



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN

**JADUNATH SARBOBHOUA LANE, DAKSHINESHWAR , KOLKATA
700035**

<https://www.hmmcollege.ac.in>

SSR SUBMITTED DATE: 27-07-2023

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

July 2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

‘????? ??? ??????????’ - ‘Tam?sa m?? jy?tirgamaya’

Tamaso Ma Jyotirgamaya | ????? ?? ????????????? is a Sanskrit verse, inscribed on the logo of the College has been taken from the “Pavana Mantra” of the great Brihadaranyaka Upanishad, originated in ancient India. This introductory hymn of the ‘Soma Sacrifice’ (rituals performed in front of the sacred fire while chanting mantras) bears a deep significance. In Sanskrit, “tamas” means “darkness” and “jyotir” means “light”; thus, together the verse implies a journey “from darkness to light”, that is to attain the state of self-awareness and enlightenment.

Hiralal Mazumdar Memorial College for Women, Dakshineswar was established in 1959 by Late Amritalal Mazumdar, in the memory of his son Late Hiralal Mazumdar, it had its modest beginnings in the sacred precinct of Dakshineswar, surrounded by temples and monasteries and inspired by the spirit of secularism. Recognition under Sections 2(f) and 12 (B) of the UGC Act, had encouraged the College to become a premier Institute of Higher Education, by empowering its students and enlightening their inner selves. Since the Year 2008 the college is affiliated to West Bengal State University, Barasat. The college offers 21 UG programmes. It was accredited with B++ Grade and 2.77 CGPA in the 2nd cycle of the National Assessment and Accreditation Council in 2016.

Today, the College is located on a 2510.965 Sq.mt (0.620 acre) sedate and serene eco-friendly Campus in North 24 Parganas of West Bengal. It contains ICT enabled classrooms, large seminar halls, resourceful automated library, well equipped laboratories, along with an ‘Central Instrumentation Centre’ for optimum utilization of laboratory resources. In addition to all these an Open-air stage for cultural performances, a playground coupled with Yoga and Meditation room, NSS and NCC room, rooms for IQAC, Internal Complaints Committee, RTI, Research and Development Cell, Incubation Centre, Gymnasium, students’ common room, Teachers/Staff room, Departmental rooms, canteen, cheap store have been very marked for respective purposes.

Vision

‘Tamaso Ma Jyotirgamaya’ - ‘From darkness, lead me to light’ . Hiralal Mazumdar Memorial College for Women is always aware of the importance of enkindling the lamp for omnipresent, omniscient, and omnipotent power of the inner selves of its students and with its motto ‘Discipline, dedication and determination’ it has tried to step forward towards the light of knowledge, giving liberty, prosperity and modesty.

Mission

“We want education by which character is formed, strength of mind is increased, the intellect is expanded, and by which one can stand on one's own feet.” - Swami Vivekananda

- To create an atmosphere of intellectual vigour and moral rectitude
- To empower women to assert leadership roles in a global market
- To provide high-quality educational opportunities for achieving full human potential, developing an equitable and just society, and promoting national development

- To create skilled workforce, in conjunction with multidisciplinary abilities across the sciences, social sciences, humanities and commerce
- To enhance access and inclusion in higher education, including digital training
- To encourage innovative thinking driving towards sustainability
- To provide a scope of holistic learning

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

A significant strength of HMMCW is foresight, planning and timely execution. This foresight had driven its Governing Body to think about clusters and skill development courses in 2017-18.

- Information on academic and administrative matters are disseminated through notices, regular meetings with different segments, e-notices, the College website. An academic calendar is drafted and academic plans are prepared at the beginning of each session.
- Our accountability and transparency, dedication and sincerity, discipline and enterprise are our strengths, which give us confidence and motivation.
- The participatory spirit extends into the teaching-learning processes and in governance.
- Potential Human Resources: Most importantly, our teachers are valued for their academic expertise and professional competence within and outside college.
- Continuous Assessment: Students' academic efforts are assessed continuously throughout each semester.
- Feedback on class performance and administrative services are taken during exit to verify the utility of the services. Thus, pedagogical practices and academic outcomes stand to be our academic strength.
- Inclusiveness and equitable access to all sectors of academics and administrative services are important institutional strengths. The College ensures equitable service irrespective of the differences in language, religion, disability or financial instability etc. Its SC/ST, OBC, Minority Cell, acting under the umbrella of Social Outreach Cell, Equal Opportunity Cell of the College, Gender Equity Cell assure availability of facilities on equitable basis.
- HMMCW incorporates green practices, such as rainwater harvesting, use of energy-efficient bulbs and a non-conventional solar energy plant, chemical waste pit, butterfly garden, kitchen garden, medicinal plant garden, hydroponic garden, orchard, orchid house, tissue culture lab etc. Students of Environment Science through its Nature Club and Green club help nurturing plants and animals.
- Our vibrant committees, Career Counseling and Placement Cell, NSS, NCC, Psychological Counseling Cell, students' body, Alumni Association together as a team provide a strong platform for the students. Strong grievance redressal systems, Anti ragging cells, ICC, Gender Equality Cell, mechanism of student mentoring and counseling programs and feedback systems motivate students to voice their opinions for attaining excellence.

Institutional Weakness

The students coming from socio economically backward sections are challenged and have limitations in buying books and other essentials.

- The College does not have a rational strength of faculties in all the departments.
- Inadequacies of resources create interruptions in the way of the academic activities.
- The possibility for academy-industry linkage should be extracted more.
- Total enrollment has increased, but the low admission in some departments is a cause for concern.
- Hostel accommodation is needed for the students.
- More facilities for the differently-abled stakeholders are pressing requirements.

Institutional Opportunity

The increased diversity in the students' strength has created a potential opportunity for enriched and vibrant learning experiences within the classroom and beyond, making them inter-culturally empathetic and sensitive. Cultural exchanges among the youth can play a key role in creating cohesive and healthy societies. The College took the opportunity to introduce some new add-on, certificate courses, and in future plans to start diploma or post graduate diploma courses in subject areas like values and ethics, environment and sustainability, Indian language, culture, museology, traditional knowledge, gender equity, etc., if proper and supportive resources are available

- It has an NSOU study center for PG studies in distance mode and has applied for IGNOU Study centre.
- Students have an open access to books, journals, newspapers etc. in the library which provides an opportunity to prepare and qualify for competitive exams.
- The faculty of HMMCW, its Cells continuously look for opportunities to use the diversity of students. College subcommittees/cells work relentlessly for overall development of the students.
- The growing emphasis on interdisciplinary studies through the NEP has opened many doors for collaborations between various departments in College and also between the College and other institutions of Higher Education, which were always a practice since 2016-17.
- The shift to the online mode made interaction with international speakers, and our alumni easier. Physical distance and the cost of traveling were no longer the obstacles to learning and intellectual development. This shift presents an excellent opportunity to have academic interactions and research based collaborations.
- The institution offers innovative online certificate courses on themes of contemporary relevance and skill development in the domains of Languages and Communication, Research, Job based and IT skills. For example, the college runs an online certificate course on 'Learn Urdu to Learn History', which has got an extension due to collaboration with Government Girls General Degree College (GGGDC), Ekbalpur to be taught as 'Learn Urdu and Persian to Learn History'.
- College is trying to reduce digital divide by a strengthened internet facility within campus.

Institutional Challenge

The greatest challenge before the Institution is the rural or semi-urban background of the girl students because most of the girls are compelled to discontinue their studies due to their early marriage. Social infrastructure and social taboo obstruct the learning process of the students coming from poor families. This no doubt aggravates the dropout rate. Further students lack the orientation, aims and attitudes required to pursue higher studies seriously.

'Digital fatigue', creating mental exhaustion and disengagement that occurred with the extensive use of digital

tools and apps is still a mental constraint for the students to attend online certificate courses. Some families and students themselves are found to be comfortable within homes, resulting in less attendance within classrooms, as well as through online mode. More intensive solutions to the concern of digital fatigue are yet to be sorted out.

Improving the laboratory conditions and providing new advanced instruments is a challenge for us keeping in view the scarcity of funds, restricting it to enrich its academic and research related resources, RUSA endowment of 1.5 crores, CSR grant received from P. C. Chandra group, MP and MLA LAD fund have however, made us fight against this challenge to some extent. Cyclones and Covid 19 together created a gloomy phase for us, but the college is trying hard to overcome these obstacles.

Limited campus area is a challenge for the College to expand. College authority has requested the government several times for a vested land, which it needs for expansion. Professional competition among the Institutes which are providing higher education in the vicinity, is also a challenge that the Institution has to face.

All students can't have the opportunity to learn through their own mother tongue which is a challenge for improving teaching and learning process.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- The institution projects effective curriculum planning and delivery through well-maintained and documented processes such as by preparing academic calendar, conducting continuous evaluation, interdepartmental faculty exchange and other kinds of innovative teaching mechanisms. This helps the departments as well as the institution as a whole to monitor all academic activities with rigor and efficacy.
- In addition, as part of academic flexibility, several departments successfully conduct a number of Add-On or Certificate or Value-Added Courses with satisfactory response from the students. The courses are mostly practically oriented and focus on development of multiple entrepreneurial skills and expertise as well as ensure holistic well-being of the students.
- Regarding curriculum enrichment, we always seek to promote awareness among students regarding 'Professional Ethics', 'Human Values', 'Gender', 'Environment and Sustainability' adhering to the prescribed curriculum and also beyond the curriculum. Several departments encourage students in undertaking project works, field-work and internships so that they gain experience regarding a higher level of academic or professional engagement in future.
- Our NSS and NCC units work very hard to prepare students to become good citizens, who will be able to serve the society and thenation with dedication and reverence.
- Besides, the institution obtains feedback on the academic and overall services provided, from stakeholders such as students, faculties, employees, alumni etc. Action taken on the basis of that feedback is uploaded in the institutional website.

Teaching-learning and Evaluation

- The thrust of education is "Teaching-Learning and Evaluation" necessary for knowledge societies to flourish. The institution believes on value-based education coordinate with the practical learning.
- The admission process is transparent and admission of students to various courses is done according to the guidelines of the West Bengal State University (WBSU) and the Government of West Bengal. The Admission Committee of the College monitors fair and transparent admission process and publishes

merit list at the onset of admission process. Also, the College strictly follows the reservation policy as per government norms. All the activities of are organized according to the “Institutional Calendar” prepared by the Academic Sub-Committee. The College follows the Choice Based Credit System (CBCS) since the 2018-19 academic session.

- The college offers experiential, participatory and blended mode of teaching-learning to the learners. Each department conducts classes, internal assessments, seminars etc. as per their academic calendar which is reflected in the academic monitor.
- 89 teaching faculties (including the Principal and the Librarian) are working in the college. Out of 89 teachers 48 teachers have completed Ph.D./NET/SET/SLET etc. All the teaching faculties regularly participates in Refresher, Orientation, FDP, Short term Courses. The college adopts Lecture Method, Chalk and Talk Method, Interactive Method, Assignment and Project-based Learning, ICT based Learning, Experiential Learning, Excursions etc. are its cornerstone in academic process.
- Newsletter, magazines are published to nurture creativity, writing skills and presentation potentialities in students.
- Certificate and Add-on courses fill the gaps in knowledge and give students a competitive edge.
- Remedial and tutorial classes are organized for slow and advanced learners accordingly.
- In strict compliance with the norms and objectives of Outcome Based learning set by the affiliating university, the Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) are framed by the departments.
- The college organizes internal assessment and final semester examinations as per university norms. The average result of the students in the last five years (2017-18 to 2021-22) is 90.21%.
- The RTI Cell and Grievance Redressal Cell of the College act effectively.

Research, Innovations and Extension

Hiralal Mazumdar Memorial College for Women has created an environment for innovations through its Research Development Council (RDC) formerly known as Research Sub-committee. The college, through its NSS, NCC, cultural subcommittee, and social outreach cell, engages in a number of outreach initiatives in the local community to raise awareness by conducting various programmes.

- **Grants/ Endowments:** The College received grants from Government and non-governmental agencies for research projects/endowments.
- **Ecosystem for research:** The RDC initiated Incubation Centre through Institutional Innovation Council (IIC).
- **Seminar/ Workshops:** The College conducts interdisciplinary workshops, seminars, short-term courses/FDP with the focal theme on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship. The College organizes **Science Meet** each year to encourage industry-college linkage.
- **Research and Publications:** The College encourages the faculties and students for publishing in UGC Care listed journals, indexed academic journals and other publications like magazines, newsletters, etc. The college regularly publishes a multidisciplinary, multi-lingual e-Journal “*Scotopia*” since 2016. College sponsors publication of books with ISBN.

College Research and Development Cell encourages minor research and innovations by providing seed money (Science – 25000/- and Arts and Commerce – 15000/-). College has been registered under IIC and set up its own Incubation centre to promote research and innovation and to groom students with entrepreneurial skill.

Faculties have 52 patents.

- **Extension activities** are carried out relating to mental health, environmental sustainability, and gender equality through celebration of Communal Harmony week, tree plantation day, Earth Day, World Environment Day, International Girl Child Day, ban plastic campaign, Water Preservation Campaign, etc. One of our student, Mousumi Das NSS volunteer, participated in Adventure Camp (2019).
- **Cultural events:** The annual festival "*Xiphias*" is organized by the students and alumni to help students grow a feeling of pride and reverence for their local heritage. The college organizes an annual **Prize distribution ceremony** and **Annual Day** to promote and encourage the successful students.
- **Awards and Recognition:** The College students and faculties received various appreciations from the Government of West Bengal, West Bengal State University and others for its varied extension activities.

