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

Email ID – hmmcw35@gmail.com

Website: www.hmmcollege.ac.in

Ref. No.....

Date.....



**IQAC MEETING MINUTES
2022-23**



Attested

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



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Hiralal Mazumdar Memorial College For Women

Dakshineswar • Kolkata – 700035

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Ref. No.

Date: 20.08.2022

Notice

A meeting of the IQAC will be held in the Mongolalok (new seminar hall) of the college to discuss the following agenda –

1. To read and confirm the minutes of the meeting of the IQAC held on 09.04.22; 22.04.22 & 23.04.22.
2. To discuss about the preparation for forthcoming NAAC visit. To discuss about the IQAC resolutions.
3. To discuss about the delegation of duties to prepare AQAR 2021-22 & SSR.
4. To discuss about office management.
5. To discuss about the Data collection and submission.
6. To discuss about the Library related sub-committee.
7. To discuss about the release of IQAC coordinator.
8. To discuss about the FDP to be organised in collaboration with the WBCHE on preparation of NAAC.
9. Miscellaneous.

All members are requested to attend.

Dr. Soma Ghosh
Principal & Secretary

Members Present:

1. Amu Kulkarni
2. [Signature]
3. Sonali Mukherjee
4. Dulica
5. Pooja 27/8/22
6. Madhvi
7. Sneha Bhoole
8. Mangalika Nimesha D.
9. Datta



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Proceedings of the Meeting of IQAC held on 27.08.2022 at the college

Thereafter, Dr. Amrita Dutta, Principal, Netaji Nagar College, has addressed and shared her opinion about impending NAAC before all members present in the meeting.

Dr. Soma Ghosh, Principal of the college has invited Dr. Pradipta Mukherjee to brief the members on NAAC Proceeding(s) and Progress(es) of work done related to it.

Thereafter, the proceedings of the IQAC Meeting dated 15.03.2022 have been read and confirmed.

After that, Dr. Rupa Sen as IQAC Coordinator of the college was convened to read and confirm resolutions taken in meetings dated 09.04.2022, 22.04.2022 and 23. 04. 2022.

Dr. Rupa Sen, IQAC Coordinator of the college, informed the house that since the meeting record book was submitted to the Principal in April, 2022, she shall complete the resolution record before submitting the record book by September 15, 2022 and the house has requested her to complete the said Record Book till the last held IQAC meeting and submit the same by September 15, 2022. Hence the matter was deferred until the next meeting.

Resolution Number 01:

Resolved that previous NAAC Meetings related proceedings stands confirmed. Dr. Amrita Dutta, Principal of Netaji Nagar College was present in the Meeting by online mode and stated that preparation of various Sub-Committees related proceedings and arrangement of Orientation Programmes of NTS Colleagues are necessary before NAAC and team spirit is important for submission of SSR within 31.12.2022.

Dr. Pradipta Mukherjee, as NAAC Coordinator opined that various Criterion related teams, role of various streams related Coordinators are quite significant and announced that in Criteria 2 DR. Partha Pratim Pradhan with DR. Dilip Panda and in Criteria 7, DR. Rehan Ahmad and DR. Sreyasi Ghosh submitted reports. According to him every Dept. should organize 4- 6 Meetings of Department in a year and Academic calendars ought to be maintained like Bengali, English and Psychology Dept. etc.

Resolution Number 02:

IQAC Coordinator said that she could not draft the resolutions of the previous IQAC meetings dated 9th April, 2022 and 23rd April, 2022. Principal DR. Soma Ghosh stated that IQAC Coordinator Dr. Rupa Sen should submit reports of 09.4.2022 and 23.4.2022 meeting proceedings of IQAC at the earliest, so that the same can be placed for confirmation in the next meeting.

Resolved that the discussion be deferred.



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Resolution Number 03:

1. Principal thoroughly discussed about the progress of work of various Criteria related teams and their official meetings with the principal and appreciated the performance of Dr. Chandrabali Datta, Dr. Pritha Kundu for Criteria 1, Dr. Sonali Mukherjee, Dr. Madhumita Mondal and Smt. Aatreyi Bhattacharyya for Criteria 3, Dr. Lipika Mullick and Dr. Indrajit Biswas for Criteria 4, Dr. Pradipta Mukherjee and Dr. Sujata Mukherjee for Criteria 5, Dr. Mriganka Narayan Das for Criteria 6 and dr. SreyaSI Ghosh and Dr. S. R. Ahmed for Criteria 7, who sent the report much ahead than expected time. Principal further inserted one technical person each in all the team, such as Smt. Puja Das in Criteria 1, Smt. Debdatta Ganguly Chatterjee in Criteria 2, Smt. Aatreyi Bhattacharya in Criteria 3, Mr. Bidhan Baidya in Criteria 4, Ms. Sudipta Chakraborty in Criteria 5, Mr. Pritam Dhara in Criteria 5, and DR. Rehan Ahmad in Criteria 7.

Further resolved that the designated people will be released of their other responsibilities and facilitators will compensate few of their classes, if they want.

Further resolved that the students' representatives should submit event reports from 2016- 2017 upto 2021- 2022 , with geo- tagged photos, if possible and event reports under three broad heads: Students' welfare, cultural programmes and sports; Plan of Action for future and year wise action taken reports be placed within 15.9.2022.

Shri Amit Mondal opinioned that the NTS members be included in different committee to raise their spirit and responsibility.

Smt. Sriprana Mukherjee shall prepare all documents related to scholarship.

Smt. Priyanka Das shall prepare documents about Kanyashree while Shri Joydeb Bhattacharya shall provide data required by IQAC team through a process. Teachers may submit their data requirement to Dr. Pradipta Mukherjee who shall provide the same to Shri Joydeb Bhattacharya.

Resolution Number 04:

Principal stated that office management will be under supervision of Mr. Prosenjit Das, who with the help of Mr. Amit Mondal and Mr. Joydeb Bhattacharyya will guide others to get prepared for NAAC.

Resolution Number 05:



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Principal DR. Soma Ghosh suggested that various Criteria-based necessary data may be collected from Shri Joydeb Bhattacharyya and Mr. Amit Mondal through DR. Pradipta Mukherjee and all information should be kept in the data management pool, to be handled by Dr. Partha Pratim Pradhan, DR. Mriganka Narayan Das, Dr. Dilip Panda and other team members.

Resolution Number 06:

Principal stated that Library Sub- Committee related Joint Convenor Smt. Swati Ghatak will be assisted by Smt. Sanghamitra Pal and Departments also will provide necessary assistance in making departmental catalogues.

Resolution Number 07:

Resolved that DR. Rupa Sen will be released from the responsibility of IQAC Co- Ordinator as per her will, following the Governing Body meeting to be held on 16th September, 2022. Principal requested her to submit all resolutions of IQAC meetings, documents and meeting books lying with her and data and information upto August, 2022 in AQAR format, which was already being informed to Dr. Sen by letter.

Resolution Number 08:

Principal stated that other Associate Professors were already being requested by official notice to enshoulder the responsibility of IQAC Co- Ordinator for the greater interest of the institution, as Dr. Sen has said that she is not physically and mentally capable at the moment to take this responsibility to prepare SSR for the impending NAAC. Principal reported that on 11th April, 2022, the day before Academic Audit, she expressed her willingness to resign. On principal's request she faced AAA. On 19th April, 2022 President of the Governing Body requested her to continue. However, on 20th July, 2022 she expressed her annoyance regarding CAS assistance committee and said that ' could I know the reason for such repression imposed on me. This is causing unnecessary stress and strain on me.' Principal said that the College authority has no ill intention to impose any sort of repression on any one and gave an open call to all the Associate Professors to volunteer to undertake the responsibility in the greater interest of the institution.

Resolution Number 09:

Principal reported that a FDP be arranged for SSR Preparation in collaboration with West Bengal Council of Higher Education and few other collaborating institutions.

Resolution Number 10:

Principal requested that all official notices and deadlines should be obeyed and complied by all. Otherwise it may be counted as the breach of discipline.



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Resolution Number 11:

Recommended that complaints may be dropped in the Grievance Box, which will find appropriate redressal.

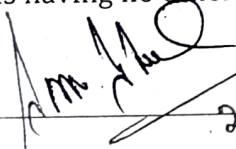
Resolution Number 12:

Principal stated that Academic monitors, Dept. Meeting books, webinars related and classes related reports should be maintained properly. She also opined that Academic Sub- Committee related reports would be prepared by DR. Pradipta Mukherjee and DR. Debashree Ghosh Biswas with the help of Departmental input Committee. Resolved that internal academic audit will be done by the Academic Sub- Committee and by the Departmental input Committee under the supervision and guidance of the senior most teacher of the College, Mr. Dibakanta Jha. Resolved that class records will be checked and verified by Dr. Sonali Mukherjee.

Resolution Number 13 Miscellaneous:

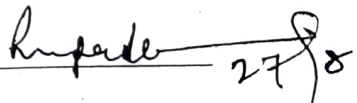
- A. IQAC appreciates the endeavours of the different department(s) / cell(s) of the college for conducting different Add on Course(s), Value Added Course(s) and Certificate Course(s) as annexed herewith

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



27/8/22

Dr. Soma Ghosh
Principal & Secretary

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


27/8

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


27/8/22



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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 enshoudered 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

Contd. on Pg 2...



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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.

Dr. Soma Ghosh
Principal

Hiralal Mazumdar Memorial
College For Women , Dakshineswar

Sonali Mukherjee
Dr. Sonali Mukherjee
IQAC Co-ordinator
Hiralal Mazumdar Memorial
College For Women , Dakshineswar

IQAC CO-ordinator
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata - 700 035

Principal & Secretary
Hiralal Mazumdar Memorial College
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01/11/2022

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

1. Arma Ghosh 01/11/2022
2. Dr. Amrita Dutta - 01/11/22
3. Dr. Madhusmita San 01/11/22
4. Debashree Ghosh (Biswas) 01/11/22
5. Chandrakala Dutta 01/11/2022
6. Amrita Banerjee 01/11/2022
7. Sreyasi Ghosh 01/11/22
8. Selam Ahmad 01/11/2022
9. Santuqa Sarin 01/11/2022
10. Kibankanta Jha 01/11/2022
11. Anshu 01/11/2022
12. Madhusmita Das 01/11/2022
13. Lilip Panda 01.11.2022
14. Amit K Mordar 01/11/2022
15. Anupam Mukherjee 01.11.2022
16. Indrajit Biswas 01/11/2022
17. Ujjata Mukhopadhyay 01/11/2022
18. Prasenjit Das 01/11/22.
19. Radyta Mukherjee 01/11/22
20. Sonali Mukherjee 1/11/22
21. Moloy Banerjee 01.11.2022
22. Ujjata 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. Prodip 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 31st 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 31st 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 31st 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,

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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 MoU s where the action shall be carried out as per the provisions of the MoU s. 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 31st 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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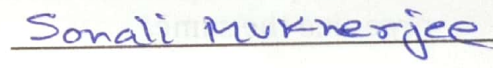
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- C. In the third phase the documents, class records, performance and academic credentials will be verified by the IQAC and Governing Body External members, as decided by GB.
- D. Finally, verification of the academic and administrative documents and 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.


Dr. Soma Ghosh
Principal & Secretary


Dr. Sonali Mukherjee
Coordinator, IQAC

Principal
Dakshineswar, Kolkata - 700035
For Women
Hiralal Mazumdar Memorial College
Dakshineswar, Kolkata - 700035

IQAC CO-ordinator
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata - 700 035



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Date: 13/12/2022

A meeting of the IQAC and NAAC core committee will be held on 21st 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

[Handwritten Signature]
[Handwritten Date: 13/12/2022]
IQAC Principal
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata - 700 035

Venue: Meeting Hall
Members Present:

dt: 21.12.2022 Time: 3pm

1. ~~Amal Kumar~~ 21/12/2022
2. Sonali Mukherjee
3. Dipika Mullick
4. Prosenjit Das 21/12/22
5. Joydeb Bhattacharya 21/12/22
6. Debi Bhattacharya 21/12/22
7. Bishu Das 21/12/22
8. Anganika Sanayak 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.

