

# 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



Date: 22/01/2021

Ref. No. 22.01.2021

## REVISED NOTICE

This is notified for information that a meeting of Internal Quality Assurance Cell (IQAC) will be held on 27.01.2021 at 03:00 PM in the Meeting Room of the college.

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

## AGENDA

1. a) To discuss regarding giving suggestion to the teachers to keep their online class records mentioning the beginning and ending class which would be required for calculating API score for CAS as per govt. notification memo No. 1373 - Edn (CS/5P - 52/98) dated 07.12.2017.
- b) To discuss regarding endorsement of the CAS cases which stands due.
- c) To discuss regarding completion of RC / OP for CAS.
2. To discuss regarding making request to the teachers to deliver lectures through LMS if possible.
3. To discuss regarding collection of students' feedback for classes during the pandemic.
4. To discuss regarding the matter of running classes in the laboratory based departments in videography mode.
5. To discuss regarding completion of stock maintenance of all departments by 28.02.2021.
6. To discuss regarding beginning of Academic Audit and Performance Audit.
7. To discuss regarding precarious condition of the old building especially the dept. of History and ground floor of the said building.
8. To discuss regarding the maintenance / repair work necessary for the path connecting the old (Block - A) and new building (Block - B), especially the area adjacent to Biswarup Ashram that remains under water after a brief spell of rain compelling the students and teachers wade through the flowing water clogging the path.
9. To discuss regarding the maintenance / repair work necessary for the fence on the aforesaid path bordering pond to prevent unwanted incident / accident in future.
10. To discuss regarding the matter of Smt. Chandrani Bandyopadhyay.
11. Miscellaneous.

## Internal Quality Assurance Cell (IQAC)

- |  |                              |
|--|------------------------------|
| 1. Principal & Secretary                           | :Dr. Soma Ghosh              |
| 2. IQAC Coordinator & Convenor                     | :Dr. Rupa Sen                |
| 3. Joint Convener IQAC                             | :Dr. Indrajit Biswas         |
| 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          |
| 14. Teachers' Representative                       | :Dr. Sujata Mukhopadhyay     |
| 15. Teachers' Representative                       | :Shri Mriganka Narayan Das   |
| 16. Teachers Representative                        | :Dr. Dilip Panda             |
| 17. Teachers' Representative                       | :Dr. Partha Pratim Pradhan   |
| 18. Teachers' Representative & Science Coordinator | :Dr. Amrita Banerjee         |



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

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

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Ref.No.....

19. Non-Teaching Representative (GB) Accountant

:Shri Prosenjit Das

Date.....

All concerned are requested to note and act accordingly.

  
27/9/2024

Dr. Soma Ghosh  
Principal & Secretary



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





Members present in the meeting dated 27.01.2021

1. Amrita, 22/01/2021
2. Amrita Datta 22/01/2021
3. Indip Datta, 27.01.2021
4. Sonali Mukherjee 27/1/2021
- 5.
6. Lipika Mullik 27.01.2021
7. Indrajit Biswas, 27/1/21
8. Rupam 27/01/21
9. Dilip Panda 27.01.2021
10. Madhusudan 27/01/2021.
11. Mriganku Nayak 27.1.21
12. Amrita Banerjee 27/1/2021
13. Rupam 27/1/21





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2544 – 0932 (NSOU) Fax: (033) – 2544 - 4520

**HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN**  
**DAKSHINESWAR • KOLKATA: 700035**

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Proceedings of the IQAC meeting on 27.01.2021 at 03:00 PM in the meeting hall of the college.

**Resolution Number 01:**

- i) Resolved that record of online classes will be maintained on a regular basis as per the suggestion of the Hon'ble Vice Chancellor of West Bengal State University, Prof. Dr. Basab Choudhury, keeping in view that post pandemic data may have to be sent to the UGC or Government.

Dr. Soma Ghosh, the Principal and Secretary of the college has also apprised the members about her conversation regarding online classes during lockdown and how it may be taken into accounts for the candidates placing themselves for CAS in further. Accordingly, it was resolved that class records would be maintained through Google Forms; stored and submitted to HOD on monthly basis.

- ii) Resolved that CAS of Dr. Madhushree Das Dutta, Assistant Professor in the Department of Botany, Dr. Dilip Panda, Assistant Professor in the Department of Sanskrit, Dr. Prodip Das, Assistant Professor in the Department of Education, Smt. Koyel Sengupta, Librarian, Stand due. Therefore, it is essential that the required process be initiated and completed in their favour. All credentials be submitted by the abovementioned teachers at the earliest and be duly verified by the IQAC Coordinator, Dr. Rupa Sen. A team for CAS be formed to expedite the process.