Infrastructure and Learning Resources

The Governing Body of the College through the Principal ensures that the physical requirements and facilities or infrastructure required for active teaching-learning process, are upgraded regularly. It ensures all facilities such as classrooms along with library and laboratories with modern requirements for smooth-running of comprehensive study and research. It assures the stakeholders that every physical attribute and technological support are available.

- **Campus Infrastructure:** The college comprises adequate infrastructure and physical facilities such as ICT enabled classrooms-10 and seminar rooms-04, conference rooms, laboratories with equipment for scientific studies with a Central Instrumentation Centre, gymnasium-1, yoga centre-1, open Air stage-1. The college also installed a butterfly garden and a kitchen garden, Fruit Orchard, Sanjeevan Udyan (medicinal plant)
- **Libraries as learning resources:** Central Library of HMMCW holds resourceful collections and is automated with ILMS Koha software and follows open access system, open access e-journal, e-books and N-LIST programme, web-OPAC services. It is also enabled with LAN, reprographic centre for students and staff and is under CCTV surveillance.
- **ICT Infrastructure:** The college always focuses consistently for best-in-class IT infrastructure and application development for all kinds of academic and administrative support. The College campus has been enabled with Wi-Fi connectivity of 100Mbps bandwidth on 24x7 support and the entire campus is under CCTV surveillance. General maintenance and quality check of user facilities provided at HMMCW is performed regularly. Computers, Water-purifiers, Air Conditioning systems, LCD projectors, Public Address System, Laptops are maintained and upgraded based on Annual Maintenance Contract and supported by technical members. Audited utilisations are placed before the apex body and all payments for maintenance are subjected to approval of the Finance Committee and Governing Body..

Student Support and Progression

Students support mechanism aims to eliminate all kinds of obstacles for the holistic development of our students, ranging from financial and academic support, mentoring, career guidance, skill development, placement, sports and cultural, psychological counselling support and so on. Women empowerment through

employability and bridging the academic-industrial gap is also our mission.

- **Financial support** – Our students avail scholarship through the ‘Kanyashree’ prakalpa under the government of West Bengal. Kanyashree project provides Rs. 25000 to unmarried UG student. Students also reach for merit cum means scholarship, minority scholarships, fees concession and so on from State and Central Government and college. During Covid 35% to 54% of the fees were slashed.
- **Capacity building and skill enhancement initiative** – College offers various certificate/add-on/value added courses as collaborative endeavours.
- **Guidance for competitive examinations and career counselling** –The Career Counselling and Placement Cell under the guidance of IQAC of the college, offer special classes for preparation of competitive examination. The College organizes programmes for the purpose.
- **Redressal mechanisms** – College has followed UGC and Government guidelines by establishing Grievances Redressal cell, Anti-ragging Cell and ICC. Meetings of such communities held periodically; campaigning against ragging, sexual harassment are done by fostering awareness within the college campus, website notices, YouTube programs and so on. We rendered special attention, on the issue, during every student and teachers meet for awareness generation.
- **Students’ progression** –A good number of students are enrolled for higher education and many students have been employed during this period.
- **Students’ achievement** – Our students secured academic rank in university examinations, are also awarded in sports and cultural events, debates, youth parliament etc.
- **Sports and cultural activity** – Our students successfully participated in annual sports and cultural activities, inter-college competitions, district-state-national level championships etc.
- **Alumni engagement** – More than 12 alumnae scholars are engaged in our college as teachers and one alumnus as non-teaching staff. They have donated books, organizes cultural programs – career guidance programs etc.

Governance, Leadership and Management

- **Decentralised governance:** The college provides operational autonomy to work towards a decentralized governance system. All major decisions on development, infrastructure, financial management, academic affairs, admission, E-governance, administration and collaborations (MoU) are taken by the GB in line with recommendations and suggestions of IQAC and various statutory and non-statutory subcommittees. Organogram reflects the decentralized and participative management of the Academic, Administrative, Finance, Ethical, Cultural and Sports wings which work together to ensure Student Support and Services. Convenors/Coordinators, HODs give leadership at various levels.
- **Planning and Execution:** All progressive initiatives are implemented through rigorous planning which is initially proposed in the Academic subcommittee/Teachers’ Council/IQAC and approved by the GB.
- **Feedback and Appraisal mechanism:** The feedback from students, guardians, faculties and non-teaching staff are analysed to implement corrective measures. After the plans are executed, the outcome is further analysed and the feedback is shared among all stakeholders. The college has a performance appraisal system for teaching and non-teaching staff and performs AAA. Execution of plans and curriculum delivery by the teachers are checked and verified by the heads of the departments, followed by the IQAC Coordinator and the Principal. In the next round, academic reports, appraisals, monitors, administrative and financial documents etc. are checked and audited by a team of university and government nominees of the Governing Body and by the external experts of the IQAC. Last, but most importantly, these are audited by the nominees sent by the affiliating university for the Academic and

Administrative audit purpose.

- **Financial Supports for upliftment:** Financial support is provided to faculties for professional development. The college monitors proper use of available financial resources through strategic financial planning supported by annual budget and audits. Funds from various philanthropic organizations and resource mobilization are effectively utilized. The college always focuses to provide quality occupational skills to the students as a part of strategic/perspective planning to stress on employability of its students through Career Counselling and Placement Cell which ascertains Industry Interaction/ Collaboration to enhance the employment skills of the students keeping in tune with the NEP and vision and mission of the college.

Institutional Values and Best Practices

- **Promotion of Gender Equity:** The College has taken pride in promoting Gender Equity in its activities. The Annual Gender Equity Plan, Gender Audit Report analyses the contribution of gender activities undertaken by NCC, NSS, Department of Women's Studies, ICC, Grievance Redressal cell and many others.
- **Safety and security of students** and Counselling are primary concerns of the college.
- **Eco-friendly environment:** The college undertakes Green Audit, Energy Audit and environment Audit every year to facilitate a Green eco-friendly campus. The college employs an efficient waste collection system, utilizing coloured bins for segregation of waste materials, in collaboration with the Kamarhati Municipality.
- **Disabled friendly environment:** Disabled friendly walkways, ramps and toilets are constructed, along with signage to help the physically challenged.
- **Inclusive environment:** The college promotes an inclusive environment by organizing events for the SC/ST, OBC and Minority sections and observing Communal Harmony Day.
- **Code of Conduct:** The college has a Code of Conduct for both Teaching and non-Teaching Staff displayed at the college website.
- **Social outreach:** Commemorative programmes are held, and the NSS regular activities, Special Camp and Social Outreach Cell conduct regular activities for the inmates of the adopted slum.
- **Social Outreach :** Extension programmes held throughout the year to reach out to the immediate vicinity- donation of foodgrains, essential items during fire, clothes and sarees during pujas, donation to Bharat Sevasram Sangha etc. then add the rest
- **Best Practices** of the college include Student Profiling, 360-degree appraisal of the teachers, Extension activities of the Social Outreach Cell. 360-degree appraisal is a process through which the employer evaluates employee's performance from as many sources as possible.
- **Institutional distinctiveness:** The College distinctiveness is the impeccable maintenance of Academic Monitor ratified at 4 levels, the Teacher, IQAC and Principal, The Governing Body and the Academic Audit Team of the University.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN
Address	Jadunath Sarbobhouma Lane, Dakshineswar , Kolkata
City	KOLKATA
State	West Bengal
Pin	700035
Website	https://www.hmmcollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Soma Ghosh	033-25442632	9836714992	-	hmmcw35@gmail.com
IQAC / CIQA coordinator	Sonali Mukherjee	091-8967442448	8967442448	-	iqac@hmmcw.in

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document
West Bengal	West Bengal State University	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	02-01-1982	View Document
12B of UGC	02-01-1982	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Jadunath Sarbobhouma Lane, Dakshineswar , Kolkata	Urban	0.62	5010.02

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Bengali	36	HS	Bengali	106	10
UG	BA,English	36	HS	English	80	49
UG	BA,History	36	HS	English,Bengali	58	15
UG	BA,Sanskrit	36	HS	Bengali,Sanskrit	58	2
UG	BA,Sociology	36	HS	English + Bengali	40	5
UG	BA,Philosophy	36	HS	English + Bengali	47	1
UG	BA,Urdu	36	HS	Urdu,English + Bengali	30	20
UG	BA,Music	36	HS	English,Bengali	32	5
UG	BA,Education	36	HS	English,Bengali	58	10
UG	BA,Journalism And Mass Communication	36	HS	English,Bengali	45	22
UG	BA,Political Science	36	HS	English,Bengali	32	14
UG	BSc,Botany	36	HS	English,Bengali	29	4
UG	BSc,Geography	36	HS	English,Bengali	79	45
UG	BSc,Zoology	36	HS	English,Bengali	50	28
UG	BSc,Economics	36	HS	English,Bengali	26	0
UG	BSc,Food And	36	HS	English,Bengali	64	14

	Nutrition					
UG	BSc,Psychology	36	HS	English,Bengali	44	29
UG	BSc,Chemistry	36	HS	English,Bengali	26	1
UG	BA,Ba General	36	HS	English,Hindi,Bengali	363	101
UG	BSc,Bsc General	36	HS	English,Bengali	78	4
UG	BCom,Bcom General	36	HS	English,Bengali	50	8

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				7				83			
Recruited	1	0	0	1	2	5	0	7	18	63	0	81
Yet to Recruit	0				0				2			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				23
Recruited	6	3	0	9
Yet to Recruit				14
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	0	1	0	1
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	1	0	1	5	0	9	13	0	29
M.Phil.	0	0	0	1	0	0	0	5	0	6
PG	0	0	0	0	0	0	8	46	0	54
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	7	14	0	21	

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	1326	0	0	0	1326
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	30	36	38	29
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	1	1	3	5
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	23	28	33	22
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	402	457	489	429
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		456	522	563	485

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>The college has given emphasis to holistic and multidisciplinary education, with a purpose to develop an integrated personality among our students. Different abilities such as academic, intellectual, aesthetic, social, physical, emotional and ethical - are to be nurtured through this interdisciplinary system. Prof. Basab Chowdhury, the then Vice Chancellor of the West Bengal State University inaugurated Multidisciplinary Forum “Saraswat Charcha Chakra” of the college in the year 2016 for transmission and sharing of knowledge, ranging from one discipline to another. Several departments in our institution practice interdisciplinary and multidisciplinary teaching, for</p>
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	<p>instance, faculties of English, Bengali, Sociology, History and Political Science take classes in the department of Women's Studies, Department of Bengali organises interdisciplinary classes in collaboration with other Language and Literature Departments, Sociology has broadened the scope of interdisciplinary studies by in-house faculty exchange. The lecture series, 'Beyond Curriculum', organised by the department of Sociology has been designed to enrich students by transmission of multidisciplinary knowledge. Teachers of the Departments of Physiology and Botany also take classes in Food and Nutrition and Environmental Science. Department of English runs add-on courses on 'Literature and Performance Studies' where Music department is also involved. Several other departments belonging to Humanities, Science and Social Science disciplines also take up add-on and certificate courses, value-added courses that ultimately help in skill development and overall humanitarian development of the students. Keeping in view the demand of NEP, the institution has already launched vocational training, professional training courses on Yoga and Self Defence, courses on Art and Craft, Jewellery making, making of pickles, Phenyl and Hand wash preparation etc., which are themselves multidisciplinary in nature. The Career Counselling Cell of the College often organises several programmes to provide the students career opportunities and proper guidance to build up their abilities for the tough job market in future, and our NSS and NCC units are always active to groom students to become socially responsible citizens of the nation; all these activities are conducted beyond the boundaries of the disciplines.</p>
<p>2. Academic bank of credits (ABC):</p>	<p>The College is awaiting authorization from the relevant authorities before implementing Academic Bank of Credit, which will let students earn and accumulate credits at different educational institutions. In its early stages, the College has asked the affiliating university for permission to implement ABC, at least in its skill-oriented programmes. The College has signed MOUs with many institutions and considering to use traditional and online channels to promote Academic Bank of Credit for the benefit of students from various colleges by unifying them under the common umbrella of ABC. However,</p>

	<p>implementing ABC at the degree level would necessitate intensive collaboration between institutions and regulatory organizations. It could be a good idea to introduce the Academic Bank of Credit to allow students to transfer credits across universities and receive credits for non-traditional courses. As noted in Criteria 1,3 and 6, the college collaborates with numerous academic and research institutes to offer a variety of certificate programmes. The college intends to adhere to the fundamental goals of the Academic Bank of Credit through these certificate programmes and value-added courses. The affiliating university in its admission advisory has mentioned about the possibility of introducing ABC. With multiple entry and exit options, the mechanism of ABC is an obvious choice for any higher education institution. College has set up its own Digi locker, where students have entered necessary details, which may be used by the College for introducing ABC in near future. Since 2017, the College is thinking about making clusters with other colleges, which may be beneficial for the students and Academic Bank of Credit may be introduced through the channel of Clusters. By registering themselves on various e-learning sites like SWAYAM, NPTEL, MOOCs, etc., students can gain advantages. The teachers who can enrol and serve as mentors for their own pupils on these platforms will definitely be benefited. Many of our faculties have already registered on these websites to assist students with their academic work.</p>
3. Skill development:	<p>Skill development is required for the students to succeed in their future lives. Our Institution along with IQAC, RDC and CCC has already taken multiple initiatives for employability and skill development of the students. College introduces futuristic curricula along with regular curriculum in a way that enables students to acquire practical skills applicable for their desired professions. Above mentioned initiatives could be able to include opportunities for entrepreneurships, internships, and experiential learning through certificate/Add-on/value added courses, field works etc. Our college empowers students with career services through career workshops, practise interviews, and networking opportunities. The College hosts seminars, training camps, and workshop for the development of sense of professionalism and a</p>

