraint, faced by the college.

#### Resolution – 5

Principal reported that the present IQAC coordinator, Dr. Dipanwita Ghosh has always remained very professional in performing her duties. While preparing for NAAC and during NAAC visit also she extended her utmost cooperation. Her performance is worthy of appreciation. But post NAAC visit Dr. Dipanwita Ghosh wished to be released from her duties as IQAC coordinator and requested the Principal repeatedly though verbally for the same, for personal reason (for her daughter's higher studies outside the state).

However, the principal requested her to wait for few more days. It was regularly, evident that she was not in a position to handle this load due to paucity of time on her part. On 7<sup>th</sup> May she reminded and requested the principal again to relieve her of her burden of work as the IQAC coordinator. Her preoccupation with personal matters kept her away from preparing documents for RUSA as well which was alarming.

Under the circumstance it is resolved that Dr. Dipanwita Ghosh be released from her duty as the IQAC coordinator at least for six months. The matter may be reviewed after six months. Sri. Dibakanta Jha, one of the senior most teachers was requested to take over the charge, but he declined due to his age and other official pre occupations. Thereafter, the next senior teacher, Dr, Rupa Sen, Associate Professor in the department of Political Science was requested to accept the charge; though she was initially hesitant, but later accepted the charge as IQAC coordinator after being requested by the Principal. Prof. Chaitali Bhattacharyay requested Sri. Pradipta Mukherjee to assist her.

Resolved that Dr. Rupa Sen shall henceforth function as the new IQAC coordinator; The principal is requested to take special care regarding the pending promotion cases, of teachers that stand long awaited.

#### Resolution - 6



Resolved that the matter related to channelizing the remuneration of sum of Rs. 5000/- (Rupees five thousand only) in her salary account against AISHE data uploading by the AISHE Nodal Officer, Dr. Dipanwita Ghosh had uploaded her personal PAN Number without any formal approval of the DDO of the college which is required to be referred to the Governing Body for necessary formalization. Sri. Pradipta Mukherjee read aloud the unsigned note sheet submitted by Dr. Dipanwita Ghosh as per the instruction of the external expert and the Principal. Prof. Chaitali Bhattacharya pointed out that the last paragraph of the note sheet reflected that remuneration should have been drawn in the account of the institution or at least with prior approval of the DDO, as it was related to sharing of institutional information and in the process the efforts of non teaching staff are also to be acknowledged. Principal reported that not only the present Principal, but also former Teacher in charges, Dr. Arati Chatterjee, Dr. Aniruddha Choudhury and Dr. Swagata Das Mohanta were all in darkness and knew nothing about the episode regarding drawing the sum of Rs 5000 against AISHE data uploading (The earlier Teacher in Charges have expressed their dismay on the matter in writing). Also Bursar, Dr. Lipika Mullick former Bursar, Sri. Pradipta Mukherjee and the Accountant Sri Prasenjit Das, reported that they too had no information about the matter. They further reported that there was no entry of Rs. 5000/- p.a. (AISHE Remuneration) in the Income Tax, Form 16 of Dr. Dipanwita Ghosh.

Principal Dr. Soma Ghosh expressed with grief that it was sheer unconditional trust on her part towards the said nodal officer that caused ignorance about the matter and she sought apology for this sort of unprofessionalism on her part. Henceforth, Dr. Parthapratim Pradhan, Assistant Professor, department of Physics would be the new AISHE nodal officer and he will be assisted by Sri Prasenjit Das (accountant) and Sri. Jaydeb Bhattacharyya (officiating Cashier).

#### Resolution 6

Noted that the Principal, Dr. Soma Ghosh submitted her project report and utilization of UGC-MRP Project and surrendered and submitted all the belongings, including Laptop, Printer, dongle, books purchased against UGC/MRP Project.


#### Resolution 7

Academic sub committee convener, Dr. Rupa Sen placed the result of the third year 2018. The poor performance of students caused agony among the members present in the meeting. Resolved that measures may be taken to improve the academic performance of students. Resolved that External academic audit may be conducted as one of the measures for improving the academic performance of the college.