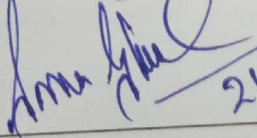
Resolution Number 09:

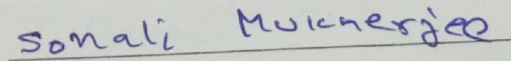
Resolved that IQAC must present a graphical presentation on student' progression and a comparative assessment be prepared.

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

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

IQAC CO-ordinator
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata – 700 035



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Date: 21/12/2022

NOTICE

A meeting of the IQAC and NAAC core committee will be held on 23rd 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

[Handwritten Signature]
21/12/2022

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

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

Venue - Ananda Lok

Date : 23.12.2022

Time - 15:30

Members Present

1. ~~Amrita~~ 23/12/2022
2. Sonali Mukherjee
3. Julie de
4. Prosenjit Das 23-12-2022
5. Ashim Kumar Sinha 23.12.2022.
6. Ananta Mandal 23/12/22
7. Atreyee Bhattacharya 23/12/22
8. Chandrakali Dutta 23/12/2022
9. Debajit Chatterjee 23.12.22
10. Ananta Banerjee 23/12/22
11. Triparna Seta 23/12/2022
12. G. G. 23/12/2022
13. Pujan Das 23/12/22
14. Rajasree Chakraborty. 23/12/22
15. Sharmistha Mitra 23/12/22
16. Ananta Mukherjee. 23/12/22.
17. Koyal Sengupta 23/12/22
18. Sreyasi Ghosh 23.12.22
19. Debanu Ghosh 23.12.22
20. Priti Kundu 23.12.2022
21. Shrabani Majumdar 23.12.22
22. Rituparna Maity 23/12/2022
23. Santanu Das 23/12/2022
24. Abha Basu (Kandhu). 23/12/2022.
25. Ranjana Banerjee. 23.12.2022.
26. Moumita Das. 23.12.2022.
27. Tanushree Chakraborty. 23.12.2022
28. Maibagye Mukherjee 23.12.2022.
29. Monjila Khatoon 23/12/22
30. Mousumi Adhikari 23-12-2022
31. Laxmi Murmu 23/12/2022
32. Anamika Das 23/12/2022
33. Debarati Chakraborty 23/12/22
34. Khudipta Chakraborty 23/12/22
35. Parma Mondal 23.12.22
36. Soma Saha 23/12/22
37. Tanu Mehta 23/12/22
38. a. Sen 23/12/22
39. Ananta 23/12/22
40. Keya Chattopadhyay 23/12/22
41. Antara Goswami 23/12/22
42. Pradyumn Kumar 23/12/22
43. Dilip Panda 23.12.2022
44. Kibanta Jha. 23/12/2022
45. Sibi 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. Frost 23/12/2022
51. Ananta Chakraborty 23.12.2022
52. Sujate Mukhopadhyay 23/12/22.
53. Tanaya Ray 23/12/22
54. Debopama Mitra 23/12/22
55. Bidha Basu 23/12/22
56. Pritam Chora 23/12/22
57. Suparna Ganguly 23/12/22
58. Anindita Samanta 23/12/22
59. Ananta Das 23/12/22
60. Kavita Majumdar 23/12/22
61. Ramkrishna Das 23/12/22
62. Joydeb Bhattacharya 23/12/22
63. Ananta Mukherjee

64. Sibaprasad Chakraborty

65. Basudeb Ghosh

66. Soma Das

67. Sripana Chatterjee Mukherjee

68. Snigdha Ahasen

69. Madhavi Mandi

70. Shilpa Das



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IQAC Meeting dated 23.12.2022 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 appraised and approved by the members. IQAC requests the Bursar to place the same for forthcoming AAA. (ANNEXURE 5)

Further it is resolved that AAA ,3rd 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.



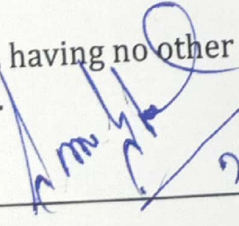
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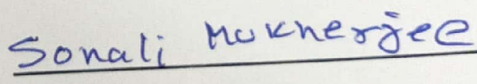
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At the end of the meeting, it was unanimously resolved that after completion of all criteria along with data template and supporting documents the criteria coordinators will send the same to Dr Pradipta Mukherjee, Deputy coordinator of IQAC on or before 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
Internal Quality Assurance Cell (IQAC)
Hiralal Mazumdar Memorial
College for Women
Dakshineswar, Kolkata - 700 035

Hiralal Mazumdar Memorial College For Women

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Ref.No.....

Date.....

NOTICE

A meeting of the IQAC (internal) will be held on 16th February, 2023 at 2 PM in Anandalok Hall in the college to discuss about the following agenda:

1. Submission of AQAR 2021-22 and matter related to it.
2. To discuss regarding academic accounting of teachers and of the department
3. To discuss regarding second round PPT presentation by the departments
4. To discuss regarding AAA.
5. To discuss regarding requisition for development for quality assurance of the College
6. To discuss regarding action taken reports for the plans undertaken for 2021-22
7. To discuss regarding future plans
8. To discuss regarding CAS of the teachers.
9. To discuss regarding Arrears of the teachers
10. To discuss regarding commencement of classes.
11. To discuss about the certificate and add on courses
12. To discuss regarding Collaboration, MoU, International Linkage
13. Misc.

All concerned are requested to remain present in the said meeting.

Pradipta Mukherjee
9/2/23

Dr. Pradipta Mukherjee
Deputy IQAC Coordinator

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

Sonali Mukherjee
9/2/23

Dr. Sonali Mukherjee
IQAC Coordinator

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

Soma Ghosh
9/2/23

Dr. Soma Ghosh
Principal

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

Dr. Soma Ghosh
9/2/23
Dr. Sonali Mukherjee
9/2/23
Dr. Pradipta Mukherjee
9/2/23
Dr. Soma Ghosh
9/2/23
Dr. Sonali Mukherjee
9/2/23
Dr. Pradipta Mukherjee
9/2/23

Venue - Anandalok

Date: 16.02.2023

Time: 2 pm - 5.35 pm

Members present

1. ~~Anu Jha~~ 16/02/2023
2. Sonali Mukherjee
3. Shibakanta Jha 16.02.2023
4. Anvita Banerjee 16/02/2023
5. ~~AD~~ 16.2.23
6. ~~Rupa~~ 16/02/23
7. ~~AD~~ 16/2/23
8. Dilip Panda 16.02.2023
9. Sreyasi Ghosh 16.2.2023
10. ~~Rupa~~ 16.2.23
11. Santya Sam 16.02.2023



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Email ID – hmmcw35@gmail.com

Website: www.hmmcollege.ac.in

Resolution Number 01

- Resolved that AQAR 2021- 2022 of HMMCW is approved and same will be submitted on 24.2.2023.
- Resolved that documentation related to AQAR 2021- 2022 submission would be filed by criteria coordinators within 17.2.2023.
- Resolved that additional information related to Criterion 1- 7 of AQAR 2021- 2022 would be submitted to Smt. Aatreyee Bhattacharyya and Smt. Debi Bhattacharyya by all Co-Ordinators.
- Resolved that Principal Dr. Soma Ghosh handed over some important academic and financial documents to Dr. Pradipta Mukherjee, Dr. Debasree Ghosh Biswas and Dr. Prodip Das for SSR preparation and academic audit.
- Resolved that online and offline verification of additional information related to AQAR 2021- 2022 will continue from 18th February to 20th February 2023.
- Resolved that Principal Dr. Soma Ghosh will sign on various documents and photos related to AQAR submission on 21.2.2023 and on 22.2.2023 links will be uploaded by technical experts Smt. Aatreyee Bhattacharyya and Smt. Debi Bhattacharyya of HMMCW. Moreover on 23rd February there will be a display of full AQAR 2021- 22 in Mangalalok and final AQAR submission will take place on 24th February 2023.
- Resolved that data template completion related to AQAR 2021- 2022 will be under supervision of Smt. Debi Bhattacharyya and Smt. Aatreyee Bhattacharyya.
- Resolved that a dedicated computer room will be prepared in College and it will function as workstation also. Common printer and laptop/ desktop computer can be used by 3/4 Departments.
- A furnished incubation centre may be constructed.

Resolution Number 02

Resolved that Academic Accounting of Departments and individuals will be checked by Shri Dibakanta Jha, Dr. Debasree Ghosh Biswas, Dr. Madhusri Das, Dr. Prodip Das (TCS) and Dr. Dilip Panda.

Resolution Number 03

Resolved that Dr. Pradipta Mukherjee will monitor PPT presentations of all Departments about data of last 05 years

Resolution Number 04

Resolved that performance of NTS will be supervised by Dr. Mriganka Narayan Das and Dr. Amrita Banerjee.

Resolution Number 05

Resolved that requisition for upgradation of quality of the science department will be under supervision of Dr. Amrita Banerjee and Dr. Indrajit Biswas.

It is farther resolved that infrastructural development will be supervised by Dr. Indrajit Biswas.



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Resolution Number 06

Resolved that Smt. Sandhya Saren and Dr. Sreyasi Ghosh jointly will check progression of academic plan and action taken reports of all departments and will take necessary Re notes on it as representatives of IQAC .

Resolution Number 07

Resolved that future plans of HMMCW will be implemented in due course .(annex -1)

Resolution Number 08

- Resolved that CAS Assistance Committee members such as Dr. Sujata Mukhopadhyay will help IQAC Co- Ordinator Dr. Sonali Mukherjee in arrangement of promotion related papers of teachers and Principal Dr. Soma Ghosh acknowledged that Dr. Sreyasi Ghosh had submitted her papers to IQAC .
- Resolved that CAS related information submitted by incumbents and individual accounting related data should be the same for obtaining Principal's signatures.

Resolution Number 09

Resolved that arrear calculation will be prepared by the college Account section and the same may be checked by the incumbent if situation permits.

Resolution Number 10

Resolved that classes of even semester shall commence as per routine. Parameters of slow and advanced learners will be set by the department.

Resolution Number 11

Resolved that College will give thrust on Add- On and Certificate Courses. Noted that 10 certificate courses, 14 add on courses and 2 value added courses are running with approximate strength 1082

Resolution Number 12

Resolved that more collaborative activities to be conducted to activate the MOUs.

Resolution Number 13 (Misc.)

- Resolved that TCS Dr. Prodip Das will maintain a separate notebook for attendance of Teachers in College seminars related data collection and pending certificates will be released under the supervision of DR. Prodip Das.
- Resolved that DR. Indrajit Biswas will supervise short term water body based project and tissue culture.

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



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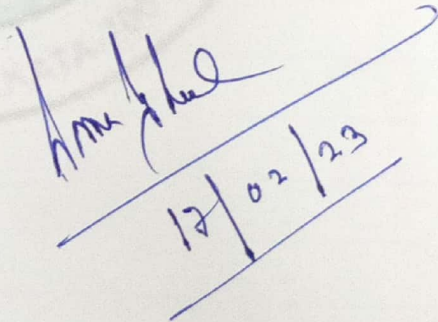
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Notice

This is to notify to all concerned that a meeting of IQAC will be held on 24.02.2023 at 11:30 AM in the meeting hall to discuss the following matters related to the IQAC.

1. To discuss about uploading the digital signatures of appropriate authorities in photos required for AQAR 2021- 22.
2. To form a team for preparation and submission of SSR of the College in 2023 in each and every Criterion (1-7).
3. To discuss about AQAR 2021- 2022 submission date.
4. To discuss about the presentation of various Department within 25.03.2023


17/02/23

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

Members Present

24.2.2023

Venue - Staff room

Time: 11:30 - 01:10

1. ~~Amu~~ 24/02/2023
2. Sonali Mukherjee
3. Koyel Sanyal 24/02/23
4. Lipika Mukherjee 24.02.23
5. Indrajit Biswas
6. ~~Pankaj~~
7. ~~Indip~~ 24.2.23
8. Pritika Kundu 24.2.2023
9. Chandrabali Dutta 24.02.2023
10. Anvita Banerjee 24/02/2023
11. Dilip Panda 24.02.2023
12. ~~Rehan~~ Ahmed 24.02.2023
13. Sreyasi Ghosh 24.2.23
14. Dali Bhattacharya 24/02/23
15. Anshu
16. Pujita Das 24/02/23



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The following resolutions were taken in the meeting held on 24.02.2023 at 11:30 AM.