	<p>passion for skill within the students. In past few years Career Counselling and Placement cell under the guidance of IQAC organised two 7 day long skill development programmes using the CSR initiatives of Mahindra Pride Class room (Naandi Foundation) and Anudip Foundation. For students' practical experience, college collaborates with businesses and organisations in the skill sector. In mentoring sessions students are advised to develop different skills for enhancing their scope for employability. College place a high priority on skill development, for which many reputed academic and business organisations like IIT Kanpur, George Telegraph, RICE, Bandhan Bank, HDFC bank and many more hold our hand for this prompt and futuristic approach. A combination of all these skills and opportunities our career counsellors are willing to share with students. Life skills like gymnasium, yoga also empowers our student with a good mental strength, health and positive approach. College IIC has set up Incubation Centre for providing hands-on training to the students and organises session for development of entrepreneurial skill. College is trying to collaborate with MSME institutes for skill development of the students. Utkarsh Bangla scheme is going to be launched under the guidance of the Ministry of Technical Education, Government of West Bengal. Unnat Bharat Scheme of MHRD is running in the College with full swing to empower the community people by developing their skill in production and marketing of hand made products.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>Twenty-seven vibrant courses of study are transacted, among which Sanskrit, Urdu, Philosophy transmit the values of the Vedas, Upanishads, Bhagavad Gita, and other philosophical literatures which serve as the foundation for the Indian knowledge system (IKS). In tune with the principles of IKS, our college has adopted a holistic approach incorporating numerous facets of human life, covering physical, mental, emotional, and spiritual components. Courses (approved by West Bengal State University) linked to Yoga and Meditation, Self-defense, certificate/add-on/value added courses on physical, mental, emotional well-being, Painting, Art and Crafts, etc. help the students to attain all round development of mind and body. Hindi was introduced in the 2019-2020 session as a general course to teach</p>

	<p>official language. Professional courses, like Journalism and Mass Communication, three interdisciplinary courses, Food and Nutrition, Environmental Science and Women's Studies are taught with a holistic approach. Discipline like Mathematics teaches Algebra, the decimal system, value of zero etc. and organised seminars to highlight the notions of Ancient Indian Mathematicians like the astronomers Aryabhata. Department of Botany teaches Ethnobotany as SEC, focusing on the traditional knowledge related to plants, writings of physicians like Charaka Samhita etc. The college intends to set up an IKS-related Research Centre in future. HMMCW values the spirit of diversity and pluralism, the founding principles of the Indian Knowledge System; Honours courses in Political Science, History, Geography, Sociology embrace the knowledge on diversity, enabling various philosophical viewpoints and schools of thought to coexist. Department of Economics, Geography and Political Science have taken initiatives to encourage intellectual development in tune with the spirit of IKS, making students to learn about diverse economic and geo-political scenarios. HMMCW has evolved to absorb, and apply fresh concepts, theories and technological advancements into its strategic planning, while keeping strong ties with the core values and beliefs. Botany, Chemistry, Computer Science, Environment Science, Electronics, Physics, Physiology, Zoology focus on advancement of science and technology. Besides, thirty-seven Certificate/Add-on/Value added courses transmit knowledge on Indian heritage, scientific advancements, professional skill development and inculcation of national and regional culture and heritage. Our Archives, developed out of RUSA fund reflect our inclination towards adaptation of the values of IKS.</p>
5. Focus on Outcome based education (OBE):	<p>Outcome Based Education or OBE is a buzzword today, which is gaining enormous importance with reference to modern education system. Burgeoning research on OBE does not only shift attention from a teacher-centred education to a learner-based one, it also focuses on what is to be learned i.e. the outcomes. Choice Based Credit System (CBCS) and National Education Policy 2020 (NEP), increasingly focus on learners' interests, abilities and skill</p>

	<p>development making learning process more participative and innovative. The college has always aimed to follow an interactive teaching-learning process in order to make the essence of education more effective, attractive and outcome-based. i. Our institution divides the process of learning into four segments- planning, doing, checking and acting. ? Academic plans are prepared in tune with the mission and vision of the institution. Course Outcome (C.O) and Programme Outcome (P.O) are designed by all departments in accordance with the C.O and P.O of the affiliating university (WBSU). ? In the next cycle we focus on innovative and interactive teaching methods as well as participative learning to make the teaching-learning process more effective and insightful. Our endeavours towards organizing ICT based teaching, extension- lectures, seminars, workshops as well as field-trips, excursions, group discussions, quiz, oral and poster presentation by students etc. are actually glimpses of outcome- based education, making academic flexibly a practical outcome and developing critical thinking, reasoning and thus acting more efficiently. ii. Since this system of learning is more outcome based and learner oriented, our aim is to focus on continuous assessment of learners. iii. Our Outcome-Based Education also emphasizes on actual action-taken part, where both students or learners and teachers share feedback regarding the curriculum delivery, methods of teaching etc. and necessary measures are taken to modify and upgrade the process and the system, if possible. This includes redesigning the curriculum delivery, applying innovative methods to provide a fruitful and effective Outcome-Based Education in the institution. Through OBE the institution aims to develop in students the potentialities to become rational human beings with profound knowledge of their self, society and culture that are required to develop national integration.</p>
6. Distance education/online education:	<p>During pandemic, IQAC of our college requested the Governing body that online education be promoted in order to ensure readiness whenever and wherever practicable. The development of a special unit for this function has been promoted. Online exams, digital repositories, student support services through LMS, Academic Resource Bank, mobile apps, MCQ and Entry in Service portal for practicing for competitive</p>

examinations and other measures were put into effect. During pandemic, IQAC of our college requested the Governing body that online education be promoted in order to ensure readiness whenever and wherever practicable. The development of a special unit for this function has been promoted. Online exams, digital repositories, student support services through LMS, Academic Resource Bank, mobile apps, MCQ and Entry in Service portal for practicing for competitive examinations and other measures were put into effect. Students have the choice of synchronous virtual classrooms and other online courses through the college. The institution provides hybrid courses that combine online and in-person learning. Certificate courses/Add-on and Value-added courses are often taught through hybrid mode. Distance education is now within the technical grip of the College. As part of a future initiative, the college will deliver workshops linked to MOOCs in partnership with online learning providers. The college created virtual learning environments that replicated the in-person classroom experience and allowed students to communicate with one another and their professors in real-time through group discussions and student seminar presentations in the virtual mode. Distance learning courses, both UG and PG are taught by Netaji Subhas Open University Study Centre(B-10). There is one Distance Learning Examination Centre (IGNOU), being successfully managed by the Institution. By offering distance education opportunities, the college offers students more flexible and accessible options. The institution ensures that these programmes are nonetheless as rigorous and superior than their in-person versions. College is going to open IGNOU Study centre very soon and has the plan to apply for opening a study centre of Maulana Azad National Urdu University to widen the scope of higher education to Muslim girls of adjacent locality and its own Urdu students. College conducts one certificate course on 'Learn Urdu to know History', which has got an extension with a new inclusion-'Learn Urdu and Persian to Know History'; this course is running in blended mode, mostly online, in collaboration with Government Girls General Degree College (Google Meet link: <https://meet.google.com/dti-sjxn-rkz> Or open Meet and enter this code: dti-sjxn-rkz)

Institutional Initiatives for Electoral Literacy

<p>1. Whether Electoral Literacy Club (ELC) has been set up in the College?</p>	<p>An Electoral Literacy Club (ELC) has been set up in the college on 16.03.2022 as a constructive step towards promoting civic and electoral awareness belonging to the 18-21 age group.</p>
<p>2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?</p>	<p>HMMCW believes that electoral literacy is crucial for fostering an informed and responsible electorate in a neutral, and non-partisan manner which is essential for maintaining the integrity of the electoral process. ELC is representative in nature in the sense that the above-mentioned departments and cells nominate one/two students to represent the larger socio-political issues and to orient the democratic vision of life of the students. However, all students are member of the ELC. ELC composition Principal & Secretary: Dr. Soma Ghosh Convener: Dr. Sonali Mukherjee Joint Convener: Dr. Pradipta Mukherjee Governing Body Representative: Smt. Meghna Mitra (CIC Kamarhati Municipality) Advisory Member: Shri. Arindam Bhowmik (Local Councillor) Teacher Member: Dr. Sujata Mukherjee Teacher Member: Dr. Chandrabali Datta Teacher Member: Dr. Indrajit Biswas Teacher Member: Dr. Amrita Banerjee Teacher Member: Mr. Abhra Basu Chaudhury Teacher Member: Ms. Aatreyee Bhattacharyya Non-Teaching Member: Smt. Shilpa Das Alumni: Miss. Sayani Sanyal Students Members: Monalisa Goswami, Political Science, 6th Semester Ayusmita Das, History, 6th Semester Purna Mazumdar, NSS Amrin Praveen, Chemistry, 6th Semester Reshmi Khatun, Journalism and Mass Communication, 2nd Semester Bakul Banik, 6th semester Isha Khatun, Political science, 2nd semester Sourima Pal, Sociology, 6th semester Arunima Nag, Geography, 4th Semester Debomita Ghosh, Geography, 4th semester Rajyashree Chowdhury, NCC , 4th semester</p>
<p>3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under</p>	<p>Action plans are prepared by the Executive Committee, in tune with ECI guidelines and instructions, if any, of the DEO, North 24 Parganas. ELC of HMMCW works to foster the spirit of democracy through following drives: • Awareness programme on 7th March, 2019 with following missions was organized ? Encouraging Voter Registration ? Educating about Electoral Process ?</p>

<p>privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.</p>	<p>EVM and VVPAT Familiarization (07.03.2019) ? Empowering Voters • Participation in Youth Parliament in collaboration with Political Science department on 19th September 2022 to 21st September...2022 (for example). as per the guidelines issued by the office of District Magistrate. • Organizing programmes for the disabled persons on..... • National voters day celebrated on 26th January every year instead of 25th January.</p>
<p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<p>1. Assistance provided to District Election office to serve the community(concerned ward) regarding the process of registration and necessary enrolment in voters' list. 2. Awareness Drive was taken in association with District Election office through a grand meeting with the students on 7th December 2022. 3.Department of Political Science and IQAC of Netaji Nagar College organized a debate on Democracy in India during an International Seminar dated 15/9/22. Gargi Koley and Monalisha Goswami (both now Sixth semester) of Department of Political Science won the prize.</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<p>15% (approx)</p>

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1307	1229	953	941	864

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 95

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
89	91	91	26	26

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
52.93	139.21	135.54	125.38	101.05

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

Hiralal Mazumdar Memorial College for Women is a centre for learning with difference, which is committed to educate and emancipate women through its mission based on hard work, positive outlook as well as by providing a rich reservoir of knowledge and expertise in different fields of abilities. A strategy is set by IQAC regarding general objectives of Choice Based Credit System (CBCS) curriculum delivery which is more detailed, intricate and outcome-based. Though we follow the university-prescribed curriculum, some of our faculties are members of BoS in subjects like Women's Studies, Music and Psychology. Thus, they contribute in curriculum planning and delivery also. Following the curriculum departments prepare annual plans for effective teaching-learning, using different teaching methods-like problem-based learning, project and assignments, along with conventional chalk and talk. Library provides books as teaching and learning aid. Principal with the help of IQAC and Academic sub-committee monitors the progression of syllabus.

- Designing of Prospectus and Time Table: Admission Sub-Committee and Routine Sub-Committee designs the prospectus and central routine of the college providing all relevant information regarding the details of classes and curriculum delivery.
- Academic Calendar and Plan: Departments prepare academic calendar in tune with the calendar provided by the affiliating university and thereafter by the institution and plan annually or semester wise, portraying the details of curriculum-based activities e.g., tentative number of classes per module, dates of internal or final examinations, other academic activities like conducting lectures or seminars etc. and many more.
- Evaluation format: Specific evaluation formats provided by respective BoS are followed by different departments and records are preserved centrally.
- Innovative Teaching Mechanisms: Initiation of Innovative Teaching Mechanisms including Information and Communication Technologies (ICTs) based teaching (use of PPT), Participative and Experiential learning, Group discussions, Quiz competitions, Debates, Students Seminars, Educational Tours or excursions etc. Besides, during pandemic introduction to online classes through G-Suite, Conference Call or Video Call has helped students with reference to their study and examinations.
- Introduction of E-Learning Platform: The institution has E-learning platform (Youtube Channels) to enable teachers to transmit knowledge by preparing online teaching-learning materials or e-modules.
- Academic Resource Bank and Learning Management System (LMS): Teachers prepare study materials and references, which are uploaded in the website of the college. The introduction of LMS during the pandemic has helped teachers to keep all study materials and records online for the benefit of the students.
- Special/Extension lectures/Seminars related to Curriculum: Through Special Lectures by academic experts from different institutions, Seminars etc. students are exposed to diverse and effective academic orientation and learning process.
- Inter-Departmental Faculty Exchange Programme: Through this programme students are not only enriched intellectually, but academic flexibility is also maintained. Departments like Women's Studies,

Music, Sociology, Education, Commerce etc. offer such inter-departmental faculty exchange services.

- Compilation of Question Banks: Faculties of all the departments prepare question banks for Honours and General students to help them avail practice-learning before examinations. The syllabus and previous examination questions are also preserved in the college library.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1 Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 26

File Description	Document
List of students and the attendance sheet for the above mentioned programs	View Document
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	View Document
Institutional data in the prescribed format	View Document
Evidence of course completion, like course completion certificate etc. Apart from the above:	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

1.2.2 Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 54.63

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1101	521	539	230	501

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

- Professional ethics and gender values - Maintenance of professional ethics and gender values has been a distinctive attribute of our college. UG courses like Philosophy, Sociology, English, Psychology, Political Science etc. cover ethical issues, e.g., Ethics, Corruption, Gender, Ethics in Public Administration etc. Food and Nutrition offers an understanding of nutritional purity and college Health Unit and NSS organize awareness programmes for improvement of health and nutrition of women. Journalism & Mass Communication focuses on different ethical issues. Women's Studies course shed light on women's education and inequality and women empowerment. Department of Women's Studies has initiated a Value Added Course on Gender Sensitization in collaboration with Prasanta Chandra Mahalanabis Mahavidyalaya.