#### Misc.

Resolved that an Innovation cell, comprising of both teaching and non teaching staff be formed to rejuvenate, the academic atmosphere of the college.

The meeting ended with a vote of thanks to the Chair

  
10/05/18

Principal  
Biralal Mazumdar Memorial College  
For Women  
Dakshineswar, Kolkata - 700 035



# Hiralal Mazumdar Memorial College For Women

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E-MAIL : hmmcw35@gmail.com

WEBSITE : www.hmmcollege.org

Date 19/5/2018

23/4/HMMC/A.G/2018-19

Date: 19.05.2018



To  
Dr. Dipanwita Ghosh  
IQAC Coordinator  
Hiralal Mazumdar Memorial College For Women,  
Kolkata - 700035

Sub: Relieving you from the duty as IQAC Coordinator of the college w. e. f. 21.05.2018

Dear Madam,

With reference to your repeated verbal requests and the unanimous decision taken in the meeting of IQAC dated 10.05.2018 in the college, you are hereby relieved, for the time being, from the duty as IQAC Coordinator of the college w. e. f. 21.05.2018 subject to the approval of the Governing Body of the college.

However, the college is glad to appreciate your efforts as IQAC Coordinator in the last few year(s) and I hope that you will continue to provide your sincere service to the college in the future.

With regards,

19.05.18

Dr. Soma Ghosh  
Principal & Secretary  
Principal & Secretary  
Hiralal Mazumdar Memorial College  
For Women  
Dakshineswar, Kolkata - 700 085

- President  
Governing Body  
Hiralal Mazumdar Memorial College  
for Woman  
Dakshineswar, Kolkata - 700 035

Received  
with thanks  
Dipanwita Ghosh  
22.05.2018





# Hiralal Mazumdar Memorial College For Women

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E-MAIL : hmmcw35@gmail.com

WEBSITE : www.hmmcollege.org

No. 2315/HMMC/R.5/2018-19.

Date 19.05.2018

Date: 19.05.2018



To  
Dr. Rupa Sen  
Associate Professor,  
Department of Political Science,  
Hiralal Mazumdar Memorial College for Women,  
Kolkata - 700035.

Sub: Request to take charge as IQAC Coordinator of the college w. e. f. 21.05.2018

Dear Madam,

With reference to the unanimous decision taken in the meeting of IQAC dated 10.05.2018 in the college, you are hereby requested to take charge as IQAC Coordinator of the college w.e.f. 21.05.2018 subject to the approval of the Governing Body of the college and also requested to take possession of all related documents (hard and soft copies) from Dr. Dipanwita Ghosh.

Hope you will do the needful in this regard for the development of the college.

With regards,

*[Signature]*  
19.05.18

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

*[Signature]*  
President  
Governing Body

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

Received a copy of  
the same  
before  
21/5/18.





# 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.....  
Date: 06.06.2018

Date: 06/06/2018



## NOTICE

This is notified for information that a meeting of IQAC will be held in the Meeting Hall on 11.06.2018 at 03:00 P.M. The following members of IQAC are requested to remain present in the aforesaid meeting.

### Members of IQAC

- |   |  |
|---|--|
| 1. Principal & Secretary:                             | Dr. Soma Ghosh   |
| 2. IQAC Coordinator:                                  | Dr. Rupa Sen   |
| 3. External Expert:                                   | Prof. Chaitali Bhattacharyya, Chairperson,<br>Regional School Service Commission |
| 4. Administrative Official & Bursar:                  | Dr. Lipika Mullick   |
| 5. Teachers' Representative:                          | Shri Dibakanta Jha   |
| 6. Teachers' Representative & Member, Governing Body: | Dr. Dipanwita Ghosh  |
| 7. Teachers' Representative & Member, Governing Body: | Dr. Madhusree Das  |
| 8. Teachers' Representative & Member, Governing Body: | Shri Pradipta Mukherjee  |
| 9. Teachers' Representative:                          | Dr. Sujata Mukhopadhyay  |
| 10. Secretary, Teachers' Council:                     | Dr. Prodip Das   |
| 11. Teachers' Representative:                         | Dr. Dilip Panda  |
| 12. Teachers' Representative:                         | Dr. Partha Pratim Pradhan  |
| 13. Accountant:                                       | Shri Prosenjit Das   |

All concerned are requested to note and act accordingly.