At the onset Dr. Pradipta Mukherjee, NAAC Coordinator discussed about progression of Criterion 1-7 related to AQAR 2021-2022.

1. It is resolved that Smt. Devi Bhattacharyya will be uploading the digital signatures of appropriate authorities in photos required for AQAR 2021-22.
2. Resolved that team strength will be increased for preparation and submission of SSR of the College in 2023 in each and every Criterion (1-7).

Resolved that Criterion wise teams will be partially restructured in case of SSR :-

Criterion 1- Dr. Chandrabali Dutta, Dr. Pritha Kundu, Dr. Arpita Mukherjee, Smt. Kamalika Das Mazumdar and Smt. Puja Das.

Criterion 2- Dr. Partha Pratim Pradhan, Dr. Dilip Panda, Smt. Debdutta Ganguly, Dr. Sreyasi Ghosh, Shri Pritam Dhara and Mr. Amit Mondal.

Criterion 3- Dr. Sonali Mukherjee, Dr. Madhushri Das, Dr. Prodip Das, Smt. Sandhya Saren, Smt. Moumita Das and Smt. Debi Bhattacharya.

Criterion 4- Dr. Lipika Mullick, Dr. Mriganka Narayan Das, Dr. Indrajit Biswas, Shri Bidhan Baidya, Smt. Rituparna Maity and Smt. Shraboni Mazumdar.

Criterion 5- Dr. Pradipta Mukherjee, Smt. Debi Bhattacharya, Smt. Sreeparna Mukherjee, Smt. Shilpa Das and Smt. Priyanka Das.

Criterion 6- Dr. Amrita Banerjee, Mr. Hasanuzzaman Biswas, Smt. Koel Sengupta, Smt. Debosmita Patlak, Dr. Mahua Seth, Dr. Rajashree Chakraborty.

Criterion 7- Dr. Sujata Mukherjee, Dr. Rehan Ahmad, Smt. Munmun Nandy, Dr. Anindya Sundar Bhuna, Smt. Piyali Mitra, Smt. Puja Das.

3. Resolved that AQAR 2021-2022 will be submitted on or before 15th March, 2023.

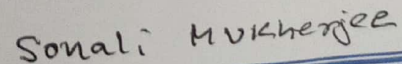
4. Resolved that PPT of last 5 years from each and every Department will be submitted to IQAC

Mail on 25th March 2023


Principal

Hiralal Mazumdar Memorial College

For Women
Dakshineswar, Kolkata - 700 035


Sonali Mukherjee

IQAC CO-ordinator
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata - 700 035



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Ref. No.

Date

04.03.2023

Notice

A meeting of IQAC sub-committee will be held on 6th March 2023 at 01:00 p.m in the Mangalalok Hall Of our college.

All concerned members of the committee are requested to remain present in the said meeting.

IQAC (Internal Quality Assurance Cell)

<u>Sl. No.</u>	<u>Designation</u>	<u>Name</u>
1.	Principal & Secretary, Chairperson	Dr. Soma Ghosh
2.	IQAC Coordinator	Dr. Sonali Mukherjee Bandyopadhyay
3.	NAAC Jt. Coordinator and SPOC, NPTEL Local Chapter & Coordinator Research, Innovation & Extension	Dr. Madhushri Das
4.	NAAC Jt. Coordinator and GB Member, Coordinator, Student Support & Progression	Dr. Fradipta Mukherjee
5.	Person interested in the wellbeing of the College – Community Delegate	Mr. Dhiman Mukherjee
6.	Principal, Netaji Nagar College, Eminent Educationist	Dr. Amrita Datta
7.	Associate Professor, GGGD College, Ekbalpur and GB Member	Dr. Madhumita Sen
8.	Alumni Association Secretary and GB member	Mrs. Meghna Mitra
9.	Associate Professor, Moulana Azad College, Governing Body Member of West Bengal Urdu Academy	Dr. David Ahmed
10.	Local Councillor, Kamarhati Municipality	Mr. Arindam Bhowmick
11.	Bursar, President, IIC and GB Member, Jt. Coordinator, Infrastructure & Learning Resources	Dr. Lipika Mullick



HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN

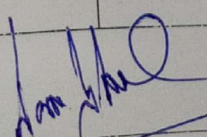
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Ref. No.

Date

12.	Jt. Coordinator, Curricular Aspects	Dr. Chandrabali Dutta
13.	AISHE Nodal officer and GB Member, Jt. Coordinator Research, Innovation & Extension	Dr. Partha Pratim Pradhan
14.	Jt. Coordinator, Teaching, Learning & Evaluation	Dr. Dilip Panda
15.	Jt. Coordinator, Infrastructure & Learning Resources and Jt. Science Coordinator	Dr. Indrajit Biswas
16.	Jt. Coordinator, Governance, Leadership and Management, Jt. Science Coordinator	Dr. Amrita Banerjee
17.	Jt. Coordinator, Institutional Values and Best Practices	Dr. Sujata Mukhopadhyay
18.	Coordinator, Unnat Bharat Abhiyan and Joint Convener of Research and Development Cell Nodal Coordinator, Minority Cell	Dr.S.Rehan Ahmed
19.	Technical Coordinator, Research, Innovation & Extension	Ms. Aatreyi Bhattacharyya
20.	Technical Coordinator, Student Support and Progression	Ms. Debi Bhattacharyya
21.	Technical Coordinator	Mrs. Debdatta Ganguly
22.	Accountant and Non-Teaching Member (GB)	Shri Prosenjit Das
23.	Technical Coordinator	Mr. Pritam Dhara
24.	Technical Coordinator	Mr. Bidhan Baidya
25.	Technical Assistant (Registration and Examination)	Mr. Amit Mondal
26.	Technical Assistant(Cashier)	Mr. Joydeb Bhattacharyya
27.	Industrialist- PIDILITE	
28.	Employer	Anudeep Foundation
29.	Students' Representative	


Dr. Soma Ghosh
Principal

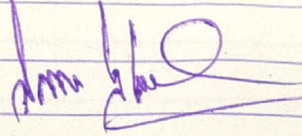

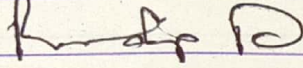

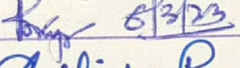
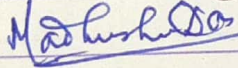
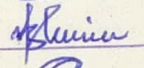
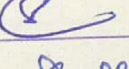
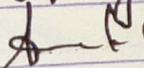
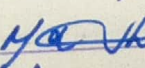
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata - 700 035

Members Present

06.03.2023

Time: 3:40 - 5pm

Venue - Staff room

1.  06/3/2023
2. Sonali Mukherjee
3. 
4. Tani Mend
5.  6/3/23
6.  6/03/2023
7.  6/3/23
8. Dilip Panda 6/03/2023
9. Debajit Chatterjee 6.3.23
10.  06/03/2023
11.  6/3/23
12.  6/3/23
13. Sulech 06.03.23
14. Anirban Karan 06.3.23
15. Joydeb Bhattacharya 6.3.23
16. Sreyasi Ghosh 6.3.23
17.  6/3/2023
18. Prosenjit Das 06/3/23.
19.  6/3/23
20. Chandrasekari Dutta. 06/03/2023.
21. M Banerji. 06.03.2023



HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN DAKSHINESHWARKOLKATA-

700 035

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Proceedings of IQAC Meeting held on 6.3.2023 at the college

Venue – Meeting Hall

Time span was from 4.00 p.m - 5.00 p.m

- 1) The proceedings of the last meeting were read and confirmed unanimously by the members present in the meeting
- 2) Resolved that data related to students for AQAR 21- 22 obtained from NTS Shri Joydev Bhattacharyya and Shri Amit Mondal should match because otherwise there would be serious problem in documentation related to Criterion write- up preparation.
- 3) Resolved that data of AQAR 21- 22 and NIRF related information should not mismatch.
- 4) Resolved as per suggestion of Principal DR. Soma Ghosh that data in various Criterion based reports must be the same and Criteria Co- ordinators should rectify discrepancies by centrally obtaining data from NAAC Core Team Group.
- 5) Resolved that after thorough examination Shri Joydev Bhattacharyya and Shri Amit Mondal should share final data in NAAC Core team WP Group.
- 6) Resolved as per suggestion of IQAC Co- ordinator DR. Sonali Mukherjee that on 10th March 2023 , Smt. Swati Ghatak, Smt. Debduitta Ganguly and DR. Chandraboli Dutta would check about approval of Add- On Courses of the college

Sonali Mukherjee

IQAC CO-ordinator
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata – 700 035

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

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Date: 03/03/2023

Notice

A meeting of the IQAC will be held on 10th March, 2023 at 11.30 A.M. to discuss the following agenda;

1. To discuss about the submission of AQAR 2021- 2022.
2. To discuss about the preparation of SSR.
3. To discuss about the submission of IIAQ.
4. To report about the data collection and write of various Criterion
5. Misc.

All internal members are hereby requested to remain present in the meeting.

Dr. Soma Ghosh
Principal & Secretary

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

Hiralal Mazumdar Memorial College For Women

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Date 09/3/2023

Ref.No.....



Date: 09.03.2023

Updated Notice (Urgent meeting on 10.3.2023)

This is notified for all concerned that the following teams are designated for preparation of SSR criterion wise:

Criterion 1- Dr. Chandrabali Dutta, Dr. Pritha Kundu, Dr. Arpita Mukherjee, Smt. Kamalika Das Mazumdar and Smt. Puja Das, Mr. Amit Kumar Mondal, Mr. Shiba Prasad Chakraborty.

Criterion 2- Dr. Partha Pratim Pradhan, Dr. Dilip Panda, Dr. Sreyasi Ghosh, Smt. Debduutta Ganguly, Shri. Pritam Dhara and Mr. Amit Kumar Mondal.

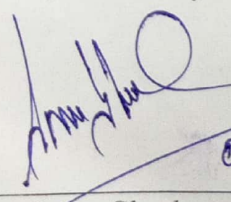
Criterion 3- Dr. Sonali Mukherjee, Dr. Madhusri Das, Dr. Prodip Das, Smt. Sandhya Saren, Dr. Madhumita Mondal, Sm. Debi Bhattacharya and Smt. Moumita Das, Sm. Sriparna Chatterjee.

Criterion 4- Dr. Lipika Mallick, Dr. Indrajit Biswas, Dr. Mriganka Narayan Das, Smt. Shraboni Mazumdar, Smt. Rituparna Maity and Shri Bidhan Baidya, Sri. Prosenjit Das, Sri. Joydeb Bhattacharya

Criterion 5- Dr. Pradipta Mukherjee, Smt. Devi Bhattacharyya, Smt. Sreeparna Mukherjee, Smt. Shilpa Das and Smt. Priyanka Das.

Criterion 6- Smt. Koel Sengupta, Mr. Hasanuzzaman Biswas, Dr. Amrita Banerjee, Dr. Mahua Seth, Dr. Rajashree Chakraborty and Smt. Debosmita Pathak, Sri. Joydeb Bhattacharya.

Criterion 7- Dr. Sujata Mukherjee, Smt. Munmun Nandy, Dr. Rehan Ahmad, Smt. Piyali Mitra, Dr. Anindya Sundar Bhunia, and Smt. Puja Das, Sri. Anupam Mukherjee.