The IQAC and Research Development Cell organize seminars on Intellectual Property Rights to inculcate professional ethics in pursuing research and academics. RDC and Governing Body have framed IPR policy.

The college NSS and Social Outreach Cell work on women and child related issues. The college arranges Self-Defence programmes and certificate course for students. RDC and Incubation Centre organize workshop for women empowerment by developing skill for self-entrepreneurship. The Nari Samsad acts as the Gender Equity Cell and organize regular programmes on 'Gender Sensitization' by involving external academicians, legal experts, psychologists, NGO representatives, teachers and students, projection of films conveying the message of gender-neutrality, valuing the services of women folk who keep our college clean and safe. International Women's Day (8th March) is gracefully celebrated every year. The college conducts Gender Audit.

- Human Values: Departments of Political Science, Education, Philosophy, Sociology, Psychology etc. teach and impart basic human values in students. Besides, celebration and observation of memorable days and events of national and international significance, inculcate human values in students and staff by paying homage to our own nation and her great people and sow the seeds of national integration, communal harmony, inclusivity. The National Service Scheme (NSS), and National Cadet Corps (NCC), Social Outreach Cell strive for promotion of human values within and beyond the college campus.

- Environment and Sustainability: Environment/sustainability is addressed in core, SEC and GE courses of Botany, Geography, Zoology, Economics, Political Science, Physics, Food and Nutrition, Chemistry, Sociology and Environment Science. Ecology, biodiversity, sustainable development, renewable energy, green chemistry, global warming, human rights, are taught to generate awareness among the students about environmental issues and ethics.

With its whole-hearted efforts of keeping big trees in the campus, maintaining birds' nest, kitchen garden,

butterfly garden and medicinal plant garden within the campus, the college has been trying to uphold the most significant value of maintaining eco-friendly environment and sustainability with utmost sincerity. The NSS organizes cleanliness drives, plantation of trees, celebration of World Environment Day, awareness programs and seminars on importance of saving water, hazards of plastic, etc. Seminars are organized on Biodiversity and environmental issues. The college has a chemical waste pit and segregated waste bins.

The NSS puts up posters for switching off lights and fans in empty classrooms, encourages recycling and reuse of paper, and not to use plastic.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 65.03

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 850

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	View Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 35.28

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2021-22	2020-21	2019-20	2018-19	2017-18
456	522	563	485	378

2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1395	1395	1395	1413	1217

File Description

Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

2.1.2 Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 9.7

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2021-22	2020-21	2019-20	2018-19	2017-18
54	65	74	56	48

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
627	627	626	635	547

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	View Document
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.2 Student Teacher Ratio**2.2.1 Student – Full time Teacher Ratio
(Data for the latest completed academic year)****Response:** 14.69**2.3 Teaching- Learning Process****2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process****Response:**

Teaching-learning methods adopted in the College include Lecture Method, Chalk and Talk Method, Interactive Method, Assignment and Project-based Learning, ICT based Learning, Experiential Learning, Excursions etc. Illustrations and special lectures help teaching-learning student centric. PowerPoint presentations make learning interesting. Our teachers seek to make utmost use of technology in the teaching-learning process.

- Students are motivated to take part in group discussion, role-play, subject quiz, news analysis,

discussion, and problem solving on current affairs and learn the latest skills, which makes learning interactive. Innovative programs, like Art and Craft, Painting, Jewellery making, phenyl and hand-wash preparation etc. stimulate the creative ability of students and provide them a platform to ensure participative learning. Theoretical knowledge is combined with practical knowledge through visits to industrial/corporate houses, historical places, field trips.

- The Research and Development cell helps students conduct research in survey methods, data collection and social outreach under the guidance of respective teachers.
- Fully equipped experiential/simulative labs in the form of work station, exist to familiarize students with actual working environment. Students are motivated to participate in training placement and entrepreneurship development and career counselling programs to help them choose their future professional engagement.
- Students of Food and Nutrition, Physiology and others pursue internship in hospitals and leading retail chain stores for experiential learning and effective professionals.
- Field trips to biodiversity parks, botanic garden, zoological parks, heritage sites are organized to promote grass root understanding of concepts. The department of Education, Sociology, History, Geography, Journalism, Zoology, Botany make regular field visits as part of course curriculum. The department of Political science visits Local Government and Legislative Assembly to catch a live glimpse of debates and deliberations made at Government level.
- Since teaching-learning process in College employs ICT tools and e-resource extensively, students too are encouraged to make digital presentations, video making on subject themes. The department of Journalism and Geography engage in thematic photography. Virtual platforms such as Google Meet, You tube (Channel-1: <https://youtube.com/@hiralalmazumdamemorialcol5463>, Channel-2: <https://youtube.com/@hmmcwebinar3120>), Zoom etc. were extensively used . The academic resource bank and LMS contents are digital repositories in College website and some teachers share E- books. We have 11 ICT facilitated room,79 Desktop & Laptop, 15 Printers, one India one Digital platform which is made available to students as additional learning resource. College tries to engage students in MOOC courses as per guidelines of affiliating University.
- Apart from conventional teaching-learning method, extensive interactive sessions are conducted through discussions, debates, group- presentations, students' seminar/webinar to encourage greater participation and interactive learning.
- Newsletter, magazines like Probaho are published to nurture creativity, writing skills and presentation potentialities in students.
- Certificate and Add- on courses fill the gaps in knowledge and give students a competitive edge.
- Interdisciplinary seminars/webinars, extempore debate competitions, poster presentations, students' seminar etc make study participative. Many webinars organized during lock- down period prevented massive psychological breakdown among students.

File Description	Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 96.42

2.4.1.1 Number of sanctioned posts year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
91	92	92	30	30

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)**Response:** 60.06**2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
48	49	49	24	24

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.5 Evaluation Process and Reforms**2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system**

is time- bound and efficient**Response:**

Initiation of CBCS mode of teaching –learning since 2018 made internal and external assessment system more formal & structured.

- 25% marks is scheduled for internal assessment as per the directive of the affiliating University.
- 20% marks is rated to assess internal assignments and projects on the subject taught.
- 5% marks is rated for attendance.
- In the first induction meeting students are told about the mechanism of internal/ external assessment system to ensure transparency regarding the system.
- The institutional and academic calendars mention tentative dates for commencement and completion of internal assessment, class tests and tutorials etc
- Each department of the college organize class tests, presentations, tutorials to track the performance level of students after the completion of each module. Students' evaluation records are maintained from plus 12 level across the semesters to evaluate their progress and to provide required assistance.
- The college has a separate examination cell comprising of both teaching and non- teaching staff to maintain the sanctity of examinations.
- Principal, IQAC, Academic Sub-committee analyse result and meet students to motivate them for improvement.
- Assignments and mock tests give students multiple opportunities to improve their performance.
- In parent-teachers meetings the performance of each student is discussed with their parents.
- Our Students are encouraged towards self- learning process and their original thoughts and ideas given additional credence.
- Different techniques and methods like MCQs, analytical tests, case studies, book reports, classroom presentations, individual and group project schemes applied to widen the horizon of students.
- College encourages teachers to adopt innovative method, such as open book tests, MCQs on regular basis.
- Teachers bridge knowledge gap of students through innovative pedagogical practices employed in tutorials.
- Remedial classes/classes for the advanced learners are offered regularly.
- Re-tests and one to one discussion in tutorials is a regular exercise in college.
- Teachers follow the evaluation method designed by University, as well as students are encouraged to participate in interactive sessions, group discussions and making presentations of what they learn.
- Students' knowledge on theoretical class teachings are translated to practice through continuous engagements in projects, assignments, experiential learning etc.
- The faculty addresses rightful grievance of students pertaining to marks obtained and internal assessment. The evaluated papers related to internal exams consisting of class tests, assignments, projects are discussed with students and suggestions for improvement given.
- Principal and IQAC Co-ordinator often meet the students to know about their problems and prospects, as well as to inform about regularity of classes and to address examination related issues/grievances. If any critical case appears it is instantly communicated to WBSU for necessary action. Any grievance related to question papers or anomalies in admit cards etc. also informed to the University immediately as a measure of addressing grievance.
- College RTI Cell and Grievance Redressal Cell act effectively. Principal suggests Educational and

Psychological Counselling Cell to take up the matter in extreme and exceptional cases.

File Description	Document
Provide Link for Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

In strict compliance with the norms and objectives of Outcome Based learning set by the affiliating university, the Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) are framed by the departments. These are published and displayed through various means:

- Website
- Academic Calendars
- Class rooms interactions
- Departmental and college Notice Boards
- Laboratory work sheets
- Student Induction Programs
- Meetings/ Interactions with employers
- Parent meet
- Faculty meetings
- Alumni meetings
- Academic committee, Teachers' Council, IQAC meetings
- Library orientation programmes

While addressing the students, the HODs create awareness on POs, PSOs and COs and generate awareness about the need to attain the outcomes.

Program specific outcomes (PSOs) are the descriptions about specific skill requirements and accomplishments to be fulfilled by the students. POs incorporate many areas of inter-related knowledge, skills and personality traits that are to be acquired by the students during their graduation. Course outcomes (COs) describe the essential and enduring disciplinary knowledge, abilities to be attained by the students.

- Mechanisms of program outcomes and course outcomes are adopted for all programs offered in college, following the guidelines of West Bengal State University.
- College deputed teachers for workshop, seminars and FDPs enabling them to enrich students to attain the outcomes while teaching-learning in classes.
- Attainment of program outcomes and program specific outcomes are assessed with the help of course outcomes of relevant programs through direct evaluation process. This is normally done through internal/University examinations, assignments; unit tests, surprise tests and open book

tests etc. The performance/result of each program outcome of students are recorded and preserved both by teachers and examination cell of the college. Attainments are measured in tune with the rules of West Bengal State University, which are aligned with program outcomes of the respective subjects. Students enrolled for add on/certificate courses offered by the institution are evaluated by the institution itself.

- Students are assessed and evaluated throughout the year at institutional level through unit tests, surprise tests, terminal exams, assignments, practical files and performance of students analyzed for assessing the attainment level of program outcome and program specific outcome.
- Institution collects feedback from students, Alumni & employers which is an important method of measuring attainment with objective identification of the attainment level of students in terms of program, subject course and syllabus outcomes to understand the impact of teaching learning process
- One important measure to assess the attainment of Program outcome of UG students is employability of students upon completion of degree courses. College has vibrant career counselling & placement cell catering to demands of companies from different sectors.
- Another parameter to measure attainment of POs, PSOs and COs is through smooth progression of students to higher studies in educational institutions across India. The departments try to keep a track of pass out students who pursue higher education or engage in jobs. The Alumni group keeps a record of all such students who advanced academically or professionally later.

File Description	Document
Provide Link for Additional information	View Document

2.6.2 Attainment of POs and COs are evaluated. Explain with evidence in a maximum of 500 words

Response:

Examination process for attainment of Program Outcome (PO) and Course Outcomes (COs)

- **Direct Ways to evaluate course outcomes:**

The degree of attainment of Course Outcomes (CO), Program Specific Outcomes (PSO) and Program Outcomes (PO) are calculated using various parameters throughout the semester of the academic year.

The faculty of each department of our college records the performance of each student with the help of the specified CO through a continuous evaluation procedure. The faculty provides home assignments to students, conducts internal class tests, viva-voce, surprise tests, open book tests, discussions, quiz, projects etc. In order to assess the PO and PSO attained by each student.

Some of the key indicators of measuring attainment are

- **End Semester University Examination:**

Being an affiliated college of West Bengal State University (WBSU), the students of Hiralal Mazumdar Memorial College are required to take end-semester examinations as per the WBSU norms, through which the institution measures PO based on the course attainment level fixed by the programme.

- **Internal Assessment:**

According to WBSU rule, Hiralal Mazumdar Memorial College conducts internal examination consisting of appropriate attendance (i.e. 5 marks for Arts and Commerce, For Science subjects 2 marks for Theory and 3 marks for Practical), internal assessment (i.e. 20 marks for arts/Commerce subjects including project work, For science subjects 8 marks for theory and 12 marks for practical [continuous assessment]) and tutorial examination (15% for non-practical based subjects)/Practical examination (30% for practical based subjects).

In addition, the College also conducts continuous internal evaluation through class tests, discussions, and project-based assignments, open book tests which help to assess the attainment of the course outcomes and provides opportunities to students for improvement.

- **Practical Assessment/External Assessment:**

It is evaluated by invitation of external experts appointed by the WBSU to evaluate each student by conducting Practical's, and taking Viva-Voce and evaluating the practical khata.

- **Result Analysis:**

At the end of each semester, result analysis of each course is carried out using bar charts indicating the percentage of students failing in different categories of Cumulative Grade Point Average (CGPA) obtained. This is an effective indicator in order to evaluate the level of attainment of PO, PSO and CO as specified by the University.

- **Internships and Placements:**

Students are encouraged to take up internships, projects, fieldwork, etc. The Placement Cell of the College helps and polishes the students according to industry standards and provides ample opportunities for students to get placed in esteemed companies. This helps them to obtain necessary skills and practical experience in their chosen discipline.

- **Indirect ways to evaluate course outcomes:**

Indirect method of measuring course attainment is calculated on feedback reports obtained from the students after completion of the course. Teacher Assessment includes of 20 marks for each students. Average score is obtained based on the Teacher's responses. Attainment level score is calculated for each course by combining 80% of direct method score and 20% of indirect method score.