  
06/06/18

Dr. Soma Ghosh  
Principal & Secretary

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



Hum Planning Comm & JGAC Meeting — 11/6/18 — at 2 pm.

Members present :

- 1) Amu Ghosh 11/6/18
- 2) Nandini Mukhopadhyay (Chakraborty) 11.6.18
- 3) Rupali 11/6/18
- 4) Dipanwita Ghosh 11.6.18.
- 5) Dipika Mullick 11.06.18.
- 6) Dibakanta Jha 11.06.18
- 7) Madhukar Das
- 8) usy 11/06/18 11/06/18
- 9) Prosenjit Das 11.6.18





Phone No: (033) – 2544-4520 / 2564 – 5148 / 2544 – 2632  
2544 – 0932 (NSOU) Fax: (033) – 2544 - 4520  
**HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN**  
**DAKSHINESWAR • KOLKATA: 700035**  
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Email: hmmcw35@gmail.com / Website: www.hmmcollege.ac.in

Date: 11.06.2018

**Proceedings of Meeting of IQAC dated 11.06.2018 held in the chamber of Principal**

**Resolution 1:**

Resolved that comparative assessments related to Component 9 of RUSA 2.0 against all the items were checked and verified. Further resolved that RUSA works may be proceeded under the supervision of PMU coordinator following rules of procedure.

**Resolution 2:**

Vetted Estimates were endorsed and Proposals / Estimates were checked and scrutinized. Further resolved that works may be proceeded under the supervision of PMU coordinator and of the Building Committee following rules of procedure. Also resolved that Dr. Indrajit Biswas, Assistant Professor of Zoology and convener of Building Committee be requested to supervise the works of the College building, along with infrastructural development of the College.

**Resolution 3:**

Resolved that meeting of the library committee dated...are read and confirmed. Library Estimations had been checked and verified and librarian be requested to proceed as per rules of procedure.

+ Resolved that all the papers related to the above mentioned matters along with the enclosures will be sent to the competent authorities for release of Grant.

+ (List, prepared on the basis of ATR prepared by the Librarian is attached)

**Resolution 4:**

Resolved that the proceedings of the meeting held on 25.04.2018 are read and confirmed. Budgetary allocation and research seed money related details be placed in the next IQAC meeting.





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**Resolution 5:**

Resolved that the following members shall be the members of IQAC from the next Academic Session i.e. July, 2018.

**IQAC (Internal Quality Assurance Cell)**

1. Chairperson, Principal & Secretary :Dr. Soma Ghosh
2. IQAC Coordinator & Convener :Dr. Rupa Sen
3. Joint Convener IQAC :Dr. Indrajit Biswas
4. External Member :Dr. Dravid Ahmed, Associate Professor, Dept. of Urdu, Maulana Azad College
5. External Member : Dr. Madhumita Sen, Associate Professor, Dept. of Sociology, Govt. General Degree College
6. Bursar :Dr. Lipika Mullick
7. Teachers' Representative (GB) :Dr. Dipanwita Ghosh
8. Teachers' Representative (GB) :Dr. Madhushri Das
9. Teachers' Representative (GB) :Shri Pradipta Mukherjee
10. Teachers' Council Secretary : Dr. Prodip Das
11. Teachers' Representative & Science Coordinator :Dr. Amrita Banerjee
12. Teachers' Representative :Shri Dibakanta Jha
13. Teachers' Representative :Dr. Sujata Mukhopadhyay
14. Teachers' Representative :Shri Mrigyanka Narayan Das
15. Teachers Representative :Dr. Dilip Panda
16. Teachers' Representative :Dr. Partha Pratim Pradhan
17. Teachers' Representative :Shri Aditya Subba
18. Non-Teaching Representative (GB) Accountant :Shri Prosenjit Das