09/3/2023

Dr. Soma Ghosh
Principal

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

Members Present

10/3/2023

Venue - Mangalalok

Time: 11.30 -

- 1) ~~Arum Ghosh~~
- 2) Sonali Mukherjee - Cr. 3
- 3) Madhusudan - Cr. 3.
- 4) Sujati 10/3/23 - Cr. 7.
- 5) ~~Arum Ghosh~~ 10/3/23 - Cr. 3
6. Arun 10/03/23
7. Bilip Panda 10.03.2023
8. Pradyota Mukherjee 10.03.2023
9. Koyel Sengupta 10/03/23
10. Harshika Handal
11. Pujita 10/03/23
12. Debduitta Chatterjee 10.3.2023
13. Sreyasi Ghosh 10.3.23
14. M. Saha 10/3/2023
15. Rebasmita Pathak 10/3/2023
16. Rajasree Chakraborty 10/03/23.
17. Arpita Mukherjee 10.3.23.
18. Tiji Mitra 10/03/2023.
19. Bekam Ahmed 10/03/2023
20. Shobani Majumdar 10/03/2023
21. Sushila 10.03.2023.
22. Kamalika Das Majumdar 10/03/2023.
23. Chandrabali Dutta 10/03/2023
24. Priya Kundu 10/03/2023
25. Amrita Banerjee 10/03/2023
26. Uriganthi Narayan Sa 10.3.23
27. Moumita Das. 10.03.2023.
28. Poojanika Das. 10.03.2023.

The minutes of the meeting of the IQAC held on 10th Day of March, 2023.

Resolution 1. Resolved that AQAR 2021- 2022 will be submitted on 17.3.2023.

Resolution 2. Resolved that 80% of SSR preparation should be completed within 3rd week of April, 2023.

Resolution 3. Resolved that IIQA can be submitted by 1st week of May , 2023.

Resolution 4. Resolved that data collection of various Criterion based write-up should be completed within 15.4.2023.

Misc.

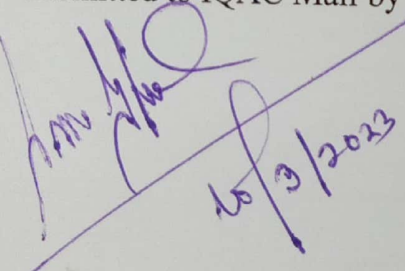
a. Resolved that SSR must be submitted within Mid - July 2023.

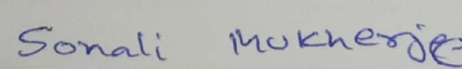
b. Resolved that HMMCW's AQAR of 2017- 2018 to 2021- 2022 should be studied thoroughly for completion of various Criterion based write- up of SSR.

c. Resolved that proper format and data template must be followed for SSR as shared by Dr. Pradipta Mukherjee in NAAC Core Team based wp group as NAAC Co-ordinator of HMMCW College.

d. Resolved that SSR related next Meeting will be arranged by DR. Sonali Mukherjee as IQAC Co-ordinator on 4.4.2023.

e. Resolved that PPT from all Departments on basis of information of last 05 years should be submitted to IQAC Mail by 25.3.2023.


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


Sonali Mukherjee
10/3/2023
IQAC CO-ordinator
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata - 700 035

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f.No.....

Date: 16.03.2023



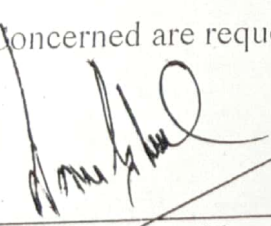
Date...16/3/2023

Notice

All IQAC and NAAC steering committee and NAAC advisory committee members of the college are hereby informed that verification of AQAR 2021 – 22 will be done on March 17, 2023 from 11:30 A.M. in Mongolalok.

All internal members of the above mentioned committees are hereby requested to remain present at the meeting as per convenience. All other interested staff members of the college may also join on 17th march for giving valuable input.

All Concerned are requested to note.


Dr. Soma Ghosh
Principal

16/3/2023

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

Members present

16/3/2023

Venue: Mangalok

Time 11.30 - 4.30

- 1) Anu Ghosh 16/3/2023
- 2) Sonali Mukherjee
- 3) Sujata Mukherjee 16/3/23
- 4) Jullie 16.3.23
- 5) Koyel Sengupta 16/03/23
- 6) Chandrakali Dutta 16/03/2023
- 7) Nigams Narayan Das 16.3.23
- 8) Dilip Panda 16.03.2023
- 9) Dali Bhattacharya 16/3/2023
- 10) Rupama Maity 16/03/2023
- 11) Atreyee Bhattacharya 16/03/2023
- 12) Badra Mukherjee 16/3/23
- 13) ~~Pranita Mandal~~ Pranita Mandal 16/3/23
- 14) Kamalika Das Hajmder 16/03/2023
- 15) Pitha Kisku 16/03/2023
- 16) Dipika Mullick

A brief report of Meeting related to verification of AQAR 2021- 2022 from 16.3.2023 to 18.3.2023

- 1) Resolved that Criterion 1, 2, 3 had been verified on 16.3.2023 in presence of Principal DR. Soma Ghosh, IQAC Co- Ordinator DR. Sonali Mukherjee and NAAC related officials with technical support provided by Smt. Aatreyee Bhattacharyya and other experts who are faculty members of various Departments of HMMCW College.
- 2) Resolved that Criterion 4, 5, 6 completely verified on 17.3.2023 in presence of DR. Sonali Mukherjee (IQAC Co-Ordinator) , DR. Pradipta Mukherjee and DR. Madhusri Das (NAAC Co- Ordinator), DR. Chandrabali Dutta and DR. Pritha Kundu (Co-Ordinator of Criterion 1), DR. Partha Pratim Pradhan and DR. Dilip Panda (Criterion 2 related Co- Ordinator), DR. Lipika Mallick and DR. Indrajit Biswas (Criterion 4 related Co- Ordinator), DR. Sujata Mukherjee (Co- Ordinator of Criterion 5 with DR. Pradipta Mukherjee), DR. Mriganka Narayan Das and DR. Amrita Banerjee (Criterion 6 related Co- Ordinator), Shri Dibakanta Jha (Incharge of Departmental Input Team); DR. Rehan Ahmad and DR. Sreyasi Ghosh (Criterion 7 related Co-Ordinator), technical support team members such as Smt. Aatreyee Bhattacharyya and Smt. Debi Bhattacharyya etc. Criterion 7 related matters were also partially discussed and some changes were suggested by DR. Pradipta Mukherjee, DR. Madhusri Das, DR. Dilip Panda and DR. Mriganka Narayan Das which were reported to Principal DR. Soma Ghosh.
- 3) Resolved that Criterion 7 was completely verified on 18.3.2023 under supervision of Principal DR. Soma Ghosh and DR. Sonali Mukherjee. DR. Rehan Ahmad and DR. Sreyasi Ghosh as Criterion Co- Ordinator were present in Mangalalok and technical support was provided by Smt. Debi Bhattacharyya who tried her level best to incorporate necessary corrections suggested by Principal Madam, DR. Sonali Mukherjee, DR. Indrajit Biswas, DR. Mriganka Narayan Das, DR. Pradipta Mukherjee and relevant photos related to commemorative days related portion was provided by Smt. Parna Mondal following request of DR. Sreyasi Ghosh, Joint Co-Ordinator of Criterion 7 . Some photos were provided by NTS Staff Shri Joydeb Bhattacharyya and Shri Anupam Mukherjee as per directive of Principal DR. Soma Ghosh.
- 4) Resolved that Criterion 6 also has been rechecked on 18.3.2023 as per instruction of Principal Madam of HMMCW and IQAC Co- Ordinator DR. Sonali Mukherjee.

SBM

IQAC CO-ordinator
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata – 700 035 –

Amrita Banerjee
16/3/2023

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



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HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN
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Email: hmmcw35@gmail.com / Website: www.hmmcollege.ac.in

11.03.2023

NOTICE

This is notified that the members of NAAC team are requested to remain present on 17.03.2023 at Mangalalok on 11.30 a.m. for some necessary discussion of criteria 4 and 7.

Dr. Soma Ghosh
Principal and Secretary

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

Dr. Sonali Mukherjee
IQAC Coordinator

IQAC CO-ordinator
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata - 700 035

17/3/2023

11:30 - 6pm

Members Present
venue: Mangala lok

- 1) Sonali Mukherjee 17/3/23
- 2) Sujata Mukhopadhyay 17/3/23
- 3) Sujata 17.3.23
- 4) Keyel Sengupta 17/03/23
- 5) G. Sreyasi Ghosh 17/3/23
6. Chandrakali Dutta 17/03/2023
8. Pooja Das 17/3/23
9. Abirank, Narayan Das 17.3.23
10. Dilip Panda 17.03.2023
11. Astreyee Bhattacharya 17.03.2023
12. Rituparna Maiti 17/03/2023
13. Raji Bhattacharya 17/3/2023
14. Rehan Ahmad 17/3/2023
15. Badol Mung 17/3
16. Aibakanta Jha 17/03/2023
17. Madhusmita 17/3/23
18. Anrita Banerjee 17/03/2023
19. Prabon 17/03/2023
20. Ya Anrita Mandal 17/3/23
21. Kamalika Sankar Majumdar 17/03/2023
22. Anrita Mukherjee 17/3/23
23. Pritika Kundu

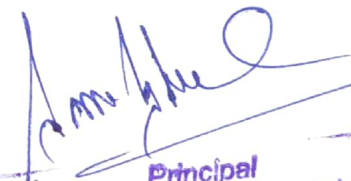
Proceedings of IQAC and NAAC Core Team related Meeting dated 17.3.2023
time 12 noon. – 5.30 p.m.

Venue- Mangalalok

- 1) The proceedings of the last meeting was read and confirmed unanimously by the members present in the meeting
- 2) Criterion 4 (Co- Ordinators – Dr. Lipika Mallick and Dr. Indrajit Biswas), Criterion 5 (Co- Ordinator Dr. Pradipta Mukherjee) and Criterion 6 (Co- Ordinators – Smt. Koel Sengupta and Dr. Amrita Banerjee) of AQAR 2021- 2022 were finally verified by Principal Dr. Soma Ghosh and IQAC Co- Ordinator Dr. Sonali Mukherjee with NAAC Co- Ordinator Dr. Pradipta Mukherjee.
- 3) Criterion 7 of AQAR 2021- 22 was rectified by Dr. Pradipta Mukherjee in presence of its Co-Ordinator Dr. Rehan Ahmad and Joint Co- Ordinator Dr. Sreyasi Ghosh.
- 4) Smt. Rituparna Maity, Smt. Aatreyee Bhattacharya and Smt. Devi Bhattacharya provided technical support to Dr. Sonali Mukherjee (IQAC Co- Ordinator).
- 5) Resolved that Criterion 7 would be finally verified on next IQAC Meeting dated 18.3.2023.

SBM

IQAC CO-ordinator
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata – 700 035


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



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

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

11.03.2023

NOTICE

This is notified that the members of NAAC team are requested to remain present on 18.03.2023 at Mangalalok on 11.30 a.m. for some necessary discussion of criteria 6.

Dr. Soma Ghosh
Principal and Secretary

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

Dr. Sonali Mukherjee
IQAC Coordinator

IQAC CO-ordinator
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata - 700 035

Members Present

18/3/2023

Venue - Mangalalok

Time 11-30

- 1 ~~Ami~~
- 2 ~~Anta~~
- 3 Sonali Mukherjee
- 4) Snehasi Ghosh 18.3.23
- 5) Ananta Banerjee 18/3/23
- 6) Mriganku Nayak 18.3.23
- 7) Madhusudan 18/3/23
- 8) Anindya Sunda Bose 18/3/23
- 9) Rehan Shmeed 18/03/2023
10. Protr 18/03/23

Proceedings of IQAC and NAAC Core Team related Meeting dated 18.3.2023

Venue- Mangalalok

time 11.30 a.m. - 4.00 p.m.

- 1) The proceeding of the last meeting were read and confirmed unanimously by the members present in the meeting
- 2) Criterion 6 was verified again with some rectification done by IQAC Co- Ordinator Dr. Sonali Mukherjee.
- 3) Criterion 7 was finally verified in presence of Principal Dr. Soma Ghosh , IQAC Co- Ordinator and also NAAC Co- Ordinators namely Dr. Pradipta Mukherjee and Dr. Madhusri Das.
- 4) Principal Madam gave her valuable suggestions for final verification of. Criterion 7 and IQAC Co- Ordinator also gave her inputs to make the Meeting a successful one.