File Description	Document
Provide Link for Additional information	View Document

2.6.3 Pass percentage of Students during last five years (excluding backlog students)

Response: 90.21

2.6.3.1 Number of final year students who passed the university examination year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
388	286	243	155	209

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
389	286	254	225	266

File Description	Document
Institutional data in the prescribed format	View Document
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	View Document
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 30.76

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
4.16	1.60	10.54	11.69	2.77

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

The College has created an environment for innovations through its Research Development Council (RDC) formerly known as Research Sub-committee and through its various policies following initiatives were taken to create and transfer knowledge

The annual **360 Degree Performance Appraisal System** motivates faculty to enhance their research performance and to undergo professional development and participate in conferences, seminars and workshops.

IKS: By organizing debates, students' seminars, workshops, webinars, etc. the college upholds the tradition of oral transmission of information from one generation to the next to ensure their continuity. Faculty Development programmes, faculty exchange programmes, cultural events, collaborative academic endeavours and the Archive help the college to propagate ancient Indian culture and heritage. The INFLIBNET provides ample resources for the benefit of academic community.

Research and Patents: The institution created an ecosystem for the creation and transfer of knowledge by encouraging students, faculties and researchers to file patents. It provides resources- infrastructure like 1

Central Instrumentation Centre, ICT enabled laboratories, new classrooms, equipment; finance- seed money and other support such as legal and technical assistance, patent drafting and networking opportunities with industry experts for filing of patents. The college developed the IoT-Based Mental Health Diagnostic Device and filed a design patent. The design is accepted and published, Journal No is 26/2023 and Journal Date is 30/06/2023.

The faculties are encouraged to apply for different Government (UGC, ICSSR, DST) and non-Government projects, grants, fellowships, for research seed money etc.

IPR: The institution's IPR policy drafted by the IPR Cell under the guidance of the Institutional Innovative Council (IIC) and approved by the GB. In its meeting on 31.08.2021 (Res. no. 25) GB approved organisation of IPR seminars to generate awareness.

Incubation Centre: An incubation centre is functional through IIC provides an ideal platform through space and resources for researchers and entrepreneurs to develop and commercialize their ideas including funding.

Relaxation and Study leaves for completion of Doctoral degree or Research projects: Faculties are encouraged to apply for various fellowships and sponsorships to complete their research (PhD). Study leaves and relaxation are provided for research work and financial support is provided to participate as far as practicable.

Publications: The institution encourages publishing research works in UGC Care listed journals, indexed academic journals, college e-Journal "Scotopia" with ISSN since 2016 and in books with ISBN. Students are encouraged to publish in wall magazines and college magazine (Prabaho).

Workshops and Seminars: The IQAC in collaboration with RDC, Career Counselling Cell (CCC) and various departments organizes workshops/seminars/debates/quizzes for networking, mentoring, and learning from peers. The institution organizes events like the Science Meet each year. The study circle "Saraswat Charchachakra" also enriches the students and faculties.

Outcome: IPR policy is expected to protect the institution's intellectual property rights while also encouraging innovation and collaboration. It guides licensing, patenting, and commercialization of intellectual property. College organised 3 seminars under NIPAM for awareness, filed 1 patent. Incubation centre allows our entrepreneurs and innovators to connect with industry. MoUs with other colleges enrich our faculties and students.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual

Property Rights (IPR) and entrepreneurship conducted during the last five years**Response:** 165**3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
94	42	23	03	03

File Description	Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards**3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years****Response:** 2.21**3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
28	39	54	24	65

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	View Document
Link to re-directing to journal source-cite website in case of digital journals	View Document
Links to the papers published in journals listed in UGC CARE list or	View Document
Institutional data in the prescribed format	View Document

3.3.2 Number of books and chapters in edited volumes/books published and papers published in

national/ international conference proceedings per teacher during last five years**Response:** 1.72**3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
67	33	16	16	31

File Description	Document
List of chapter/book along with the links redirecting to the source website	View Document
Institutional data in the prescribed format	View Document
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.4 Extension Activities**3.4.1 Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.****Response:**

The college, through its departments, NSS, NCC, Cultural subcommittee, and Social Outreach Cell, gets engaged in several outreach initiatives in the local community to generate social awareness and contribute to the holistic development of students.

Community Service Projects: NSS volunteers coordinate community service initiatives in neighbourhood community housed by the underprivileged population and take up clean-up drives, anti-drug campaigns, literacy drive, health check-up, eye check-up and blood donation camps in association with NCC unit of the college, renowned hospitals and other organizations.

Awareness Campaigns: The institution sponsors programs to raise public awareness on a range of social concerns like mental health, environmental sustainability, and gender equality through celebration of Communal Harmony week, tree plantation day, Earth Day, World Environment Day, International Girl Child day, ban plastic campaign, Water Preservation Campaign , etc.

Workshops: Workshops are held on subjects including civic responsibility, social justice, community

development, and human rights.

Cultural Events: A variety of cultural events, including fairs, exhibitions, and yearly festivals, are planned. The annual festival "**Xiphias**" is organized by the student council to help students. The college organizes an annual prize distribution ceremony and annual day each year

Philanthropic Activities: The organization frequently plans fundraising activities for charitable purposes such as disaster assistance (during Amphan), impoverished children's education, and healthcare for the needy (during Covid). Faculties, staff and students enthusiastically take part in social change.

Certificate/ Add on Courses: Various Certificate Courses are introduced for research related skills like Python Programming,

Knowledge Building by Developing Observation Skill, Practicing Social Research, Remote Sensing to name a few.

Outcome:

- Community service enables them to comprehend the value of giving back to society and cultivate compassion for those in need.
- The students of different departments gain knowledge of societal problems and also engage with the community to spread awareness. Interaction during the workshops helps the students to understand their part in fostering a better society.
- They also learn essential skills such as leadership, teamwork, and communication. Cultural events assist the pupils in understanding the community's diversity and fostering intercultural competence. Grow a feeling of pride and reverence for their local heritage.
- Prize distribution ceremony and annual day each year encourages the successful students. Faculties, staff and students enthusiastically take part in social change while learning the virtue of philanthropy.

Impact

- The impacts of these extension activities are significant. Students develop a deeper sense of social responsibility and become active citizens. Amphan and Covid affected local poor inhabitants got relief in this concern.
- Students learn more about the social problems impacting their neighbourhood and seek to develop solutions.
- They also learn vital life skills through these activities, such as empathy, teamwork, and leadership, which they may use in both their personal and professional lives. Additionally, it promotes the institution's values of social responsibility and helps to build a positive image of the organization in the community.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

The College received various appreciations from the Government of West Bengal, West Bengal State University and others for its varied extension activities. Faculties were recognised for their contribution to the society at large by several prestigious organisations. The following awards are received to name a few

Institutional Award:

- The “**Clean Environment Promotion Award**” on the occasion of world clean environment summit on 16-18 July 2018 by International Benevolent Research Foundation (IBRF), Confederation of Indian Universities (CIU), New Delhi and World Achievers Foundation, Kolkata.
- World Education and Excellence Development Award 2021 on 5th September 2021 by Confederation of Indian Universities (CIU), New Delhi.
- Best HEI of the year on 1st may 2022 by Indian Academic Researchers’ Association (IARA)

Principal’s Award

- Dr. Soma Ghosh, Principal, received the Swami Vivekananda Excellence Award on 12 th January 2023 by World Achievers Foundation.
- She also received an award from Institute of Skills 2020.

Faculty Award

- Dr. Sujata Mukhopadhyay, NSS, PO, HMMCW unit 1 has received several awards. Ambedkar Social Science Award on 21/4/2019 for outstanding contributions. World Peace Excellence Award for Peace and Value Education by World Achievers Forum on 22/9/2018. She has received the Active Programme Officer award from NSS Cell, WBSU, Best NSS PO award on 25.9.2021 from West Bengal State University, and then again, the State Award for Best NSS PO on 7.1.2022 from the Government of West Bengal.
- Smt. Puja Das was awarded Young Faculty Award 2021 by International Benevolent Research Foundation on 5 th September 2021.
- Smt. Aatreyee Bhattacharyya was awarded Young Faculty Award 2021 by International Benevolent Research Foundation on 5 th September 2021.
- Smt. Sandhya Saren was adorned as ANO from NCC directorate on 25th October 2021.
- Smt. Monalisa Maity was awarded Best Faculty Award on 1 st May 2022 by Indian Academic Researchers’ Association (IARA).
- Sri. Bidhan Baidya was awarded Best Faculty Award on 1 st May 2022 by Indian Academic Researchers’ Association (IARA).
- Dr. Madhushri Das Datta, was conferred Outstanding Paper Award, 2023 by Department of Science and Technology, GoWB.
- Shri. Ritwik Acharya was conferred Outstanding Paper Award, 2023 by Department of Science and Technology, GoWB.

Students Award :

More than fifty students of our college received prestigious awards for their innovative academic and extracurricular activities including sports. On occasions like Science Congress, Olympiad, Quiz competition, Cultural competitions, Yoga, and Self-defence programmes they made us proud.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 193

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
36	62	47	23	25

File Description	Document
Institutional data in the prescribed format	View Document
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.5 Collaboration

3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 23

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	View Document
List of year wise activities and exchange should be provided	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and other facilities for,

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

Physically our college campus covers a 2510.967 sq. meter area, at present time building area covers 1785.72 sq. meter and build up area of 5010.02 sq. meter, which is sub-divided into five different blocks (buildings) namely Block -A, Block -B and C, Block-D and Block-E. Among them, Block -E and Block D are newly constructed. Financial support received from State Government aided fund and RUSA 2.0. All the blocks are very close to each other except Block-A, which ensure uninterrupted and smooth teaching-learning process. The institution provides a number of physical facilities for an effective ambience in curricular, co-curricular and administrative activities.

The institution also ensures facilities to the students such as uninterrupted electricity supply, sufficient lights and fans, well-furnished classrooms, well equipped sitting arrangements etc. Almost all the departments have their own departmental seminar library and all science departments equipped well maintained laboratory.

The institution has a good quality public address system which ensures efficient administrative communication with utmost rapidity.

The college ensures an optimal level of infrastructural and physical facilities for teaching- learning:

- Well-ventilated classrooms and well-equipped laboratories scattered in five blocks
- **Three conference and seminar halls** with audio visual facility, cordless microphones, collar microphone and power point slider
- **Smart classrooms- one consisting smartboard with wi-fi connectivity, and another with software enabled**
- The **College library** is resourced with 18,570 books, above 6000 online journals (N-LIST) etc.
- Thirty fire safety mechanisms.
- Computers and internet facilities for academic, administrative and official purpose.
- Wi-fi enabled campus or **Smart Campus**
- **One Reprographic Centre and another Reprographic center lies within library.**
- Playground with games amenities
- **Open air-stage named ‘Mukto Mancha’**
- 20 KW Solar Power panels for eco-friendly **renewable** energy source and 1200 watts generator for uninterrupted teaching and learning process.
- **PWD toilet, wheel chair and ramp for differently abled persons.**
- CCTV cameras for all around surveillance of the campus with a display at the Principal’s office.

- Reserved parking spot in the College parking lot and besides college.
- Authorized subscription for Google Meet for conducting online events/meetings, classes etc. and dedicated YouTube channels for record and transmission.
- **A Public Address System for addressing all staff and students of the college at once**
- **Health Check-up Centre and Diet Counselling Centre for continuous monitoring of student's health and nutritional issues.**
- **Psychological Counselling Cell for psychological wellbeing**
- **Gymnasium, Yoga Centre** ensuring physical fitness of the students
- **Rain Water Harvesting System for conservation of water.**
- A historical Archive and **Museum** to uphold the spirit of Indian heritage and culture
- A **Kitchen-garden for departmental practical classes**
- **Medicinal Plant Garden or Sanjeevan Udyan for traditional therapeutic use and research**
- **Fruit Orchard in importance of local fruits and to attract and serve as habitat of the birds.**
- **Butterfly Garden for zoological field-study and recreation**
- **Hostel facility** in collaboration with BKC College.

File Description	Document
Upload Additional information	View Document

4.1.2 Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 41.5

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
21.51	73.59	30.34	91.69	12.81

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

The Central Library, located in the ground floor of the college building (Block B), holds a resourceful collection comprising of latest and syllabus relevant books. The library has a stack room and a well-furnished Reading Room, which has been renovated and expanded from RUSA 2.0 funds. Inside the stack room, the books are arranged according to Dewey decimal classification scheme. Proper stack guides and bay guides have been provided so that the user does not feel lost amidst many books on various subjects. Within the reading room, there is a 'Periodicals' Section', where magazines and periodicals are displayed and 'New Arrivals Section' to display newly purchased books are displayed to catch the attention of the library users. There are two separate cubicles for 'Teacher's Reading and Computer Section' and 'Student's Computer Section'. There is a baggage counter for keeping personal belongings. The Reading Room provides a perfect ambience for self-study.

Library is automated using ILMS Koha software (Version 3.16) which was installed in 2015. Recently the software has been upgraded to Version 22.05 and the same has been cloud hosted in 2022. The entire library collection is entered into the database and barcoding of the library books was completed by the session 2017-18. Automated circulation services were introduced from the session 2017-18. Members were issued barcoded library cards from the session 2017-2018. Issuance of Library Clearance Certificate from Koha, at the end of the semester exam, were introduced from the session 2017-2018. Daily circulation statistics reports are generated from Koha. The entire library is under CCTV surveillance. Library is enabled with LAN, Internet connectivity and Wi-Fi system.