- iii) Resolved that the teachers may apply and may be allowed for Refresher Course / Orientation Programme once in an academic Session. However, exceptional cases may be considered e. g. if promotion is long due but, Refresher Course / Orientation Programme still to be attended, concerned teacher may then be allowed subject to the discretion of the Principal of the college.

**Resolution Number 02:**

Resolved that regarding classes to be taken through LMS, Dr. Amrita Banerjee, Assistant Professor in the Department of Chemistry of the College and Smt. AAtreyi Bhattacharyya, SACT I may look into the matter and speak with Tushar Infotech for simplification of related button(s) and other allied matter(s) to make it friendlier for all.





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**Resolution Number 03:**

Resolved that online system be generated for collecting students' feedback for classes during pandemic.

**Resolution Number 04:**

Resolved that videography be prepared for online laboratory classes.

**Resolution Number 05:**

Resolved that library Stocktaking process be completed by 28<sup>th</sup> February, 2021 by all departments of the college.

**Resolution Number 06:**

Resolved that Academic Performance Audit of the Teachers and Nonteaching Staff of the college be verified by all the external members of the IQAC. Any irregularity detected could lead to show cause to the concerned staff from the authority.

**Resolution Number 07:**

Resolved that Resolved that the proceedings of the meeting of the Research Subcommittee held on 26.06.2020, 22.09.2020 and 16.12.2020 through online mode are read and confirmed. Due to the effect of pandemic research activities have come to a halt. Keeping in view that many people have lost job, research committee is requested to think about skill development, creation of incubation centre, to provide training on entrepreneurial skill for better placements of students and the community people. Unnat Bharat Abhiyan scheme may be a medium to promote such research activities in the adopted rural areas.

**Resolution Number 08:**

Resolved that the proceedings of the meeting of the joint meeting of NSS, Equal Opportunity Cell and Social Outreach Cell are read and confirmed. Resolved that these cells will distribute food stuff to the adopted slum, Nibedita Colony and will conduct online awareness programme on Covid-19 protocol. Teachers and staff are requested to donate generously to contribute to Chief Minister' fund.

**Resolution Number 09:**





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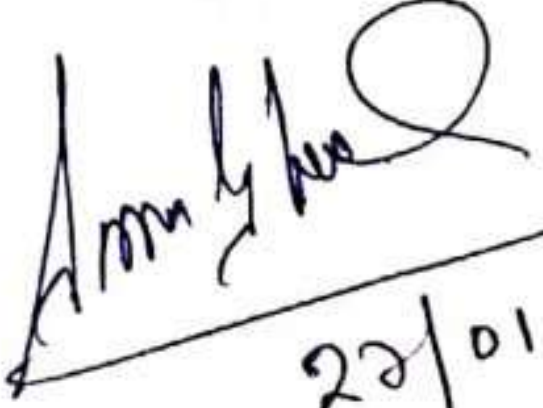
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Resolved that temporary boundary of the pond may be replaced by a concrete wall for safety of the students and for aesthetic look of the campus.

**Resolution Number 10 Miscellaneous:**

Resolved that Principal be requested to take necessary step(s) to enquire about the status of Smt. Chandrani Bandyopadhyay from the Honbl'e Director of Public Instructions, Education Directorate, Government of West Bengal.

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

  
22/01/2021  
Principal & Secretary  
Hiralal Mazumdar Memorial College  
For Women  
Dakshineswar, Kolkata-700 035

  
27/1/21  
Anurupa,  
Internal Quality Assurance Cell (IQAC)  
Hiralal Mazumdar Memorial  
College for Women  
Dakshineswar, Kolkata – 700 035



A combined meeting of IQAC with HOD's of all departments  
in room no - 318 on 8/2/2021.

Members Present:

- 1.
2. Pradyumna Dm. 8/2/2021
3. Debajyoti Ghosh (Biswas)
4. Sonali Mukherjee 8/2/2021
5. Madhusudan Das 8/2/2021
6. G. G. 8/2/21
7. Ananta Kumar 8/2/21
8. Indrjit Biswas, 8/2/21
9. Anirban 8/2/2021.
10. Debashree Chakrabarty 8/2/2021
11. Sakshi Khatun 8/2/2021
12. Lipika Mullick 08.02.2021
13. Soma Saha 8/2/2021
14. Shreyasi Ghosh 8/2/2021
15. Rajasree Chakraborty. 08/02/2021.
16. Mohua Sethi 8/2/2021
17. Anindita Sameluta 8/2/21.
18. Chandan Kumar Roy 8/2/2021
19. Sandhya Soren 8/2/2021





Ref.No.....