**Resolution 6:**

Resolved that up-gradation and moderation of laboratory facilities be done. Dr. Amrita Banerjee, Assistant Professor of Chemistry and Dr. Indrajit Biswas, Assistant Professor of Zoology, Joint Science Coordinators be requested to look after infrastructural development in the laboratory based subjects and regular stock audit.





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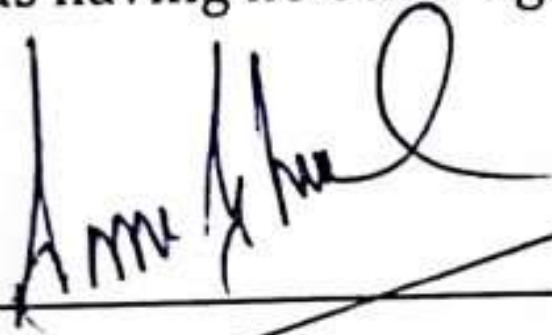
Email: hmmcw35@gmail.com / Website: www.hmmcollege.ac.in

**Resolution 7:**

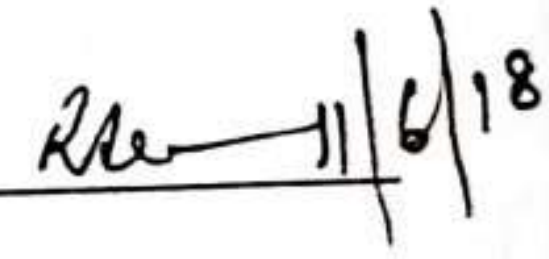
Resolved that Social Outreach Cell be requested to construct sub-cells for empowerment of SC/ST, OBC and Minority students and staff. However as suggested by the convener of Social Outreach Cell and IQAC member teachers belonging to the respective communities be given the charge of the concerned cells for effective performance.

Resolved that interdisciplinary pedagogic exercise be done as innovative endeavour and expansion of Library with upgraded version of automation be proceeded.

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

  
11/06/18

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

  
11/06/18

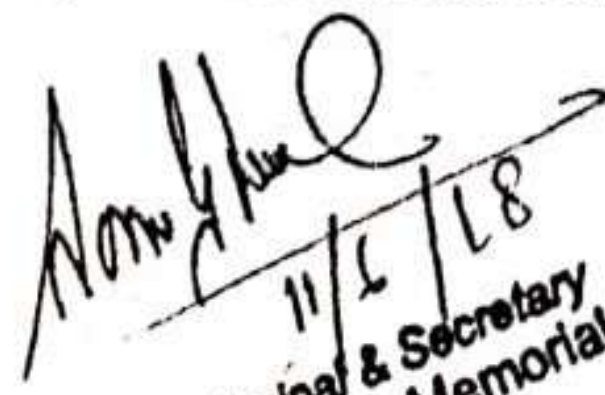
Dr. Rupa Sen  
Coordinator, IQAC  
*U-urainaw*  
Internal Quality Assurance Cell (IQAC)  
Hiralal Mazumdar Memorial  
College for Women  
Dakshineswar, Kolkata – 700 035