The college is a member of the N-LIST programme, a college component of e-Shodhshindhu Consortium since 2015 to provide access to e-journals and e-books. Apart from it, link of open access e-journals, e-books and other resources are listed in College website for greater use of students.

Library follows Open Access System. Stock verification of central and seminar libraries are done regularly. Our library also provides reprographic service for benefit of students at subsidised rates. University Question Papers have been scanned and are available from the institutional website. Library previously

provided OPAC services, which enabled members to search the library catalogue online within the library. Presently, WebOPAC services are available which allows members to search library catalogue beyond college campus at anytime, anywhere. The library provides career-oriented study materials and showcases special collection on Research Methodology, Biographies of Gandhi, Netaji, Ambedkar, History of Bengal, Maps and Atlases.

Library Orientation programme are conducted regularly to guide the users properly so that the right book reaches the right user at the right time. Library organizes Book Fair within the College campus and Online Book Exhibitions to promote reading habits among the students.

The Library Sub-committee acts as an advisory body and helps in decision making regarding collection development and quality enhancement of library services. The library staffs are always available at the circulation desk. They carry on their duties with dedication to provide better services to members.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection *Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words*

Response:

The College, Hiralal Mazumdar Memorial College for Women, had always focused consistently for best-in-class IT infrastructure and application development for academic as well as administrative support. IT facilities have been updated on regular basis. Also, new IT equipment have been purchased as per the requirements.

- The campus has been enabled with internet service of 100 Mbps bandwidth on 24x7 supports, providing anytime anywhere access to knowledge and learning resources, keeping in line with demand from students and faculties.
- The internet bandwidth is enhanced from 2 Mbps to 100 Mbps over last four years, so that the academic and research activities can be handled with better connectivity.
- New computers were installed to upgrade IT facilities in last five years.
- The institution now provides 8% to 10% of the annual budget for the upgradation of IT facilities in the campus.
- The institutional website is maintained and updated regularly by a dedicated committee so that the stakeholders can access information and circulars seamlessly.
- Number of Wi-Fi routers have also been augmented with high configuration after previous accreditation and Wi-Fi network facilities were deployed across the campus to enable stakeholders to get maximum benefits out of ICT facilities for their normal academics, projects and research

works.

- LAN and network connections are duly monitored by technical assistants.
- All the modules used for admission, examination, accounts are supported by high-speed internet facility. Now, Computers of Accounts Department are supported by a 40mbps LAN and college computers have 300-user capacity Wi-Fi system.
- College has a dedicated Learning Management System (LMS, G-suite),dedicated Departmental MCQ portal for continuous Internal evaluation, online student Profile mapping portal for identifying slow and advance learners
- College has an online Feedback mechanism for stakeholders like student, teachers, alumni and employers.
- College has 360 Degree Performance Appraisal System.
- College has an entry in service portal for competitive examinations.
- College has ERP portal for students' support and service (Student Plus, AIMES),transparent stand alone online admission portal since 2014-15.
- College has an e-attendance system for keeping record of student attendance.
- College has an upgraded financial accounting software (Tally Prime 3.0)
- CCTV cameras are installed for surveillance in total campus area, supported by Wi-Fi connectivity.
- The college purchased two domains (hmmcollege.ac.in) and (hmmew.xyz) and software during pandemic for maintaining academic and administrative facilities. Computers, reprographers, water purifiers and cooler, LCD projectors, Public Address System and CCTV, Laptops, ACs are maintained/upgraded based on annual maintenance contract (AMC). Technical support for smart classrooms and the audio-visual room, fire-extinguishers, electric appliances is provided by dedicated staff.
- Number of ICT enabled class rooms are increased from that of 2017-18.
- Initiation of automated circulation services, introduction of barcoded library cards for students and teachers of the college and issuance of Library Clearance Certificate from Koha are continuing from the session 2017-2018.
- Question papers of University Semester Examination have been digitized and student can freely access them from the College website from the session 2020-2021.
- Additional CCTV cameras are installed in the library for better surveillance. Altogether 11 CCTV cameras are installed in the Reading Room and Stack Room of the Library.
- Provision of Web-OPAC services in other words, searching of library catalogue at anytime from anywhere through cloud hosting of KOHA is continuing from 2022.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3.2 Student – Computer ratio (Data for the latest completed academic year)

Response: 25.63

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 51	
File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.4 Maintenance of Campus Infrastructure

<p>4.4.1 Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)</p> <p>Response: 34.38</p>														
<p>4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>27.78</td> <td>17.57</td> <td>72.39</td> <td>39.02</td> <td>33.72</td> </tr> </tbody> </table>					2021-22	2020-21	2019-20	2018-19	2017-18	27.78	17.57	72.39	39.02	33.72
2021-22	2020-21	2019-20	2018-19	2017-18										
27.78	17.57	72.39	39.02	33.72										
File Description	Document													
Institutional data in the prescribed format	View Document													
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document													
Provide Links for any other relevant document to support the claim (if any)	View Document													

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 71.17

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1307	1229	531	374	327

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	View Document
Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).	View Document
Upload policy document of the HEI for award of scholarship and freeships.	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.1.2 Following capacity development and skills enhancement activities are organised for improving students' capability

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	View Document
Report with photographs on ICT/computing skills enhancement programs	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 52.15

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
943	581	802	272	163

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4 *The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases*

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	View Document
Proof related to Mechanisms for submission of online/offline students' grievances	View Document
Proof for Implementation of guidelines of statutory/regulatory bodies	View Document
Details of statutory/regulatory Committees (to be notified in institutional website also)	View Document
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2 Student Progression

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 19.94

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
126	73	29	15	12

5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
388	286	243	153	209

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	View Document
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 3.03

5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)

2021-22	2020-21	2019-20	2018-19	2017-18
8	5	8	7	3

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one)

during the last five years

Response: 105

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
39	0	23	17	26

File Description	Document
Upload supporting document	View Document
list and links to e-copies of award letters and certificates	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 30.2

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
48	38	24	17	24

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of

the institution through financial and/or other support services

Response:

"Shrote" the Alumni Association of our College contributes significantly to the development of the institution. Alumni Association is the mirror of the college, reflecting the professional and personal achievement of the students. The number of registered Alumni presently stands at 375 (approx).

Vision: Shorte aims to create a beneficial bridge between present students and Alumnae.

Mission:

- 1) To promote exchange of academic and other experiences with the present students.
- 2) To advice and conduct activities motivating skill, entrepreneurship of the students.
- 3) To provide career guidance to present students by notable alumni.

The Alumni Association organizes reunions of ex-students; arranges for cultural programs, and collaborates with NSS in participation and contribution in social activities. Distinguished Alumni members regularly share their expertise on key development areas such as soft skill development, career growth, etc. and are actively involved in advising the Placement Cell of the college. Some of our Alumnae works as SACT and NTS in our college.

Some of the salient activities of the Alumni Association are:

1. Donation of books to the poor and backward students;
2. Active participation in Amphan & Covid relief programme.
3. Active participation in Cultural programmes.
4. Career counselling, resume reviews, and job search assistance that aid students and recent graduates in their professional pursuits.
5. Some of our Alumnae works as teachers in our college. Most of them take important role in administrative support services, like creating and uploading official data, YouTube videos (academic and cultural).

Moreover, alumnae serve as an essential resource for networking and career development. They host events and activities that enable current students to connect with alumni who work in their field of interest. These connections can lead to internships, job opportunities, and mentorship that can be instrumental in launching a students' career. Additionally, alumni associations often provide valuable resources in career upgradation of the students, such as career counselling, resume reviews, and job search assistance that aid students and recent graduates in their professional pursuits.

Alumni members also contribute to the growth and development of educational institutions by promoting their alma mater's brand and reputation. Alumni who are successful in their careers and personal lives often become ambassadors for the institution. They use their platforms to promote the college, guide potential students, and encourage others to support the institution. This type of advocacy can be invaluable in attracting top talent, securing funding, and maintaining a positive image for the institution.

In conclusion, alumni associations play a significant role in the growth and development of educational institutions through their financial and other support services. These organizations provide critical funding, networking opportunities, and volunteer support that enable institutions to thrive. Additionally, alumni associations serve as powerful ambassadors for their alma mater's brand and reputation, promoting the institution and inspiring others to support its mission. As such, it is essential for educational institutions to cultivate strong relationships with their alumni and encourage their continued engagement and support.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 *The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.*

Response:

Vision:

Tamaso Ma Jyotirgamaya. "From darkness, lead me to light". Our college believes in the principle of omnipresent, omniscient, and omnipotent power of the inner-selves of its students. Its motto is 'Discipline, dedication and determination'.

Mission:

"We want education by which character is formed, strength of mind is increased, the intellect is expanded, and by which one can stand on one's own feet." – Swami Vivekananda

- Create an atmosphere of intellectual vigour and moral rectitude
- Empower women to assert leadership roles in a global market
- Provide high-quality educational opportunities for achieving full human potential, developing an equitable and just society, and promoting national development
- Create skilled workforce, in conjunction with multidisciplinary abilities across the sciences, social sciences, humanities and commerce
- Enhance access and inclusion in higher education, including digital training
- Encourage innovative thinking driving towards sustainability
- Provide a scope of holistic learning

Perspective plan towards accomplishing the vision and mission:

With the advent of NEP 2020 the college is planning to reform its policies and implement it through the future Institutional Plan viz:

- To introduce new UG, PG, short-term certificate/Add-on/ Value Added Courses courses on the basis of the demand of the students for enhancing enrolment and diversifying student strength
- To introduce gesture-based reading screen and braille enabled and audio system in the library for physically challenged students.
- To upgrade the laboratory, library and allied facilities of the College for promoting better research.
- Students are encouraged to participate in various co-curricular and extracurricular activities and career awareness programmes for achieving students' excellence and progression
- To develop a comprehensive system of student mentoring and student support system

- To ensure transparency and credibility in the process of students' evaluation, as well as in academic administration
- To create a good effective and dependable relation of the institution with its social community by strong effective need-based outreach activities of the college NSS and Social Outreach cell
- Teaching is oriented towards practical learning and student centric methodology. The feedback from students, guardians, alumnae, teachers help in upgradation of the existing system.

Decentralization:

College has a mechanism for providing operational autonomy to the various functionaries to work towards decentralized governance system.

- The action plan of the institute in alignment with its vision and mission is ensured via definite organizational framework, prospective planning, dynamic leadership and decentralized administration. The Head of the Institution monitors academic administration and management through well-established statutory/non-statutory committees.
- The Governing Body, the highest administrative body of the College, with the Principal as the secretary and representatives from Teaching, Non-Teaching, Students and External Members, governs the management of the College in compliance with the opinion of the majority of the members.

Participative management:

- The committees under the leadership of respective coordinators handle and ensure their activities in a complete and constructive way.
- Involvement of staff and students in various activities are encouraged.
- Suggestions and feedbacks are invited from both students, faculties and non-teaching staff for overall improvement of the institute.

File Description	Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

Hiralal Mazumdar Memorial College for Women is a Government-aided College affiliated to West Bengal State University. The service rule is in accordance with the UGC, MHRD mandates, statute /acts of WBSU and/or Govt. of WB and the Department of Higher Education; College Rules and Code of Conduct.

- Teaching and non-teaching posts are created by the Govt. of WB.

- Rosters are authenticated.
- Requisitions in prescribed format are sent to WBCSC as per advertisement.

The appointment policy of permanent teachers in substantive posts is guided by UGC Rule:

- Recommendation from CSC
- Governing Body Approval
- Appointment letter issued
- Joining of the incumbent
- GB confirmation
- Pay fixation
- GB approval
- Confirmation of service after probationary period

Transfer is allowed as per the rule of WB Government. However, recommendation and other processes remain the same as stated above.

The appointment policy of State Aided College Teachers is guided by WB Government.

- Requisition by the Department
- Placed in GB meeting
- Advertisement as per standard protocol
- Panel of experts
- Interview
- Merit List Panel
- GB approval
- Appointment
- Approved by Govt. of WB

Service related Subcommittee (P.F., IT etc.); Service Rule Assistance Subcommittee; Pay Revision Subcommittee; Leave Management Subcommittee; CAS committee (a support wing of IQAC); Grievance Redressal Subcommittee; work to put into action government policies and plans in matters of employment and service conditions and promotion.

All progressive academic initiatives are implemented through rigorous planning which is initially proposed in Academic subcommittee/Teachers' Council/IQAC. Financial decisions are endorsed by Finance subcommittee and finally approved by the Governing Body. After the plans are executed, the outcome is further analysed and the feedback is shared among all stakeholders.

- Governing Body (GB): GB is responsible for the operation of all aspects of the institution including its finance, human resource, educational and research activities and infrastructure arrangements. It formulates the policies and deliberates on the academic, financial and administrative initiatives for the future, which guides the institution to serve its stakeholders as per the mission statements of the institution.
- Internal Quality Assurance Cell (IQAC): IQAC takes the responsibility of quality assurance in respect to the overall performance of institute and is responsible for the development, application

and monitoring of quality benchmarks for various academic and administrative activities of the institution. IQAC acts as a link between the institution and the Principal / GB for implementation of quality education and research, through effective assessment of students.

- Finance Committee (FC): FC is entrusted with protecting and renewing the institution's resources and assisting the administration fulfilling its financial responsibilities. The committee reviews and prepares budget proposal under the direction of the Bursar and Head of the Institution which is forwarded to the GB for approval.
- Academic Subcommittee: It is responsible for the maintenance of standards of education, teaching and training, interdepartmental coordination, research, examinations etc. within the institute.