Date: 08.04.2021

### NOTICE

This is notified for information that an urgent joint meeting of PMU of RUSA, Tender & Purchase Committee and IQAC will be held on 12.04.2021 at 12:00 Noon to discuss the following agenda. All the members are requested to attend the said meeting.

### Agenda

1. To read and confirm the proceedings of the previous meeting dated 07.01.2021.
2. To discuss regarding ratification of RUSA Work from inception to till date.
3. To apprise the Utilization Certificate sent by PWD on 08.04.2021 against component 1 and 2.
4. Miscellaneous.

### Members of PMU

1. Dr. Soma Ghosh, Principal & Secretary, as Chairperson of PMU
2. Dr. Partha Pratim Pradhan, Assistant Professor, Dept. of Physics (Convener, PMU and As Academic Faculty)
3. Shri Dibakanta Jha, Associate Professor, Dept. of Sanskrit (As Academic Official & Faculty)
4. Dr. Lipika Mullick, Bursar & Associate Professor, Dept. of Mathematics (As Academic Official & Faculty)
5. Dr. Rupa Sen, Associate Professor, Dept. of Political Science (As Academic Official & Faculty)
6. Dr. Sonali Mukherjee, Associate Professor, Dept. of Economics
7. Dr. Mriganka Narayan Das, Assistant Professor, Dept. of Education
8. Smt. Koyel Sengupta, Librarian
9. Shri Prosenjit Das, Accountant (As Administrative Officer)
10. Shri Moloy Banerjee (As Technical Support Staff)
11. Shri Joydeb Bhattacharya (As Technical Support Staff)
12. Dr. Indrajit Biswas, Assistant Professor, Dept. of Zoology (as Invitee)

### Members of Tender & Purchase Committee

1. Chairperson : Dr. Soma Ghosh, Principal & Secretary
2. Convenor : Dr. Lipika Mullick, Bursar
3. Joint Convenor : Shri Pradipta Mukherjee, Governing Body
4. IQAC Coordinator : Dr. Rupa Sen
5. Convenor of PMU (RUSA) and AISHE Nodal Officer: Dr. Partha Pratim Pradhan
6. NIRF Coordinator : Dr. Dilip Panda
7. Joint Convenor, Building Committee : Shri Dibakanta Jha
8. Secretary, 'Teachers' Council : Dr. Prodip Das
9. Coordinator, Lab. Based / Science Department: Dr. Madhushri Das
10. Coordinator, Lab. Based / Science Department: Dr. Amrita Banerjee
11. Librarian : Smt. Koyel Sengupta





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Date.....

12. Teaching Member

: Dr. Indrajit Biswas

13. Head Clerk

: Shri Samar Kumar Das

14. Accountant & Administrative Officer (PMU): Shri Prosenjit Das

15. NTS Representative and Technical Support Staff (PMU): Shri Moloy Banerjee

16. NTS Representative, Cashier (Acting) and Technical Support Staff (PMU): Shri Joydeb Bhattacharya

### Internal Quality Assurance Cell (IQAC)

1. Principal & Secretary

: Dr. Soma Ghosh

2. IQAC Coordinator & Convenor

: Dr. Rupa Sen

3. Joint Convener IQAC

: Dr. Indrajit Biswas

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

14. Teachers' Representative

: Dr. Sujata Mukhopadhyay

15. Teachers' Representative

: Shri Mriganka Narayan Das

16. Teachers Representative

: Dr. Dilip Panda

17. Teachers' Representative

: Dr. Partha Pratim Pradhan

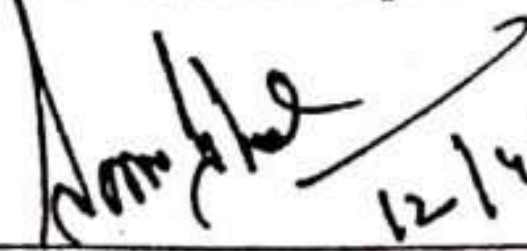
18. Teachers' Representative & Science Coordinator

: Dr. Amrita Banerjee

19. Non-Teaching Representative (GB) Accountant

: Shri Prosenjit Das

All concerned are requested to note and act accordingly.

  
12/14/2021

Dr. Soma Ghosh  
Principal & Secretary



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Ref.No.....

Date.....