# MINUTE BOOK—

## Enclosed:-

- 1) 9.4 - shortlisted criteria indicator and weights.
- 2) 9.5. a) - baseline data
- 3) 9.5. b) - Physical and financial details
- 4) 9.5. d) - Detail of proposal and justification
- 5) Copy of NAAC Report
- 6) Copy of current NAAC certificate
- 7) Copy of previous NAAC certificate
- 8) Copy of College Affiliation
- 9) Copy of Mission-Vision Statement
- 10) Copy of CLF Authorization letter
- 11) Copy of AISHE Certificate for the year 2017-18.
- 12) Plan of New Construction Building
- 13) Vetted Estimate of New Construction of a Building
- 14) Vetted/Proposed Estimate of Renovation of Library
- 15) List of the Library Equipment/Books/Journals etc. for proposed purchase with estimation.
- 16) Detail of Existing Laboratory Equipment are proposed rate of expenditure.
- 17) Proposed Plan of new construction of a Building certified by licensed Civil Engineer.
- 18) Municipality Tax Challan.
- 19) Copy of College PAN.
- 20) Copy of College TAN
- 21) Copy of receipt against RUSA estimation submitted on 12-05-2018
- 22) Copy of the resolution of Tender & Purchase Committee meeting held on 04-05-2018 - 08-06-2018.
- 23) Copy of the resolution of HMM Planning Committee (UGC guideline) meeting held on 05-05-2018, 11-05-2018 and 08-06-2018.
- 24) Copy of resolution of IQAC meeting held on 10-05-2018 and 08-06-2018.
- 25) Copy of the resolution of Building Sub-Committee (UGC guideline) meeting held on 05-05-2018.
- 26) Copy of resolution of Governing Body meeting (by circulation)
- 27) UGC Settlement Certificate of Xth and XIth Plan period grants

  
11/6/18  
Principal & Secretary  
Hiralal Mazumdar Memorial College  
For Women  
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11/6/18





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# Hiralal Mazumdar Memorial College for Women

DAKSHINESWAR • KOLKATA - 700035

E-mail : hmmcw35@gmail.com  
Website : www.hmmcollege.org

Ref. No. ....

Date .....

IGAC (Meeting)

Date: 14.06.18

Members present-

1. [Signature] 14/6/18
2. Rupali 14/06/18
3. Gullick 14.06.18
4. Ramkeshna Sen. 14/06/18
5. Mityunjay Ghosh. 14.6.18
6. [Signature] 14.6.18
7. [Signature] 14.6.18
8. Sujata Mukhopadhyay 14.6.18
9. Koyal Sengupta 14.6.18
10. Anvita Banerjee 14/6/18
11. Aditya Subte 14.06.18
12. Shashank Sharmah 14.6.18
13. Dilakanta Jha. 14.6.18
14. [Signature] 14/06/18
15. D Ghosh 14.06.18
16. [Signature] 14/06/18
17. [Signature] 14/06/18
18. [Signature] 14/06/18
19. [Signature] (14/6/18)
20. [Signature] 14.6.18
21. [Signature] 14.6.18
22. [Signature] 14.6.18



# HIRALALMAZUMDAR MEMORIAL COLLEGE FOR WOMEN

Dakshineswar, Kolkata -7000 035  
Website: - [www.hmmcollege.ac.in](http://www.hmmcollege.ac.in),  
E-mail: [hmmew35@gmail.com](mailto:hmmew35@gmail.com)  
Phone No. – 033-25444520/033-2564-5148

## Proceedings of Meeting of IQAC dated 14.06.2018 held in the chamber of Principal

### Resolution 1:

Resolved that three new subjects Environmental Science Women Studies & B.Com. stream be offered as general course from 2018-2019


### Resolution 2:

Resolved that the college took steps for unique venture for introduction of interdisciplinary pedagogic exercise.

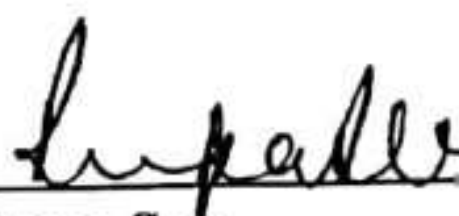
### Resolution 3:

Resolved that the programme officer of NSS shall report about the upcoming programmes planed for 2018-2019.

Thus having no other agenda to discuss, the meeting ended with 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, IOAC

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