File Description	Document
Upload Additional information	View Document
Institutional perspective Plan and deployment documents on the website	View Document
Provide Link for Additional information	View Document

6.2.2 Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	View Document
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

Performance appraisal system:

Teachers' appraisal is based on three approaches

- Career Advancement Scheme (CAS)
- 360-Degree Teachers' Performance Appraisal
- Teachers' Online e-diary

The performance of each faculty member is assessed according to the Annual Self-Assessment for the Performance Based Appraisal System (PBAS) which is checked and verified by the Heads of the Departments, the IQAC Coordinator and the Principal.

Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) that is based on the API score. The faculty members are assigned additional duties and responsibilities besides academics. The Institute accords appropriate weightage for these contributions in their overall assessment.

Non-Teaching Staff:

They are also assessed through annual performance appraisal. Appraisal of the non-teaching staff is done by the Principal and by the Bursar. Process is monitored by the Head Clerk. Laboratory assistants and attendants are appraised by the respective Departmental Heads of the departments/In-charges, and the library staff are appraised by the Librarian. The principal meets with the non-teaching staff on a regular basis for corrective measures and improvements in performances. On satisfactory performance, all employees are appreciated.

The college has effective welfare measures for its teaching and non-teaching staff:

- Financial
 - Financial assistance provided to teaching and non-teaching staff for attending conferences/ seminars/ workshops/ FDP and SDP.
 - Loan facilities from Provident Fund as per Government rules.
 - Financial incentives for non-teaching staff during major festivals
 - Pension, Gratuity and Leave Encashment
 - Subsidized on campus medical facilities
 - Staff Welfare fund gives support in crisis
 - Felicitation of superannuated teachers and non-teaching staff in appreciation of the service they had rendered.
- Professional development
 - Professional development programmes for skill up-gradation and training are organized for both teaching and non-teaching staff.
 - Permission is duly granted to participate in Refresher Courses/ Orientation Programmes/ Short Term Courses to the teaching staff for professional development.

- Research Seed money is provided to the teachers through RDC for research and innovation.
- All the non-doctoral staff members are encouraged to get enrolled for part-time Ph.D program.
- Study leave is given subject to fulfilment of certain conditions

- ICT Facilities
 - Wi-Fi enabled college campus.
 - The college provides infrastructural support in science laboratories to facilitate research.
 - Desktop facilities are provided in the Library and Teachers' Lounge for their use.
 - Laptops and projectors for ICT enabled smart classrooms and seminar halls.

- General Support Facilities
 - 24-hour power back-up (100%) through solar power plants
 - RO based water purifier for drinking water
 - Refrigerator and microwave
 - Canteen that serves nutritious and hygienic food.
 - Facilities such as ramp, wheelchair, specially designed toilet etc. for differently abled staff and students
 - Identity cards for all staff
 - Medical leave, study leave, child care leave, maternity benefits as per norms
 - Government Health Scheme for employee and his/her dependent family members

- Recreational Activities for Physical and Emotional Wellbeing
 - Annual picnic organized for both teaching and non-teaching staff.
 - Gymnasium facilities and Yoga classes
 - All staff participate in games on Annual Sports Day

File Description	Document
Provide Link for Additional information	View Document

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 34.06

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
27	9	10	26	38

File Description	Document
Policy document on providing financial support to teachers	View Document
Institutional data in the prescribed format	View Document
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	View Document
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 65.79

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
98	69	44	15	24

6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
12	13	13	9	10

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	View Document
Institutional data in the prescribed format	View Document
Copy of the certificates of the program attended by teachers.	View Document
Annual reports highlighting the programmes undertaken by the teachers	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

The college executes its financial strategies through Mobilisation and Utilisation of Fund under the Finance Sub-committee constituted with external and internal members.

- Proposition placed, approval sought and fund identified
- Requisition from the Departments
- Tender Purchase/FC/GB
- Budget placed
- FC approval
- GB approval
- Approval of Proposition/Purchase/Work order
- Tender Purchase/FC
- GB
- Fund Sources
- RUSA
- WB Govt.
- CSR
- College Fund

- Utilisation

Notice for Departments/section for utilisation

- Tender Purchase/FC
 - GB
 - Notice/Advertisement (as per rule)
 - Tender Purchase/FC/GB
 - Purchase work done
 - FC and GB (Payment order)
 - Payment
-
- The Finance Sub-Committee meets at least four times a year to examine the accounts and to scrutinize proposals for expenditure and ensure financial transparency through internal and external audits.
 - To consider the annual accounts and financial estimates of the college and recommend the annual budget / revised estimates to the Governing Body for approval
 - To fix limits of the total recurring and nonrecurring expenditure of the year based on the income and resources of the college
 - Utilization of Government grants, RUSA, ICSSR, and CSR grants are monitored as per guidelines
 - College fund is used for developmental and maintenance activities, healthy living and resourceful teaching-learning
 - Pandemic fund has been generated by college staff and alumni.

Following mechanisms are implemented to utilize the fund potential of the College:

- Certificate courses
- Seminars/webinars/workshops/conferences etc
- Extension lectures and special classes
- Various professional development programs
- Additional laboratory support by setting up of an instrumentation room and engagement of contingent assistant as per requirement
- Regular Sanitization of the college during pandemic
- Financial assistance to needy students through covid cell

The audit aims to review whether the process of the financial systems is as per norms and if there are any deviations in the current process, they provide us solutions to improve the current procedures. It also recommends rectifying the current policy with the present leading best practices among educational intuitions.

- Internal audits and government audits make financial operations transparent and objectively defined. Budgetary compliances help financial management to ensure accountability.

- Various software systems as part of e-governance are used for financial transparency and accountability.
- Science coordinators and the librarian look after laboratory and library stock audits respectively.
- The internal stock audit is carried out by GB-approved CA under the supervision of coordinators assigned by the authority.
- The external audit is carried out by an auditor appointed by the Government of West Bengal.
- IT and GST returns are submitted every year within the stipulated filing date.

Finally, all the reports are placed before the Finance Sub-committee and endorsed by GB.

File Description	Document
Provide Link for Additional information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The college has a well organized and active IQAC which has contributed significantly in the following areas:

- Formation of Regulation, Curriculum and syllabus: CSO, PSO, CBCS, Mentoring, Tutorial, Remedial classes for slow and advanced learners.
- Accreditation and Ranking: NIRF & AISHE
- Development and application of quality benchmarks/ parameters for various academic and administrative activities of the institution: Regular online interactions with the stakeholders during pandemic for smooth running of Academic and Administrative activities. Induction program before commencement of classes involving both parents and students, student meetings before examination. Online FDP, Academic Audit.
- Organization of inter and intra institutional workshops, seminars on quality related themes: Collaborative, Study circle, Exchange program, Internships.
- Preparation of Annual Quality Assurance Report (AQAR) as per guidelines
- Conducting internal supplementary examinations for the benefit of students.
- Promotion under CAS of the faculties: Internal progress monitored and document preparation as per the guidelines of UGC scrutinized by the CAS committee which functions as a wing of IQAC to accelerate the process.
- Various members of the IQAC communicate with the BOS of different departments of West Bengal State University and nominate faculties from the departments to attend workshops so as to identify and incorporate change in respective curriculum and syllabus in accordance with the CBCS

model.

- To enhance the effectiveness of teaching & learning and to produce skill based employable graduates, various pedagogies including project-based learning, self-learning, industrial internship and peer assisted learning have been introduced in tune with NEP 2020.
- Teachers maintain record of classes taken and topics taught in academic monitors.
- Project based learning is introduced for both theory and laboratory courses for better understanding of the concept and to enable the students to apply their knowledge in real time.
- Advanced lectures on career aspects and higher studies in a particular stream are arranged by the departments as a part of the courses to expose the students to the higher education sector and plausible job market.
- Conducting Academic sub-committee meetings for effective monitoring of teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals.
- Orientation/Induction program for newly admitted students are organized by all departments under the guidance of IQAC: Informs them about the college, its mission and vision. The class routine is distributed and institutional calendar given. The courses offered are discussed in details and modes of examinations clarified.
- Once the examinations are over and results are published; the parents are invited for a meeting to discuss the performance of their wards.
- IQAC plays a pivotal role during annual Academic Administrative Audit: Initially internal AA is performed by Senior Teachers, Academic sub-committee convener and IQAC coordinator. Thereafter the Principal authenticates the documents after physical verification followed by External Audit by external members of GB, external IQAC members and University nominee.

File Description	Document
Upload Additional information	View Document

6.5.2 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: A. Any 4 or more of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	View Document
NIRF report, AAA report and details on follow up actions	View Document
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years. Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

Hiralal Mazumdar Memorial College for Women Dakshineswar has taken pride in providing adequate facilities and enabling consciousness and sensitization towards gender equality through a number of activities during each year. Gender Equity has been stressed upon by our institution in its extension activities. College tries to provide equitable educational opportunities to girls, regardless of their socioeconomic or cultural roots.

- All girls, regardless of their caste, religion, or any other aspect, have equitable access to educational resources and equipment.
- A gender Audit report is drafted every year to assess the gender sensitization facilities of the institution.
- Women's Studies course has been introduced which is a pioneering subject in the district.
- The college offers a Yoga and Self-Defence course for physical and mental resiliency of students.
- To promote a gender-friendly environment, the college establishes an Internal Complaints Committee (ICC) and a Gender Equity Cell, known as Nari-Samsad and anti-ragging cell.
- The NCC, NSS and Social Outreach Cell of the College involve students in discipline and collective responsibility. The NSS Special Camp focusses on skill development among slum inmates.
- In 2019, the WBPCPR, the Women's Cell of the Govt of West Bengal visited the adopted slum of HMMCW and conducted a sensitisation program for the girl child.
- The leadership qualities of the students are enriched when they participated in the National Integration Camp in 2017, and 2019 led by Swarnali Banerjee and Chayanika Sarkar.
- In 2018, the adventure camp at Simla was attended by Mousumi Das of the Dept of Journalism & Mass Communication. The NCC cadets regularly practice soft skills that help to enhance their physical abilities.
- The Annual Sports is held every year to engage the students in all extracurricular activities.
- SC/ST Concession during covid, SC/ST cell participation in Fit India Movement and Extension lectures.

1. Facilities Available

(a) Safety and Security-

The college takes ample measure has to make certain the security of all the girl students is taken care of. A secure and impenetrable surrounding is furnished to shield the dignity and self-respect of students. A sanitary vending machine is set up at the students toilet.

(b) Counselling

The Psychological Counselling Cell of our college started its journey in 2015. The counselling sessions have been conducted by Rehabilitation Council of India registered teacher-counsellors of the college. The counsellors involved in counselling session have been helping the students to overcome their problems, given as the following.

- Academic Challenges,
- Career Related
- Personal Issues,
- Stress,

- Internet Addiction,
- Lack Of Sleep,
- Low Mood,
- Impulsive Behaviour,
- Low Self-Esteem,
- Relationship Challenges And
- Family Difficulties

(c) Common Rooms

The college has a well-furnished common room (15' X 20') for students with modern amenities.

(d) Other Measures- Observing special days like

- World Disability day,
- International Yoga day,
- Annual Sports Day,
- World AIDS Day,
- Communal harmony day
- Childrens Day
- Independence Day
- Birthdays of Netaji, Vivekananda, Gandhiji, Ambedkar etc

File Description	Document
Provide Link for Additional information	View Document

7.1.2 The Institution has facilities and initiatives for

- 1. Alternate sources of energy and energy conservation measures**
- 2. Management of the various types of degradable and nondegradable waste**
- 3. Water conservation**
- 4. Green campus initiatives**
- 5. Disabled-friendly, barrier free environment**

Response: A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	View Document
Geo-tagged photographs/videos of the facilities.	View Document
Circulars and report of activities for the implementation of the initiatives document	View Document
Bills for the purchase of equipment's for the facilities created under this metric	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

- 1.Green audit / Environment audit
- 2.Energy audit
- 3.Clean and green campus initiatives
- 4.Beyond the campus environmental promotion activities

Response: A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Policy document on environment and energy usage Certificate from the auditing agency	View Document
Green audit/environmental audit report from recognized bodies	View Document
Certificates of the awards received from recognized agency (if any).	View Document

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

The College has adopted a comprehensive policy aimed at establishing an inclusive environment for all individuals. This policy incorporates several areas of college life.

One significant event is the celebration of Communal Harmony Day, which serves as a forum to promote understanding and harmony among individuals from different origins. The Communal Harmony Week is observed every year, where clothes are collected for donation and funds raised. In 2017, A Seminar on National Integration and Communal Harmony Week Celebration was organized where the principal staff and the students pledged to work with dedication to preserve and strengthen the freedom and integrity of the nation. In 2020 and 2021, programs on Communal Harmony were held. During the Covid Period, a webinar was especially held on Gandhiji's mission regarding non-violence where teachers presented paper on Communal Harmony and Non-violence.

The SC/ST and OBC Cell of the college runs continuous programs fostering inclusivity. The college actively invites students from varied cultural, linguistic, and religious backgrounds to participate in observing events such as Independence Day and Republic Day. These provide a chance for kids to showcase their cultural history and build a sense of solidarity and respect. Additionally, the National Service Scheme (NSS) and the National Cadet Corps (NCC), units arrange activities and parades that promote unity, and solidarity to provide service to underprivileged segments of society.

To conserve and promote cultural and ethnic traditions, the college maintains a museum and archives that exhibit diverse objects and historical records. By doing so, the college strives to create a feeling of integrity and appreciation for Indian culture among its pupils.

Recognizing the importance of equal opportunity, the college offers scholarships and financial aid to students from different areas. These events not only celebrate diversity but also develop a spirit of inclusivity and appreciation for diverse cultures.

In terms of academic activities, the Department of Sociology has conducted a research project on inclusive education, which is financed by the Indian Council of Social Science Research (ICSSR).