SM

IQAC CO-ordinator
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata – 700 035

Soma Ghosh
Principal

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

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

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.....

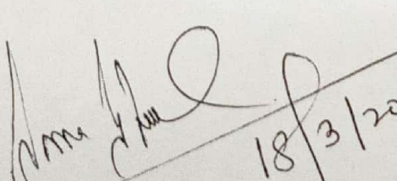


NOTICE

This is notified for all concerned members of NAAC team and IQAC are requested to remain present on 22nd March, 2023 at 'MANGALALOK' at 11.30 a.m. for final verification and submission of 'AQAR 2021-22'

Other interested teacher and staff may also remain present.

All concerned are requested to note and act accordingly.


18/3/2023
Dr. Soma Ghosh

Principal

Principal

Hiralal Mazumdar Memorial College
For Women

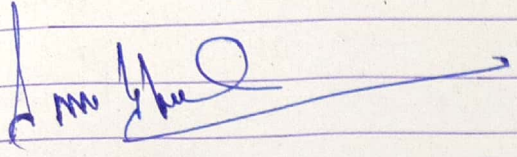
Dakshineswar, Kolkata-700 035

Members Present

22/3/2023

Venue - Mangalalok

Time: 1pm - 8pm

1. 
2. Sonali Mukherjee 22/3/23
3. Anjanka Narayan Das 22/3/23
4. Anvita Banerjee 22/3/2023
5. Aatreyee Bhattacharya 22/3/23
6. Madhusudhan Das 22/3/2023
7. ~~Das~~ 22/3/23
8. Divya 22/3/23
9. Debi Bhattacharya 22/3/23
10. Indira Biswas 22/3/23
11. Sreyasi Ghosh 22.3.23



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Date

Ref. No.

28.03.2023

Notice

A meeting of IQAC sub-committee will be held on 31st March 2023 at 01:30 p.m in the Mangalalok Hall Of our college.

All concerned members of the committee are requested to remain present in the said meeting.

IQAC (Internal Quality Assurance Cell)

<u>Sl. No.</u>	<u>Designation</u>	<u>Name</u>
1.	Principal & Secretary, Chairperson	Dr. Soma Ghosh
2.	IQAC Coordinator	Dr. Sonali Mukherjee Bandyopadhyay
3.	NAAC Jt. Coordinator and SPOC, NPTEL Local Chapter & Coordinator Research, Innovation & Extension	Dr.Madhushri Das
4.	NAAC Jt. Coordinator and GB Member, Coordinator, Student Support & Progression	Dr.Pradipta Mukherjee
5.	Person interested in the wellbeing of the College – Community Delegate	Mr. Dhiman Mukherjee
6.	Principal, Netaji Nager College, Eminent Educationist	Dr. Amrita Datta
7.	Associate Professor, GGCD College, Ekbalpur and GB Member	Dr.Madhumita Sen
8.	Alumni Association Secretary and GB member	Mrs. Meghna Mitra
9.	Associate Professor, Moulana Azad College, Governing Body Member of West Bengal Urdu Academy	Dr. Dravid Ahmed
10.	Local Councillor, Kamarhati Municipality	Mr. Arindam Bhowmick
11.	Bursar, President, IIC and,GB Member, Jt. Coordinator, Infrastructure & Learning Resources	Dr.LipikaMullick



HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN

DAKSHINESWAR • KOLKATA - 700 035

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Ref. No.

Date

12.	Jt. Coordinator, Curricular Aspects	Dr. Chandrabali Dutta
13.	AISHE Nodal officer and GB Member, Jt. Coordinator Research, Innovation & Extension	Dr. Partha Pratim Pradhan
14.	Jt. Coordinator, Teaching, Learning & Evaluation	Dr. Dilip Panda
15.	Jt. Coordinator, Infrastructure & Learning Resources and Jt. Science Coordinator	Dr. Indrajit Biswas
16.	Jt. Coordinator, Governance, Leadership and Management, Jt. Science Coordinator	Dr. Amrita Banerjee
17.	Jt. Coordinator, Institutional Values and Best Practices	Dr. Sujata Mukhopadhyay
18.	Coordinator, Unnat Bharat Abhiyan and Joint Convener of Research and Development Cell Nodal Coordinator, Minority Cell	Dr.S.Rehan Ahmed
19.	Technical Coordinator, Research, Innovation & Extension	Ms. Aatreyi Bhattacharyya
20.	Technical Coordinator, Student Support and Progression	Ms. Debi Bhattacharyya
21.	Technical Coordinator	Mrs. Lebdatta Ganguly
22.	Accountant and Non-Teaching Member (GB)	Shri Prosenjit Das
23.	Technical Coordinator	Mr. Pritam Dhara
24.	Technical Coordinator	Mr. Bidhan Baidya
25.	Technical Assistant (Registration and Examination)	Mr. Amit Mondal
26.	Technical Assistant (Cashier)	Mr. Joydeb Bhattacharyya
27.	Industrialist- PIDILITE	
28.	Employer	Anudeep Foundation
29.	Students' Representative	

Dr. Sema Ghosh
Principal

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

1) Resolved that narration, link and additional information related to all Criteria from 1-7 (AQAR 2021-2022) will be checked by Principal DR. Soma Ghosh, IQAC Co-Ordinator DR. Sonali Mukherjee and NAAC Co- Ordinator DR. Madhusri Das and DR. Pradipta Mukherjee before final submission through technical experts such as Smt. Aatreyee Bhattacharyya, Smt. Devi Bhattacharyya and Smt. Rituparna Maity etc. (SACT Teachers of HMMCW).

2) Resolved that all Criteria Co- Ordinator from 1-7 such as DR. Chandrabali Dutta, DR. Pritha Kundu, DR. Lipika Mallick, DR. Indrajit Biswas, DR. Partha Pratim Pradhan, DR. Dilip Panda, DR. Madhumita Mondal, DR. Pradipta Mukherjee, DR. Mriganka Narayan Das, DR. Amrita Banerjee, DR. Rehan Ahmad and DR. Sreyasi Ghosh should go through final write-up of AQAR 2021-2022 meticulously in presence of Principal DR. Soma Ghosh and IQAC Co- Ordinator DR. Sonali Mukherjee in Mangalalok.

3) Resolved that other honourable faculty members of College namely Shri Dibakanta Jha and technical support system related pillars such as Shri Bidhan Baidya, Smt. Debdutta Ganguly, Shri Pritam Dhara will provide valuable input while discussing final write- up and future plans in presence of Principal and IQAC Co- Ordinator before submission.

4) Resolved that preparation of SSR related activities should continue with full pace so that College can submit it in due course.

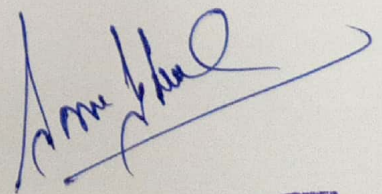
5) Resolved that DR. Pritha Kundu will check and rectify language of final write-up before submission in relevant cases.

6) Finally AQAR 2021-2022 was submitted in late evening on 22.3.2023 under supervision of Principal Madam Dr. Soma Ghosh and and DR. Sonali Mukherjee. Moreover TCS DR. Prodip Das was present and team effort was undoubtedly excellent. Technical support provided by Smt. Aatreyee Bhattacharyya and Smt. Debi Bhattacharyya etc. had been quite good.

Sonali Mukherjee

IQAC CO-ordinator
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata - 700 035

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



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

31/3/23

Members Present

Time: 2-30pm.

venue: Anandalok

- 1) ~~Amulya~~
- 2) Sonali Mukherjee
- 3) ~~Pooja~~
- 4) Sreyasi Ghosh 31.3.23
- 5) Aspita Mukherjee 31.3.23.
- 6) Chandrabala Dutta 31.03.2023.
- 7) Kamalika Mukherjee 31.03.2023
- 8) Pooja Kundu 31.03.2023
9. Madhusree Das 31/03/2023.
10. Priyanka 31/03/23
11. Suman Kundu 31/03/23



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Ref. No.

Date

31.03.2023

Notice

A meeting of IQAC sub-committee will be held on 01st April 2023 at 12:00 Noon in the Mangalalok Hall Of our college.

All concerned members of the committee are requested to remain present in the said meeting.

IQAC (Internal Quality Assurance Cell)

<u>Sl. No.</u>	<u>Designation</u>	<u>Name</u>
1.	Principal & Secretary, Chairperson	Dr. Soma Ghosh
2.	IQAC Coordinator	Dr. Sonali Mukherjee Bandyopadhyay
3.	NAAC Jt. Coordinator and SPOC, NPTEL Local Chapter & Coordinator Research, Innovation & Extension	Dr. Madhushri Das
4.	NAAC Jt. Coordinator and G3 Member, Coordinator, Student Support & Progression	Dr. Pradipta Mukherjee
5.	Person interested in the wellbeing of the College – Community Delegate	Mr. Dhiman Mukherjee
6.	Principal, Netaji Nagar College, Eminent Educationist	Dr. Amrita Datta
7.	Associate Professor, GGGD College, Ekbalpur and GB Member	Dr. Madhumita Sen
8.	Alumni Association Secretary and GB member	Mrs. Meghna Mitra
9.	Associate Professor, Moulana Azad College, Governing Body Member of West Bengal Urdu Academy	Dr. Dravid Ahmed
10.	Local Councillor, Kamarhati Municipality	Mr. Arindam Bhowmick
11.	Bursar, President, IIC and GB Member, Jt. Coordinator, Infrastructure & Learning Resources	Dr. Lipika Mullick

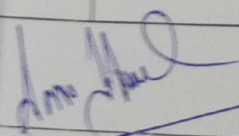


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Phone No: (033) 2564-5148 / 2544-2657
2544-0932 (N.S.O.U.) Fax : (033) 2544-4545

To

		Date
12.	Jt. Coordinator, Curricular Aspects	
13.	AISHE Nodal officer and GB Member, Jt. Coordinator Research, Innovation & Extension	Dr. Chandrabali Dutta
14.	Jt. Coordinator, Teaching, Learning & Evaluation	Dr. Partha Pratim Pradhan
15.	Jt. Coordinator, Infrastructure & Learning Resources and Jt. Science Coordinator	Dr. Dilip Panda
16.	Jt. Coordinator, Governance, Leadership and Management, Jt. Science Coordinator	Dr. Indrajit Biswas
17.	Jt. Coordinator, Institutional Values and Best Practices	Dr. Amrita Banerjee
18.	Coordinator, Unnat Bharat Abhiyan and Joint Convener of Research and Development Cell Nodal Coordinator, Minority Cell	Dr. Sujata Mukhopadhyay
19.	Technical Coordinator, Research, Innovation & Extension	Dr.S.Rehan Ahmed
20.	Technical Coordinator, Student Support and Progression	Ms. Aatreyi Bhattacharyya
21.	Technical Coordinator	Ms. Debi Bhattacharyya
22.	Accountant and Non-Teaching Member (GB)	Mrs. Debdatta Ganguly
23.	Technical Coordinator	Shri Prosenjit Das
24.	Technical Coordinator	Mr. Pritam Dhara
25.	Technical Assistant (Registration and Examination)	Mr. Bidhan Baidya
26.	Technical Assistant(Cashier)	Mr. Amit Mondal
27.	Industrialist- PIDILITE	Mr. Joydeb Bhattacharyya
28.	Employer	Anudeep Foundation
29.	Students' Representative	


Dr. Soma Ghosh
Principal

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

Members present

1/4/2023

Venue: Mangalalok

Time: 2.30pm -

1. ~~Ami Ghosh~~
2. Sonali Mukherjee
3. Dullick 01.04.23
4. Ariganta Ganguly 01.4.23
5. Indrajit Biswas
6. Mahabub 01/04/23
7. Joydeb Bhattacharya
8. Shobani Mazumdar 01/04/23
9. Kozel Sanyal 01/04/23
10. Sali Bhattacharya 01/04/23

Proceedings of IQAC Meeting held on 1.4.2023 at the college

Venue : Mangalalok

Time 12.00 noon - 1.00 p.m

- 1) The proceedings of the last meeting were read and confirmed unanimously by the members present in the meeting
- 2) Principal Dr. Soma Ghosh checked progress reports of SSR 2023 related Criterion 1 and Criterion 2 and instructed that Criterion 1 Co- Coordinators Dr. Chandrabali Dutta and Dr. Pritha Kundu as well as Criterion 2 Co- Coordinators namely Dr. Partha Pratim Pradhan with Dr. Dilip Panda should consult IQAC Co- Ordinator DR. Sonali Mukherjee for giving final shape .
- 3) Principal Madam declared that Add- on courses related documentation would be under supervision of DR. Chandrabali Dutta (Criterion 1 Co- Coordinator).
- 4) Principal Madam announced that Departmental PPT presentations should be mailed to NAAC Co- Ordinator DR. Pradipta Mukherjee as early as possible.
- 5) Principal Madam announced that for Criterion 2 , proper documentation of participative learning of various Departments is an urgent necessity and CO, PO should be collected through Dr. Sonali Mukherjee (IQAC Co- Coordinator) and admission related data from NTS Shri Joydeb Bhattacharyya ; results related summary from NTS Shri Amit Mondal .