## Minutes of the Joint Meeting of PMU of RUSA, Tender & Purchase Sub - Committee and IQ college held on 12.04.2021 at 12:00 Noon

1. Proposed item no 2c(a) cool drinking water (proposed to be done)  
Tender floated HMMCW/RUSA/NIQ/18-19/0001 on 31/10/18  
Advt on 1/11/18  
Work order given to OMNITECH order number 402 dt 26/12/18. Proposed expenditure Rs. work done. For payment referred to competent authority payment date : 29.03.2018
2. Item no.2E(F) Public Address System (proposed) Tender floated HMMCW/RUSA/NIQ/18-19/31/10/18 Advt for work permit on 1/11/18  
Work order given to Vibgyor Info[ order no.403 dt 26/12/18] proposed expenditure Rs 175 done:  
For payment referred to competent authority payment date : 29.03.2018
3. Item no.2A(a) proposed : add seminar room/false ceiling for auditorium Tender floated HMMCW/RUSA/NIQ/18-19/0003 dt 31/10/18 Advt date 1/11/18  
Work order not given.
4. Item 3(d) instrument proposed. Tender floated HMMCW/RUSA/NIQ/18-19/0004 dt 13/12/18 given on 15/12/18  
Work not given.  
See the attached Annexure.
5. Item no.3(a) books and journal to be purchased (proposed exp Tender floated HMMCW/RUSA/19/0005 dt 13/12/18 Advt. given on 15/12/18. For further details see the annexures attached herewith.  
Work order 404 dt 10.01.19 to Universal Book Concern  
1<sup>st</sup> payment Rs 16,099.00 on 07.09.19  
2<sup>nd</sup> payment Rs 42345 on 23.07.19  
3<sup>rd</sup> payment Rs 99795 on 10.05.19  
Next work order no.405 on 10.01.19 to Osmania book depot payment 86672 on 29.3.19  
Next work order no.406 to Trio Enterprise on 10.01.19  
Amount Rs.27,510 on 23.03.19  
Next work order no.407 & 408 dt 10.01.19 to Katha o Kahini  
1<sup>st</sup> payment Rs 1,14,401.00 on 29.03.19





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- 2<sup>nd</sup> payment Rs 183689.00 on 20.03.19  
3<sup>rd</sup> payment Rs 124557.00 on 01.03.19  
4<sup>th</sup> payment Rs 7969.00 on 07.11.19  
5<sup>th</sup> payment Rs 14699.00 on 13.02.2020
6. Item no.2E(a) Museum archive + materials proposed Rs 350939.00  
Tender floated HMMCW/RUSA/NIQ/18-19/0006 dt 10/1/19 Advt on 19/1/19. For further details see the annexures attached herewith.  
Work order 414 dt 12.02.19 to Hasnuhana work done. For payment referred to competent authority.  
Payment to be made on 29.03.19.
7. Item 3(d) instrument proposed Advt given on 19.01.19 Tender floated HMMCW/RUSA/NIQ/18-19/0007 dt 12/10/19  
No bidder- WND Cancelled
8. Item no. 3(d) instrument proposed  
Tender floated HMMCW/RUSA/NIQ/18-19/0008 dt 2<sup>nd</sup> call on 12.01.2019  
Advt. given on 19.01.19. For further details see the annexures attached herewith.  
Work order 416 on 08.03.2019 to Instrumentation India  
Paid -> Rs 13230 paid on 30.11.19 amount Rs 53130 & Rs 39900 on 06.08.19  
Work order 417 dt 08.03.19 to Bikash Scientific  
Amount Rs 1,062.00 to be paid on 6.8.19  
Work order 418 dt 08.03.19 to Laxmi Enterprise  
Amount Rs 34,257.36 (order not supplied)  
Work order 433 dt 22.01.20 to Laxmi Enterprise  
Amount Rs 45,890 (order not supplied)  
Work order 419 dt 08.03.19 to Frontline Technologies amount Rs 50,502.8  
Payment Rs 7787 on 06.08.19  
Rs 5310 on 06.08.19  
Rs 37406 on 06.08.19
9. Item 2A(c) furniture for seminar room  
Tender floated HMMCW/RUSA/NIQ/18-19/0009 dt 12.01.2019  
Advt on 19.1.19  
Cancelled
10. Item 3(b) KOHA software