To assist accessibility, the college has erected ramps and Divyang (differently abled) bathrooms, ensuring that those with impairments can navigate the campus with ease. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct

Other Programmes organized by the college include

1. Blood Donation Camp

The College and Students Union organized blood donation camp in to create awareness and generate sense of responsibility towards society through teamwork.

2. International Mother Language Day

The Institute celebrates International Mother Language Day every year on 21st February to create awareness about Mother Language of each linguistic community.

4. Yoga Day Celebration

The International Yoga Day (21st June) in every year is celebrated by the students and teachers in Institute.

5. Cultural Competitions

Every year the college and students arrange Fresher's Welcome called Xyphias and College Social. These programs are held regularly including Teachers Day celebrations and Childrens Day celebration organised by NSS.

File Description	Document
Provide Link for Additional information	View Document

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual

Response:

Title (1)- 360-degree Appraisal of Teachers (JOY OF SERVING)

Objectives of the Practice - A 360-degree feedback also known as multi rater feedback is a process through which employer evaluates employee's performance from as many sources as possible. The College has developed this anonymous employee performance review process known as "360-degree appraisal system" to monitor the scope, strength and weakness of the teachers for qualitative development.

The Context – The process of completing 360-degree feedback provides rater with greater insight and understanding to formulate their own expectation and achieve the ultimate success.

The Practice - 360-degree appraisal has four integral components

- **Self-appraisal**
- **Principal's appraisal**
- **Students' appraisal on teachers**
- **Peer appraisal**

Evidence of Success- The appraisal ultimately led to an overall performance of the teachers. When successfully implemented 360-degree feedback initiates and facilitates a vast positive change among the teachers. Work relations improve which leads to increase in productivity among the faculty. It opens an environment rich in teaching, research work and efficiency enhancement. It opens the channels of communication with the learners which ultimately widens the scope of work and allows problems to be addressed and resolved.

Problems Encountered and Resources Required- Initially setting up of the system was a challenge for

the institutional Head following through with an action plan created from the feedback was initially difficult and critical for HOI.

Title of the Practice (2)- Joy of Giving

Objective of the Practice- Outreach programs sensitize students towards

- **Their Duties And Responsibilities Within The Society And Community.**
- **Serves The Citizenship Training Goal Of Education**
- **Development Of Various Skills Like Soft Skills,**
- **Leadership Skills,**
- **Team-Building Skills.**

Most importantly, the aspiring teachers become aware, compassionate, and benevolent citizens who believe in the larger good of society.

Our college has the **Social Outreach Cell** which organizes outreach/extension activities. This Outreach Cell guides three more sub committees, the **SC/ST Cell, the OBC Cell and the Minority Cell.**

At HMMCW, The key idea behind this practice is to provide opportunities to student-teachers to engage with our adopted slum and other institutions/organizations to make a real difference. For this, the Social Outreach Cell has collaborated with medical colleges and govt/ private/NGOs/ WBSU like Cleanliness Campaign, Blood Donation camp in collaboration with Fortis, Bharat Sevasram Sangha and others. . Some of the activities of the last few years include:

- **Donation of food and other essential items to the inmates of Nibedita Colony in 6 phases.**
- **Field visits to many places to collect data on the living conditions of needy people**
- **Distribution of menstrual pads to the women of adopted slum**
- **Donating sarees and dresses to the inmates of adopted slum**
- **Sit and draw competitions**
- **Eye check up and health check up camps at Metro colony and Nibedita Colony**
- **Safe Home**

The Context- The adjacent areas of Dakshineswar have a number of slum areas like Nibedita Colony and Metro Colony- the women here often suffer from malnutrition, uncontrolled child birth, lack of knowledge of low-cost nutritious diet. The drains and sewerages are breeding ground for dengue and malaria viruses. Use of plastic bags and articles have contaminated the ganga river which is just adjacent to the slum.

The Practice- Outreach activities take place in the college **throughout the year.** The students are expected to do them within the stipulated college hours. Under the aegis of the Social Outreach Cell, various programmes are undertaken to enhance social consciousness.

Evidence of Success- Over the years, the inmates of the adopted slum Nibedita Colony have earned greater social resiliency. A Data collection by the volunteers of NSS assisted by some of the Teachers of

Sociology Department and the NSS PO have inferred that the way of livelihood, personal hygiene, condition of women and children, awareness of different chronic diseases and greater decision-making power has been on the increase at Nibedita Colony after the slum was adopted by NSS.

Best Practices (3) Profiling of Students (Learner Centric Practices)

Objectives-

- 1. Better design instruction and materials**
- 2. Focus on knowing your students and helping students know themselves**
- 3. Analyse how the students' profiles are progressing.**
- 4. Learners learn how to create their own profiles**
- 5. Allowing Students to grow and learn**

The Context- Students profile help in understanding the demographical and educationally challenged conditions of the candidates who apply to the college as well as their aptitudes in specific fields ranging from their ability to process information, to communicating patterns to their intelligence score. The students mapping gives a holistic view of the profiles of the students applying to the college and their gradual improvement after the completion of the course.

The Practice- The students profile mapping starts with individual student personal details including name, class, subject and family empowerment.

Then their aptitude profiling is done under the following heads-

- 1. Academic Score (100)**
- 2. Knowledge Score (20)**
- 3. Propensity to use tools (60)**
- 4. Propensity to communicate (20)**
- 5. Propensity to think (40)**
- 6. Propensity to accept tasks (60)**
- 7. Intelligence Score (80)**

This data provides the basis for Gq and Mq mapping which is represented in a bar graph.

Then the Gq and Mq is compared to those of their Peer Groups. First, they are judged on the basis of their Academic, Knowledge and Intelligence scores. After that, it is compared to their propensities to communicate, use educational tools and communicate.

Evidence of Success- The clusters were characterized by a predominance of young female students

without previous employment experience, living mostly in the suburban areas and their parents have very low economic level. These families tend to make substantial investments in their children's education, yet are often not able to pay the full course fees. The student's concession cell of the college and other scholarships are availed by most students. Students of this segment had significant success in the university entrance examination immediately after college.

Problems encountered and resource Required- Problems in matching data and analysing them was a huge task.

File Description	Document
Best practices as hosted on the Institutional website	View Document
Any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Crafting and execution of a concrete policy framework for capacity building of women for sustainable development

The 2030 Agenda for sustainable development, the target set in tune with the vision of Millennium Development Goals (MDGs) passed in 2015 embraces three dimensions of sustainability – economic, social and environmental. It has 17 Sustainable Development Goals (SDGs) to combat the challenges confronting humanity. Keeping this in vision India has taken policies for ensuring sustainable development to accomplish the task of development. Empowerment of women and inclusiveness are the most prominent ones. Women across the world proved themselves to be the most effective leaders surpassing others in all the spheres of life. Women governors in many countries steered their nations incredibly to escape from the threats of Covid 19, while many developed nations were praying every single day for an escape from the COVID-19 Pandemic. Indian policy makers felt that the primary foundation for sustainable development must be built up on the structure of women empowerment and their inclusion in all spheres of development.

Women encounter discrimination in most sectors like education, economic opportunities, health and medical assistance, and political participation, exhibiting substantial gaps between strategy announcements and practical execution at the primary level. The term, liberation of women from socio-economic restraints making them self-reliant is an ornamental presentation, unless the women comprising around 50% of the country's population become economically independent.

To provide optimistic support to the cause of empowerment of women and to give them the basic minimum opportunity of higher education and employment, Hiralal Mazumdar Memorial College for Women through its IQAC, through its Career and Placement Cell, through its Research and Development Cell, its Incubation Centre and through its Health, Yoga and Self Defence units are trying hard to make

women free from unevenness, financial dependence, oppression, and distinct social evils.

(A) Hiralal Mazumdar Memorial College for Women focuses on health and confidence building of women. Yoga and Meditation and Self Defence are certificate courses offered by the College since 2016. These courses, approved by the affiliating university, are designed to help students to grow up with strength and confidence. Our health unit under the able assistance of a medical practitioner takes care of the health of our students.

(B) The college encourages Research, Innovation and Entrepreneurship in the college campus. This is in compliance with the vision of the MHRD to create a sustainable future and enhance the rational knowledge of teachers and students.

(C) Our Career Counselling and Placement Cell provides the platform to the students regarding preparation for Government Jobs, Skill enhancement, entrepreneurship developments, training courses etc. College through the 'Bandhan' scheme engages our alumni teachers for preparing our students for government jobs. The Cell is engaged with ICICI skill academy, Anudip Foundation, Mahindra Pride Nandi Foundation for the skill development training of the students through their CSR initiatives. We have signed MoU with WEBEL (a reputed Govt. recognised company) to initiate a students' skill enhancement training programme within the campus of the students. Through Incubation centre the college started Jewellery making, Art & Craft, Phenyl making and other important certificate courses for students' entrepreneurship skill development. During lockdown the college was able to place more than 70 students during the 2020-21 and 2021-22 academic session.

(D) Research and Development Cell promotes meaningful Research and Development activities in all fields of Science and Arts. The cell was established in 2021-2022, though the Research sub-committee of the College started formal functioning since 2015. The Institute provides SEED amount to facilitate basic common research infrastructure for individuals to execute collaborative work. RDC functions with the aims to

- Generate innovative ideas on academic and societal problems
- Encourage, Coordinate and Implement Research and Development Programs (workshops/ seminar/ trainings)
- Create awareness on evolving technologies and industrial standards for products
- Encourage and facilitate the publication of the research work/projects in reputed academic journals and reputed conferences
- Encourage Core Competence and Consultancy work
- Create awareness about filing Patents & IPR

(E) Innovation & Entrepreneurship –

Hiralal Mazumdar Memorial College for Women in Kolkata is renowned for its distinctiveness in a variety of fields, but innovation and entrepreneurship are among those that have garnered the greatest praise in West Bengal, with the following aims to:

i) Organize regular workshops and training programs for students and community members interested in art and craft, painting, and jewellery making. In addition to focusing on our students, we have also implemented these scheme in adopted five villages under the Unnat Bharat Abhiyan.

ii) Organize regular exhibitions and events to showcase the work of students and local artisans for budding entrepreneurs and artists..

iii) Strengthen Partnerships: Continue to foster collaborations with local artisans, sustainable brands, and community organizations. These partnerships can provide opportunities for internships, mentorship programs, and real-world industry exposure for the students.

iv) Explore opportunities for Institutional collaborations in the field of sustainable art and craft. Colleges has collaborated with Shri Chaitanya College, P N Das College & New Alipore College, Kolkata to promote the development in the arena of innovations as well as to foster the technique for innovation and for exchange artesian, painting faculties etc.

v) Establish an alumni network specifically for those who have pursued careers in sustainable art and craft, painting, and jewellery making. Alumni can provide valuable insights, industry connections, and opportunities for collaboration.

vi) Maintain an IoT Based Mental Health Diagnostic Device and same has been graded vide design no. 385157 dated 27/04/2023.

vii) Organize industry events, conferences, or competitions focused on sustainable art and craft, painting, and jewellery making. Invite renowned artists, entrepreneurs, and experts in the field to share insights and provide networking opportunities for students. Such events can inspire innovation, spark collaborations, and create a platform to showcase talent.

viii) Extend the reach of the college's sustainable initiatives by conducting outreach programs in local schools, communities, or rural areas.

These are the evidences of our distinctiveness in providing quality education that looks beyond academic accomplishments designed and practiced for ‘capacity building of women for sustainable development’

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

5. CONCLUSION

Additional Information :

Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge.

College has conducted many workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years .

Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Many Collaborative activities for research, Faculty exchange, Student exchange/ internship per year are conducted.

There are a good number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

1. The “Clean Environment Promotion Award” on the occasion of world clean environment summit on 16-18 July 2018 by International Benevolent Research Foundation (IBRF), Confederation of Indian Universities (CIU),New Delhi &World Achievers Foundation, Kolkata.
2. World Education and Excellence Development Award 2021 was conferred by Confederation of Indian Universities (CIU),New Delhi.
3. Best HEI of the year was awarded by Indian Academic Researchers’ Association (IARA)
4. Dr. Soma Ghosh, Principal, received the Swami Vivekananda Excellence Award from World Achievers Foundation. She also received an award from Institute of Skills.
5. Dr. Sujata Mukhopadhyay, NSS PO, HMMCW unit 1 has received the Active Programme Officer award from NSS Cell, WBSU, Best NSS PO awards from West Bengal State University and Ambedkar Social Science for outstanding contributions.
6. Smt. Sandhya Saren was adorned as ANO from NCC directorate
7. World Peace Excellence Award for Peace and Value Education by World Achievers Forum
8. Dr. Madhushri Das, was conferred Outstanding Paper Award by Department of Science and Technology, GoWB.
9. Shri.Ritwik Acharya was conferred Outstanding Model Award (4th Rank) by Department of Science and Technology, GoWB.
10. Smt.Monalisa Maity was awarded Best Faculty Award by Indian Academic Researchers’ Association (IARA).
11. Sri.Bidhan Baidya was awarded Best Faculty Award by Indian Academic Researchers’ Association (IARA).
12. Smt.Puja Das was awarded Young Faculty Award by International Benevolent Research Foundation.
13. Smt.Aatreyee Bhattacharyya was awarded Young Faculty Award 2021 by International Benevolent Research Foundation.

Concluding Remarks :

HMMCW is devoted to promote education in diverse branches of learning and wishes to nurture an intellectual

culture which inculcates a holistic value. The institution stands out for its unique pedagogical approach to education. There are active committees, cells, and organisations that help students reach their full potential. Students from the institution have a history of appearing on the University Rank list over the years. The institution continues to cultivate young women with conscience, compassion, and competence while expanding and changing to meet the needs of its students. The college wants to upgrade itself into a premier institute of teaching and research.