



# Hiralal Mazumdar Memorial College for Women

DAKSHINESWAR • KOLKATA - 700 035

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

Ref. No. ....

Date: 15.10.2023



Date ..15/10/2023.

## NOTICE

### **Subject: Important Notice: NAAC Accreditation Preparations**

Dear Faculty and Staff,

As we prepare for the upcoming NAAC visit, it is imperative that we must have all the necessary documentation and reports ready for presentation. The accreditation process demands a comprehensive understanding of our institution, and your contributions will definitely play a vital role in this endeavour. Below are specific instructions for each cell / department and committee and members, along with important deadlines.

#### **Criteria Reports (Due by October 17, 2023):**

I earnestly request that all criteria reports be compiled with thorough evidence, including basic highlights, detailed information, statistics, and data, all updated up to the academic year 2023.

We strongly encourage you to include a Comparative Study with respect to previous cycles. These reports must be submitted by October 17, 2023.

#### **Sr. Rittick Acharya, SACT – II, Department of Botany (Event Reports) (Due by November 1, 2023):**

Your role is to carefully scrutinize the event reports sent to you.

Please create two sets of these reports with coloured printouts by November 1, 2023.

#### **Nodal Coordinators of the Committees (Due by November 1, 2023):**

Ensure that you have all committee (Placed under your supervision) books prepared.

Furnish Plan of Action and Action Taken Reports for your respective committees.

Create one slide for each committee, outlining basic highlights, key details, updates, and future plans.

Submit these slides by November 1, 2023.

#### **Nodal Officers (Due by November 1, 2023):**

Your task involves preparing files and generating two slides for each - one slide should highlight basic highlights, while the other should encompass the Plan of Action and Action Taken Reports.

Make sure to include updates and future plans in these slides.

#### **Dr. Sujata Mukhopadhyay, Assistant Professor Department of Journalism & Mass Communication (Due by November 1, 2023):**

Prepare a Newsletter covering activities up to the (till date) year 2023.

Submit the newsletter and associated files by November 1, 2023.

Additionally, organize NSS Files and Social Outreach Cell reports (two sets each) and create 4 slides for each set, focusing on basic highlights, details, updates, and future plans.

#### **Sm. Sandhya Saren, Assistant Professor, Department of Philosophy (Due date by November 1, 2023):**

Your responsibility is to prepare SC/ST Cell and NCC files (two sets each).

Create 4 slides for each set, encompassing basic highlights, detailed information, updates, and future plans.



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**Dr. Pradipta Mukherjee, Assistant Professor, Department of Political Science (Due date by November 1, 2023):**

Prepare two sets of files focusing on Higher education progression to other sectors and employment.

**Sri. Prasenjit Das, Accountant & Head clerk (acting) (Data Entry) (Due date by November 10, 2023):**

Coordinate with Sri. Amit Kumar Mondal, Sri. Joydeb Bhattacharya, Sri. Anupam Mukherjee, Sm. Shilpa Das, Sm. Somagni Basu, Sm. Priyanka Das, and Sri. Shiba Prasad Chakraborty to complete student data entry in college software by November 10, 2023.

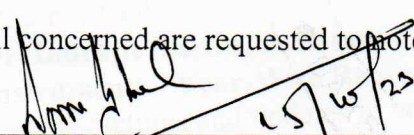
I kindly request all individuals to conduct a Comparative Study wherever applicable. Please note that these lists are not exhaustive, and we welcome any additional information you believe is pertinent.

The criteria reports must be submitted by October 17, 2023, as previously communicated. All other reports and slides should be submitted by November 1, 2023.

Please keep in mind that the probable date for the NAAC visit is November 28th and 29th, 2023.

**Sri. Jaydeb Bhattacharyay** is requested to provide the necessary files of the same colour and type to everyone & **Sri. Prasenjit Das, Sri. Amit Kumar Mondal, and Sri. Jaydeb Bhattacharyay** are requested to provide all necessary information and assistance as required. Your timely cooperation and submissions are of utmost importance for the success of our accreditation process.

All concerned are requested to note & comply the dates mention in the notice.

  
Dr. Soma Ghosh  
Principal

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



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**Dr. Amrita Banerjee, Assistant Professor Department of Chemistry (MoU, Collaboration, Decentralization, Participative Governance) (Due date by November 1, 2023):**

Assemble two sets of files and create 4 slides for each set, highlighting basic highlights, comprehensive details, updates, and future plans.

**Dr. Chandrabali Dutta, Assistant Professor, Department of Sociology (Certificate Courses as per SSR) (Due date by November 1, 2023):**

Ensure that all information is up to date and collaborate with Sm. Swati Ghatak, Assistant Professor, Department of Philosophy for any necessary updates.

Prepare two sets of files for each category.

Generate 4 slides for each set, covering basic highlights, detailed information, updates, and future plans.

**Dr. Lipika Mullick, Associate Professor, Department of Mathematics (Intake, Registration, Income and Expenditure, Audit, CSR, FC, Tender, and Purchase) (Due date by November 1, 2023):**

Compile files for each area, including resolution books.

Create two sets of files.

Develop 4 slides for each, focusing on basic highlights, detailed information, updates, and future plans.

**Dr. S. Rehan Ahmad, Assistant Professor, Department of Zoology (Research, IIC, Incubation Centre) (Due date by November 1, 2023):**

Compile all relevant information and documents for research, IIC, and the Incubation Centre, Minority Cell.

**Dr. Indrajit Biswas, Assistant Professor, Department of Zoology (Infrastructure and Instruments - Year-Wise Report) (Due date by November 1, 2023):**

Include pictures and updates in your reports.

Prepare two sets of files and 4 slides for each report.

**Dr. Mriganka Narayan Das, Assistant Professor, Department of Education (OBC Cell) (Due date by November 1, 2023):**

Organize files and documents for the OBC Cell and Uchhasiksha Portal, as required, along with post creation memos, affiliation etc related documents.

**Dr. Prodip Das, Assistant Professor, Department of Education (Examinations and Assessments) (Due date by November 1, 2023):**

Provide two sets of files covering all examinations, internal assessments, class tests, tutorials, projects, assignments, and remedial classes from 2017 to 2023.

Include a plan of action, achievements, action taken reports, and evidence.

Create 4 slides for each set, focusing on basic highlights, details, updates, and future plans.

**Dr. Madhusree Das Dutta, Assistant Professor, Department of Botany (Due date by November 1, 2023):**

Prepare two sets of files and 4 slides with pictures focusing on seminars, webinars, publications, LMS, research and seminar grants, seed money etc.