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- Tender floated HMMCW/RUSA/NIQ/18-19/0010 dt 12.01.2019  
Advt on 19.1.19  
Cancelled
11. Item no 2E(a) museum furniture proposed Rs 1,24,965  
Tender floated HMMCW/RUSA/NIQ/18-19/0011 dt 12.01.2019  
Advt on 19.1.19  
Work order 420 dt 8.3.19 to Hasnuhana (For payment referred to competent authority)  
Payment dt 7.9.19
12. Item 3(b) KOHA software(proposed)  
Tender floated HMMCW/RUSA/NIQ/18-19/0011/2<sup>nd</sup>call  
Advt missed [stands cancelled]
13. Item no. 2A(c) furniture for addl. Seminar room  
Tender floated HMMCW/RUSA/NIQ/18-19/0012/2<sup>nd</sup>call dt 08.02.2019  
Advt missed [cancelled]
14. Item no. 3(b) KOHA software proposed  
Tender floated HMMCW/RUSA/NIQ/18-19/0013/3<sup>rd</sup> call on 21.02.2019  
Advt 24.02.19 stands cancelled
15. Item 2A(c) furniture for additional seminar room  
Tender floated HMMCW/RUSA/NIQ/18-19/0014/3<sup>rd</sup> call on 21.02.2019  
Advt 24.02.19 no response cancelled
16. Item 3(d) Instruments
- Tender floated HMMCW/RUSA/NIQ/18-19/0015/2<sup>nd</sup>call on 21.02.2019  
Advt 24.02.19. For further details see the annexures attached herewith.  
Work order 428 dt 04.06.2019 B.S. Syndicate Rs 35,281-6/8/19  
430 dt 16.01.20 Delta Technology Rs 50,504- 8/7/20  
423 dt 04.06.19 Digitech System Rs 1,10,608-8/7/20  
425 dt 04.06.19 S.R Enterprise Rs 20,237-order not supplied  
429 dt 16.01.19 to Popular Sc. Approach Rs 40205.36-orde not supplied  
431 dt 16.01.19 to S.R. Enterprise Rs 18,585-payment not made  
432 dt 22.01.20 to Laxmi Enterprise Rs 826.00-cancelled
17. Item 3(d) Instruments  
Tender floated HMMCW/RUSA/NIQ/18-19/0017 on 21.02.2019





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Advt 24.02.19. For further details see the annexures attached herewith.  
Work order 421 dt 4.6.19 to Frontline Technologies 43,864-15.11.19  
427 dt 4.6.19 to S.G.Enterprise 46,231.50-6.8.19  
434 dt 22.1.2020 to Laxmi Enterprise Rs 1062  
435 dt 22.1.2020 to S.G. Enterprise Rs 996.00-cancelled

## 18. Item 3(d) Instruments


Tender floated HMMCW/RUSA/NIQ/18-19/3<sup>rd</sup>call dt 21.02.2019  
Advt 24.02.19 cancelled

## 9. Item 3(a) Books +journals


Tender floated HMMCW/RUSA/NIQ/00001/2020-21 dt 9.01.2021  
Advt 11.01.21 & 14.01.21 [tender not opened]

## 10. Miscellaneous (A):

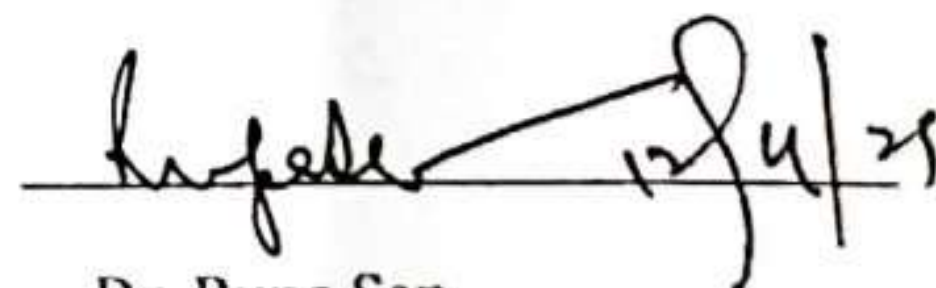
With respect to the letter no. 3167/HMMCW/D. S. D. H & RUSA / 2020-21 dated 15.12.2020, there is a discrepancy in the accounts of RUSA 2.0 Expenditure in item No. 3d payment of Frontline Technologies (Paid through PMFS) RS. 42109/- submitted in the statement of Work Progress. Actual Amount paid was Rs. 3,864/- (TDS: 877/-, SGST: 439/-, CGST: 439/-) through Bill No. FT-GST/071/2019-20. This will be rectified in the final statement of submission.

  
12/04/2021

Anam Ghosh  
Principal & Secretary

  
12/01/2021

Dr. Partha Pratim Pradhan  
Convener, PMU  
(Project Monitoring Unit)

  
12/04/21

Dr. Rupa Sen  
Coordinator, IQAC