Sonali Mukherjee

IQAC CO-ordinator
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata - 700 035

Ami Ghosh

Principal
Hiralal 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.ac.in

Ref. No.

Date

02.04.2023

Notice

A meeting of IQAC sub-committee will be held on 04th April 2023 at 01:00 P.M. in the Meeting Hall Of our college.

All concerned members of the committee are requested to remain present in the said meeting.

IQAC (Internal Quality Assurance Cell)

<u>Sl. No.</u>	<u>Designation</u>	<u>Name</u>
1.	Principal & Secretary, Chairperson	Dr. Soma Ghosh
2.	IQAC Coordinator	Dr. Sonali Mukherjee Bandyopadhyay
3.	NAAC Jt. Coordinator and SPOC, NPTEL Local Chapter & Coordinator Research, Innovation & Extension	Dr. Madhushri Das
4.	NAAC Jt. Coordinator and GB Member, Coordinator, Student Support & Progression	Dr. Pradipta Mukherjee
5.	Person interested in the wellbeing of the College – Community Delegate	Mr. Dhiman Mukherjee
6.	Principal, Netaji Nagar College, Eminent Educationist	Dr. Amrita Datta
7.	Associate Professor, GGGD College, Ekbalpur and GB Member	Dr. Madhumita Sen
8.	Alumni Association Secretary and GB member	Mrs. Meghna Mitra
9.	Associate Professor, Moulana Azad College, Governing Body Member of West Bengal Urdu Academy	Dr. Dravid Ahmed
10.	Local Councillor, Kamarhati Municipality	Mr. Arindam Bhowmick
11.	Bursar, President, IIC and GB Member, Jt. Coordinator, Infrastructure & Learning Resources	Dr. Lipika Mullick



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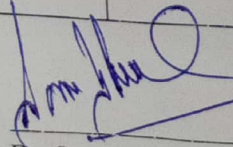
HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN

DAKSHINESWAR • KOLKATA - 700 035
E-mail : hmmcw35@gmail.com / Website : www.hmmcollege.ac.in

Ref. No.

Date

12.	Jt. Coordinator, Curricular Aspects	Dr. Chandrabali Dutta
13.	AISHE Nodal officer and GB Member, Jt. Coordinator Research, Innovation & Extension	Dr. Partha Pratim Pradhan
14.	Jt. Coordinator, Teaching, Learning & Evaluation	Dr. Dilip Panda
15.	Jt. Coordinator, Infrastructure & Learning Resources and Jt. Science Coordinator	Dr. Indrajit Biswas
16.	Jt. Coordinator, Governance, Leadership and Management, Jt. Science Coordinator	Dr. Amrita Banerjee
17.	Jt. Coordinator, Institutional Values and Best Practices	Dr. Sujata Mukhopadhyay
18.	Coordinator, Unnat Bharat Abhiyan and Joint Convener of Research and Development Cell Nodal Coordinator, Minority Cell	Dr.S.Rehan Ahmed
19.	Technical Coordinator, Research, Innovation & Extension	Ms. Aatreyi Bhattacharyya
20.	Technical Coordinator, Student Support and Progression	Ms. Debi Bhattacharyya
21.	Technical Coordinator	Mrs. Debdatta Ganguly
22.	Accountant and Non-Teaching Member (GB)	Shri Prosenjit Das
23.	Technical Coordinator	Mr. Pritam Dhara
24.	Technical Coordinator	Mr. Bidhan Baidya
25.	Technical Assistant (Registration and Examination)	Mr. Amit Mondal
26.	Technical Assistant(Cashier)	Mr. Joydeb Bhattacharyya
27.	Industrialist- PIDILITE	
28.	Employer	Anudeep Foundation
29.	Students' Representative	


Dr. Soma Ghosh
Principal

Principal
Hiralal Mazumdar Memorial College

Members Present

04/04/2023

Venue - Room No. - B-221

Time: 14:00 - 15:00

1. Sonali Mukherjee

2. Palpa Kumar

3. Saki Bhattacharya

4. Aatreyee Bhattacharya

5. P. S. Ghosh



PHONENO.:(033) 25544520 /2554 5148 /2554 2632/
25540932(NSOU) / FAX:(033) 2554 4520

HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN DAKSHINESHWAR KOLKATA-

700 035

Email ID -

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

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Proceedings of IQAC Meeting held on 4.4.2023 at the college

Venue - Meeting Hall
2.00 p.m

Time span was from 1.00 p.m -

- 1) The proceedings of the last meeting were read and confirmed unanimously by the members present in the meeting
- 2) Resolved that there will be three parts of each and every Criterion namely link, additional information and narrative part.
- 3) Resolved that Academic Accounting of Departments and individuals will be checked by Dr. Debasree Ghosh Biswas, Dr. Madhusri Das, TCS Dr. Prodip Das and Dr. Dilip Panda.
- 4) Resolved that Dr. Indrajit Biswas will monitor Short term water body based project.
- 5) Resolved that administrative audit will be supervised by Dr. Mriganka Narayan Das and Dr. Amrita Banerjee.

Sonali Mukherjee

IQAC CO-ordinator
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata - 700 035

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



Phone No: (033) - 2544-4520 / 2564 - 5148 / 2544 - 2632
2544 - 0932 (NSOU) Fax: (033) - 2544 - 4520

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11.03.2023

NOTICE

This is notified that the members of NAAC team are requested to remain present on 05.04.2023 at Mangalalo at 3.00 p.m. for some necessary discussion of ssr.

Dr. Soma Ghosh
Principal and Secretary

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

Dr. Sonali Mukherjee
IQAC Coordinator

IQAC CO-ordinator
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata - 700 035

Members Present

05/4/2023

Venue: Mangalalok

Time: 2:30 pm

1. ~~Amrita Banerjee~~ 05/4/23
2. Amrita Banerjee 5/4/23
3. Debi Bhattacharya 5/4/23
4. Sonali Mukherjee 5/4/23
5. Mumukshu Nandy 05/4/2023
6. Pijali Ghosh 05/04/2023
7. Radhika Mukherjee 5/4/23
8. Rajasree Chakrabarty 05/04/23
9. M. S. Das 5/4/23
10. Piyam 5/4/23
11. Suman 5/4/23
12. Anindya Sundar Bhunia
13. Koushik Sengupta 05/04/23
14. Debeswari Marik 5/4/23
15. Ananya Bhattacharya 5/4/23

Proceedings of IQAC and NAAC Core Team related Meeting dated 5.4.2023

Venue- Mangalalok

time 3.00 p.m. - 4.00 p.m.

- 1) The proceedings of the last meeting were read and confirmed unanimously by the members present in the meeting
- 2) SSR 2023 related Criterion 1, 2, 3, 4, 5 were discussed in the Meeting.
- 3) Criterion 2 related 2.3.1 and 2.4.1 had been especially highlighted in the Meeting and Principal Dr. Soma Ghosh with IQAC Co- Ordinator Dr. Sonali Mukherjee discussed that various Departmental input from Zoology, Chemistry, Journalism and Mass Communication, English, Political Science, Geography, Education and Psychology Departments should be incorporated in Criterion 2 related portion on participative learning.
- 4) Resolved that CO, PO should be submitted to Dr. Sonali Mukherjee who would be assisted by Joint NAAC Co- Ordinator Dr. Madhushri Das.
- 5) Resolved that Academic Calendars should be submitted to Dr. Arpita Mukherjee by various Departments of HMMCW for Criterion 1.
- 6) Resolved that Grievance Redressal Cell related Committee Meeting record book would be prepared under supervision of Dr. Sonali Mukherjee.

Sonali Mukherjee
IQAC Co-ordinator

Hiralal Mazumdar Memorial College

Principal
Hiralal Mazumdar Memorial College
For Women
700 036

Proceeding of IQAC Meeting held on 26.04.2023 at the college

Venue – Meeting Hall

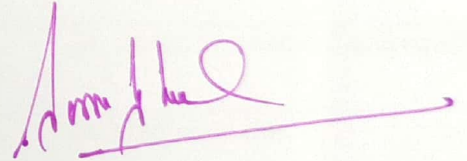
26.04.2023

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

Resolved that duties allotted for

- 1) Add - On course brochure- Smt. Debdutta Ganguly and Smt. Munmun Kundu.
- 2) Certificate Courses- Dr. Pritha Kundu
- 3) Collaboration/ MOU - Dr. Amrita Banerjee
- 4) SDP Data- Dr. Amrita Banerjee
- 5) Students' feedback analysis data- Shri Amit Mondal
- 6) LMS - Dr. Amrita Banerjee, Tushar Infotech.
- 7) Dept. Internal Assessments related data collection- Dr. Prodip Das (TCS)
- 8) Grievance Redressal- Dr. Sonali Mukherjee
- 9) RDC - Dr. Lipika Mallick, Dr. Rehan Ahmed, Smt. Rituparna Maity.
- 10) P.C Chandra set- up - Smt. Koel Sengupta
- 11) Extension activities- Dr. Sujata Mukherjee, Smt. Sandhya Saren.
- 12) Dept. Input- TCS Dr. Prodip Das, Dr. Madhushree Das.
- 13) Gym - TCS Dr. Prodip Das, Dr. Pradipta Mukherjee.
- 14) Rainwater harvesting- Dr. Indrajit Biswas
- 15) Alumni related data- Dr. Pradipta Mukherjee
- 16) Journal links- Smt. Devi Bhattacharyya

Sonali Mukherjee



IQAC CO-ordinator
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata – 700 035

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



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No.

Date

11.04.2023

Notice

A meeting of IQAC sub-committee will be held on 26th April 2023 at 01:30 P.M. in the Meeting Hall Of our college.

All concerned members of the committee are requested to remain present in the said meeting.

IQAC (Internal Quality Assurance Cell)

<u>Sl. No.</u>	<u>Designation</u>	<u>Name</u>
1.	Principal & Secretary, Chairperson	Dr. Soma Ghosh
2.	IQAC Coordinator	Dr. Sonali Mukherjee Bandyopadhyay
3.	NAAC Jt. Coordinator and SPOC, NPTEL Local Chapter & Coordinator Research, Innovation & Extension	Dr. Madhushri Das
4.	NAAC Jt. Coordinator and GB Member, Coordinator, Student Support & Progression	Dr. Pradipta Mukherjee
5.	Person interested in the wellbeing of the College – Community Delegate	Mr. Dhiman Mukherjee
6.	Principal, Netaji Nagar College, Eminent Educationist	Dr. Amrita Datta
7.	Associate Professor, GGGD College, Ekbalpur and GB Member	Dr. Madhumita Sen
8.	Alumni Association Secretary and GB member	Mrs. Meghna Mitra
9.	Associate Professor, Moulana Azad College, Governing Body Member of West Bengal Urdu Academy	Dr. Dravid Ahmed
10.	Local Councillor, Kamarhati Municipality	Mr. Arindam Bhowmick
11.	Bursar, President, IIC and GB Member, Jt. Coordinator, Infrastructure & Learning Resources	Dr. Lipika Mullick



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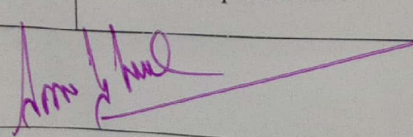
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Ref. No.

Date

12.	Jt. Coordinator, Curricular Aspects	Dr. Chandrabali Dutta
13.	AISHE Nodal officer and GB Member, Jt. Coordinator Research, Innovation & Extension	Dr. Partha Pratim Pradhan
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15.	Jt. Coordinator, Infrastructure & Learning Resources and Jt. Science Coordinator	Dr. Indrajit Biswas
16.	Jt. Coordinator, Governance, Leadership and Management, Jt. Science Coordinator	Dr. Amrita Banerjee
17.	Jt. Coordinator, Institutional Values and Best Practices	Dr. Sujata Mukhopadhyay
18.	Coordinator, Unnat Bharat Abhiyan and Joint Convener of Research and Development Cell Nodal Coordinator, Minority Cell	Dr.S.Rehan Ahmed
19.	Technical Coordinator, Research, Innovation & Extension	Ms. Aatreyi Bhattacharyya
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24.	Technical Coordinator	Mr. Bidhan Baidya
25.	Technical Assistant (Registration and Examination)	Mr. Amit Mondal
26.	Technical Assistant(Cashier)	Mr. Joydeb Bhattacharyya
27.	Industrialist- PIDILITE	
28.	Employer	Anudeep Foundation
29.	Students' Representative	


Dr. Soma Ghosh
Principal

Members Present

26/4/2023

Venue - meeting room

Time - 11.am -

1. ~~Amrita~~
2. Sonali Mukherjee
3. ~~Madhurika~~ 26/4/23
4. Amrita Banerjee 26/4/23
5. Sreyasi Ghosh 26/4/23
6. Arin 26/04/2023
7. Kamalika In Majumdar 26/04/2023
8. Pritta Kundu 26/04/2023
9. Arpita Mukherjee 26/4/23
10. Rajasree Chakraborty 26/04/23
11. Pujita 26/4/23
12. Debdutta Chatterjee 26.4.23
13. Dilip Panda 26.04.2023
14. Pradyota Mukherjee 26.4.23
15. Saki Bhattacharya 26.04.2023
16. Madhumita Mousal 26.4.23
17. Santya Sanyal 26.04.2023
18. Moumita Das 26/04/2023.
19. M. Saha 26/4/2023
20. Bidhan Bandyopadhyay 26/4/23.
21. ~~Debanu~~ 26/4/23
22. Bijati Mukhopadhyay 26/4/23.
23. Dipika Mukherjee 26.04.23
24. Rituparna Maiti 26/04/2023.

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Hiralal Mazumdar Memorial College For Women

DAKSHINESWAR • KOLKATA - 700 035

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Ref.No.....



Date: 02/5/2023

Date:-02.05.2023

Notice

This is notified for all teachers that a meeting and workshop for upcoming NAAC preparation will be held on 4th May, 2023 from 2:00 P.M. at Mangalalok Hall.


.....
Dr. Soma Ghosh

Principal

Principal

Hiralal Mazumdar Memorial College
For Women

Dakshineswar, Kolkata-700 035

04/05/2023
4.4.2023

Members Present

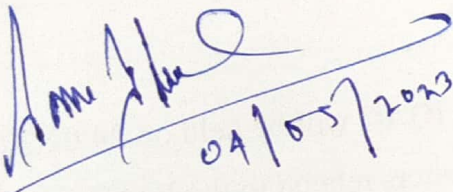
12 men -

Venue Mangalok

1. ~~Amrita~~ 04/5/2023
2. Sorati Mukherjee
3. ~~Sweet Ghosh~~ 04/05/23
4. ~~Moolu Das~~ 4/5/23
5. Sujata Mukhopadhyay 4/5/23
6. ~~Abirama Banerjee~~
5. Mounita Das. 4/05/2023.
7. Piyali Ghosh 04/05/2023.
8. Moumoni Adhikari 04-05-2023.
9. Sreyasi Ghosh 4/5/23
10. Parina Mondal 04.05.23.
11. Sharmista Mitra 04/05/23.
12. Ishita Chatterjee 4/5/23
13. Rabisankar Das 4/5/23
14. Swapna Jha 4/5/23
15. Sandhya Saha 4/5/2023
16. Umi Saha 04/05/2023.
- 17/ Monjila Khator 04/05/23
- 18/ ~~Harika Ghosh~~ 04/05/23
19. Debopama Ghosh Mina 04/05/23
20. ~~Harshita Ghosh~~ 4/5/23
21. Sanghamitra Pal 4/5/23
22. Subha Khator 4/5/23
23. Tanushree Chakraborty. 04/05/2023.
24. Mausumi Bhattacharya 04/05/2023
25. Anirban Chakraborty 04/05/2023.
26. Lilip Panda 04.05.2023
27. Indrajit Biswas 04/5/2023
28. Bichen Bandyopadhyay 04/5/23.
29. Pritam Saha 4/5/23.
30. ~~Debananda~~ 4/5/23
31. R. Sen 4/5
32. Santanu Das 4/5/23
33. Debajit Ghosh (Biswas) 4/5/23

34. Tanaya Ray 04/05/23
35. Tanaya Arany. 04/05/23.
36. Sudipta Chakraborty - 04/05/23
37. Kamalika In Majumdar 04/05/2023.
38. Paja Das 04/05/2023
39. Subdutta Chatterjee. 04/05/2023.
40. Sakei Bhattacharya 04/05/2023
41. Haibrayee Mukherjee 04/05/2023.
42. Laxmi Misra 04/05/23
43. Situparna Kalyan 04/5/2023.

A workshop was held on 4th May 2023 at 02:00 PM onwards to discuss about the modalities and formalities of upcoming NAAC. The Criteria from I to VII were discussed elaborately and the Teachers and staff were enriched.


04/05/2023

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

Sonali Mukherjee
4/5/23

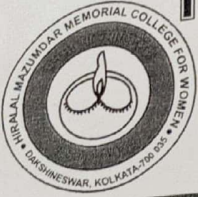
IQAC CO-ordinator
Hiralal Mazumdar Memorial College
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Dakshineswar, Kolkata - 700 035

Hiralal Mazumdar Memorial College For Women

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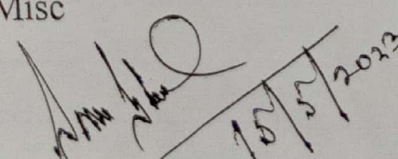
Date: 15/5/2023

Ref.No.....

Notice

All the members of IQAC are requested to attend the meeting of IQAC will be held on 20th May, 2023 at 12noon in the Meeting of the college to discuss about the following agenda.

1. To read and conform the meeting of IQAC held on 02nd May, 2023
2. To verify the SSR for 3rd cycle of NAAC accreditation and matter related to it.
3. To place the report regarding CAS of Dr. Shreyasi Ghosh, Dr. Tamal Mondal, Dr. Pradipta Mukherjee, Dr. Madhushri Das, Dr. Sujata Mukhopadhyay, Dr. Chandrabali Dutta, Smt. Koyel Sengupta, Dr. Amrita Banerjee, Dr. Prodip Das and Smt. Soma Saha.
4. To apprise the member regarding ICSSR projects undertaken by Dr. Chandrabali Dutta and Dr. Sayantan Ghosh.
5. To apprise the members regarding the action taken report by Research Development cell and incubation centre for last five years.
6. To apprise the members regarding the action taken report by Career Counselling Cell for last five years.
7. To apprise the members regarding augmentation of physical infrastructure and academic infrastructure in the college.
8. To apprise the members regarding the performance of the students during 2017-2018 to 2021-2022
9. To apprise the members regarding Academic Audit for last five years w.e.f. 2017-18 to 2021-22.
10. Misc


15/5/2023
Dr. Soma Ghosh
Principal

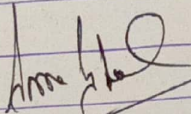
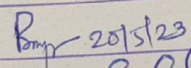
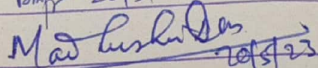
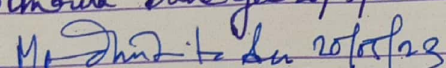
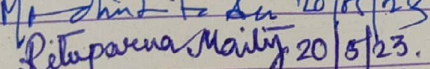
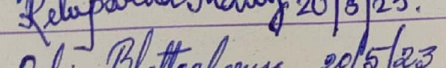
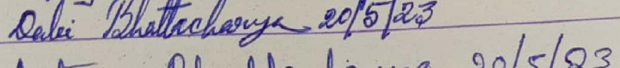
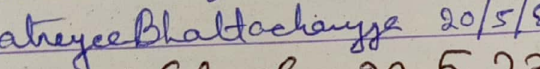
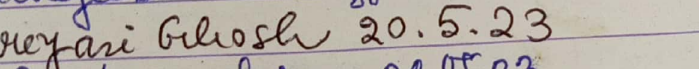
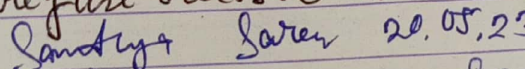
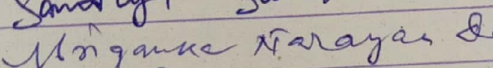
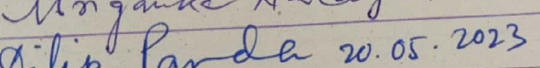
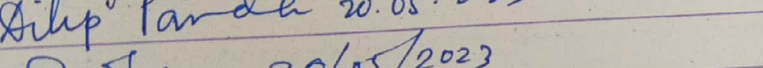
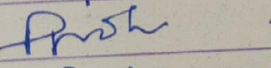
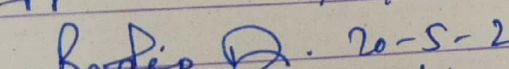
Principal
Hiralal Mazumdar Memorial College
For Women
Kolkata-700 035

Sonali Mukherjee
16/5
Co-ordinator
Internal Quality Assurance Cell (IQAC)
Hiralal Mazumdar Memorial
College for Women
Dakshineswar, Kolkata 700035

20/5/23

Members Present

Time - 12:00 -

1.  20/5/2023
2. Sonali Mukherjee
3.  20/5/23
4.  20/5/23.
5. Dulick 20.05.23
6. Indiyas Biswas 20/5/23
7. Koyal Sengupta.
8. Amrita Banerjee 20/05/23
9.  20/5/23
10.  20/5/23.
11.  20/5/23
12.  20/5/23
13. Sreyasi Ghosh 20.5.23
14.  20.05.23
15.  20.5.23
16.  20.05.2023
17.  20/05/2023
18.  20-5-23
19.  20/5/23
20.  20/5/23
21. Chandrabati Dutta 20/05/2023
22.  20/05/23
23. Dr. Amrita Dutta 20/05/23

Resolution Number – 01

Resolved that the proceedings of the meeting dated 02 May 2023 read and confirmed.

Resolution Number – 02

- a) Criterion 1 covering the span of time of 2017-18 to 2021-22 was presented by DR. Chandrabali Dutta and DR. Pritha Kundu. Principal DR. Soma Ghosh explained some points which should be incorporated in Criterion 1 of SSR.
- b) Criterion 2 was presented by Dr. Partha Pratim Pradhan and Dr. Dilip Panda. Team members Dr. Sreyasi Ghosh , Shri Pritam Dhara were present. NTS Mr. Amit Mondal was also present (Member of teams of Criterion 1 and Criterion 2). Principal Dr. Soma Ghosh explained that Criterion 2 related data should be cross- checked with data of AISHE and suggested some changes in narrative part. She opined that information about RDC and Incubation Centre, as well as information about College YouTube channels should be included in Criterion 2.
- c) Criterion 3 was presented by Dr. Sonali Mukherjee with Smt. Atrayee Bhattacharyya and Smt. Debi Bhattacharyya. Principal of HMMCW College opined that UGC Care- list related Journal data should be rectified and Patents related matters of Dr. Rehan Ahmed and Smt. Puja Das was placed and apprised report.
- d) Criterion 4 was presented by Dr. Lipika Mallick with Smt. Rituparna Maity. Recommended that more audited documents be uploaded.
- e) Criterion 5 was presented by Dr. Pradipta Mukherjee and he declared that it was mainly Career and student- oriented. He acknowledged positive role of Accounts Section of HMMCW in obtaining scholarships related data and praised DR. Prodip Das for his help in getting Sports related information. He described alumni related data skillfully and praised Smt. Debi Bhattacharyya for her technical support in Criterion 5.
- f) Criterion 6 was presented by DR. Amrita Banerjee and Smt. Koel Sengupta. Principal of HMMCW College and DR. Madhushree Das gave their suggestions and it was acknowledged that some data given by Dr. Pradipta Mukherjee may help Dr. Amrita Banerjee for Criterion 6.
- g) Criterion 7 was presented by DR. Sujata Mukherjee . DR. Rehan Ahmed was present also. Principal opined that data of Green Audit, Energy Audit and ENVS Audit should be incorporated properly.
- h) DR. Sonali Mukherjee and Principal of HMMCW College opined that College will make arrangements for CAS related screenings of DR. Sreyasi Ghosh, then DR. Pradipta Mukherjee and also DR. Madhushree Das (03 completed files).
- i) Principal of HMMCW College opined that SSR should be submitted in June 2023 and IIQA will be submitted on 24.5.2023.
- j) There was a discussion in the Meeting that recess for people directly involved with NAAC will be from 26.5.23 to 6.6.23 and for persons not directly related to NAAC process it will be from 15.6.23 to 25.6.23.

Resolution Number - 3

Resolved that CAS related papers of Dr. Sreyasi Ghosh, Dr Pradipta Mukherjee Dr. Madhusri Das, Dr.Chandraball Dutta and Dr Amrita Banerjee has been verified IQAC Coordinator and forwarded to the Principal for further proceeding The CAS related

papers of Dr. Sujata Mukhopadhyay and Smt. Soma Saha and Smt. Koyel Sengupta yet to be verified as they have not submitted Part B of CAS paper.

Resolution Number-4

Resolved that the members were appraised regarding ICSSR project undertaken by Dr Chandrabali Dutta and Dr. Sayantan Ghosh and its Utilization Certificate.

Resolution Number – 5

Resolved that Action Taken Report presented by Research Development Cell and Incubation Centre for last 5 years are endorsed by IQAC with appreciation (Annex 1).

Resolution Number – 6

Resolved that Action Taken Report presented by Career Counselling Cell for last five years are read and conform and the placement report is apprised to the members(Annex 2).

Resolution Number – 7

Resolved that the members are appraised regarding the report of augmentation physical infrastructure and academic infrastructure in the college (Annex 3).

Resolution Number - 08

Resolved that members were appraised regarding the performance of the students during 2017-2022. The same was appreciated for the last 5 years and the report stands to be above 90% (Annex 4).

Resolution Number – 09

Resolved that the members were appraised regarding Academic Audit for the last five years w.e.f 2017-22 (Annex 5).

Resolution Number – 10

(a) Noted that our alumni association is actively working since 2015-16 but it was not registered as per rule. IQAC recommence alumni association named as 'Shorte' to be registered as per rules of procedure. In consultation with the president of the GB, Principal and Secretary and other members of alumni association the following list is being furnished below as portfolio holders and officer bearers and other general members.

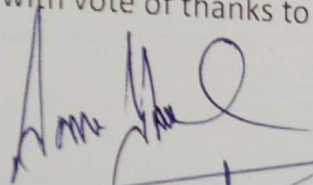
- ChairPerson - Shri, Madan Mitra (President)
- Vice Chairperson - Dr. Soma Ghosh (Principal)
- President - Smt. Ranjana Banerjee (Faculty of History)
- Co-Vice President - Smt. Paramita Sen (Clerk, Higher education department)
- Vice President - Smt. Tanushree Chatterjee (Faculty of Sanskrit)
- Secretary - Smt. Meghna Maitra (Governing Body member)
- Assistant Secretary - Smt. Kamalika Das Majumdar (Faculty of Sociology)
- Treasurer - Smt. Shilpa Das (Group -D, NTS)
- Cultural Coordinator - Smt. Parna Mondal (Faculty of Bengali) & Smt. Sanghamitra Paul (Alumni Student)
- Student Welfare Coordinator – Ms. Sayani Sanyal (Alumni Student), Ms. Sharmistha Patra (Alumni Student), Smt. Sunita Maity (Alumni Student), Smt. Riya Das (Alumni Student)

Student), Smt. Sanchita Mukherjee (Alumni Student), Ms. Sanchita Panchal (Alumni Student).

- Advisory Body – Smt. Antara Goswami (Faculty of Bengali), Smt. Manjila Khatun (Faculty of History), Smt. Oendrilla Dutta (Faculty of Sociology), Smt. Mousumi Adhikari (Faculty of Education), Smt. Moumita Das (Faculty of Education), Smt. Triparna Sett (Faculty of Sociology), Ms. Laxmi Murmu (Facilitator of Education).
- (b) Noted that the various departments of 1st and 2nd floor (block -C & B) raised the issues regarding the toilet and water purifiers.

Having no other agenda to discuss the meeting ended with vote of thanks to the chair.

Sonali Mukherjee
Co-ordinator
Internal Quality Assurance Cell (IQAC)
Hiralal Mazumdar Memorial
College for Women
Dakshineswar, Kolkata - 700035


20/05/2023

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



HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN

Re-accredited by NAAC with A+ Grade (3rd Cycle) 2023

DAKSHINESWAR • KOLKATA - 700 035

E-mail : hmmcw35@gmail.com / Website : www.hmmcollege.ac.in



Ref. No.

Date

Summary of IQAC Meetings & Initiatives (2022-2023)

MEETING DATE	INITIATIVES ADOPTED BY IQAC
27.08.2022	Resl. No. 3: Discussion about the progress of work of various criteria related teams
	Resl. No. 4: Office management will be under the supervision of Mr. Prosenjit Das
	Resl. No. 5: All information should be kept in the data management pool to be handled by Dr. Parthapratim Pradhan, Dr. Mriganka Narayan Das, Dr. Dilip Panda and other team members.
	Resl. No. 9: FDP to be arranged for SSR preparation in collaboration with West Bengal Council of Higher Education and few other collaborating institutions.
	Resl. No. 12: Internal academic audit will be done by Academic Subcommittee and by the Departmental Input Committee supervised by Mr. Dibakanta Jha.
01.11.2022	Resl. No. 1: Proposals of Department of Geography, Botany, Chemistry, ENVS, Zoology, Food & Nutrition, Economics, Commerce, Education, History regarding Add-on Courses are approved for grooming and skill development of the students. Report of the same be compiled by Career Counselling Cell of HMMCW.
	Resl. No. 6: Gearing up the process for NSDC affiliation for the skill development courses.
	Resl. No. 7: Proposal of Career Counselling and Placement Cell regarding arrangement for grooming and training for "entry-in-service" are approved so that the existing competitive examination training mechanism gets an additional impetus.
	Resl. No. 8: Promote and encourage teachers to proceed for research works, funded by external agencies as well as college.
	Resl. No. 9: Organize Staff Development Programmes within December 2022 in collaboration with other Colleges. An FDP on NAAC preparedness was organized in September 2022 in collaboration with higher education department and 6 other colleges.
	Resl. No. 13: To take necessary measures to augment facilities for physically challenged staff and students.



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01.11.2022	Resl. No. 14: To take necessary initiatives for extension and rejuvenation of medicinal plant garden, orchard, orchid garden, butterfly garden, etc.
	Resl. No. 15: To proceed for ISO certification.
	Resl. No. 16: To revive the Utkarsh Bangla Project, which got approval in 2019 and to take initiatives for other CSR.
	Resl. No. 24: IPR related issues with Research Cell of HMMCW.
	Resl. No. 28: Book exhibition cum fair may take place in January 2023.
	Resl. No. 29: Organise Career Fair within 31 st December 2022.
	Resl. No. 30, Miscellaneous b): File tracking system be installed and other technical supports are required for e-governance.
	Resl. No. 30, Miscellaneous c): Mechanism for online examinations be installed.
	Resl. No. 30, Miscellaneous d): College will develop as mentee institution for NAAC.
	Resl. No. 30, Miscellaneous g): Academic Audit will be done in four phases as usual.
21.12.2022	Resl. No. 7: Upgradation of website.
23.12.2022	Resl. No. 4: Financial reports, purchase records, budget compliances for the last five years, w.e.f 2017-2018 to 2021-2022 placed and approved.
	Resl. No. 8: Recommends for the initiatives to be taken for the infrastructural development of the college.
16.02.2023	Resl. No. 01h): Dedicated computer room will be prepared in College and it will function as workstation.
	Resl. No. 01i): Furnished incubation centre may be constructed.
	Resl. No. 11: College will give thrust on Add-On and Certificate Courses.
	Resl. No. 12: More collaborative activities to be conducted to activate the MOUs.
24.02.2023	Resl. No. 13(Misc.): Short term water body based project and tissue culture.
	Resl. No. 2: Allocation of duties for each and every criterion(1-7) for submission of SSR of the College in 2023, Resl. No. 3: AQAR 2021-2022 will be submitted on and before 15 th March 2023.
06.03.2023	NAAC data template verification and SSR compilation.
10.03.2023	Resl. No. 2: Time framing for SSR preparation.
	Resl. No. 3: IIQA may be submitted by first week of May, 2023.
	Resl. Misc. a: SSR must be submitted within mid of June 2023.



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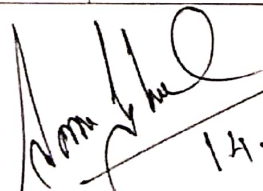
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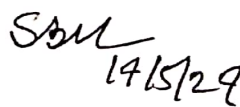
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16.03.2023	Verification of Criterion 1, 2, 3 of AQAR 2021-2022.
17.03.2023	Verification of Criterion 4, 5, 6 of AQAR 2021-2022.
18.03.2023	Verification of Criterion 7 of AQAR 2021-2022.
22.03.2023	Final verification and submission of AQAR 2021-2022.
01.04.2023	Resl. No. 2: Checking of progress reports of SSR 2023
04.04.2023	Resl. No. 3: Academic accounting will be checked by Dr. Debasree Ghosh Biswas, Dr. Madhushri Das, TCS Dr. Prodip Das and Dr. Dilip Panda.
	Resl. No. 4: Administrative audit will be supervised by Dr. Mriganka Narayan Das and Dr. Amrita Banerjee
05.04.2023	Resl. No. 2: SSR related Criterion 1, 2,3,4,5 were discussed in the meeting.
26.04.2023	Allotment of duties for data collection for SSR submission.
04.05.2023	Workshop on forthcoming NAAC preparation.
20.05.2023	Resl. No. 2: Data verification of SSR for 3 rd cycle of NAAC accreditation.
	Resl. No. 3: CAS related papers of incumbents to be processed.
	Resl. No. 4: Utilisation Certificate of ICSSR project undertaken by Dr. Chandrabali Dutta and Dr. Sayantan Ghosh were appraised.
	Resl. No. 5: Action Taken Report presented by Research Development Cell and Incubation centre for the last five years was endorsed.
	Resl. No. 6: Action Taken Report presented by Career Counselling Cell for the last five years was endorsed.
	Resl. No. 7: Report of augmentation of physical and academic infrastructure of the College was appraised.
	Resl. No. 8: Report of student performance for the last five years was appraised.
	Resl. No. 9: Report of Academic audit for the last five years was appraised.
	Resl. No. 10: Recommends that Alumni Association named as 'Shrote' to be registered as per rules and procedures.


14.05.2024
Principal & Secretary
Hiralal Mazumdar Memorial College
For Women
Dakshineswar Kolkata-700 035


17/5/24
Co-ordinator
Internal Quality Assurance Cell (IQAC)
Hiralal Mazumdar Memorial
College for Women
Dakshineswar, Kolkata 700035