



HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN

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

DAKSHINESWAR • KOLKATA - 700 035

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Ref. No. Date: 03.04.2024



Date

REMINDER NOTICE

Subject: Submission Deadline for Academic and Administrative Reports

Dear Faculty Members,

This is a gentle reminder of the upcoming submission deadlines for crucial reports, as previously communicated in the notice dated March 21, 2024.

As part of our on-going commitment to maintaining the highest standards of academic excellence and administrative efficiency at Hiralal Mazumdar Memorial College For Women, I am writing to remind you of the upcoming submission deadlines for important reports.

Academic Audit Report: All teaching staff members are required to submit their Academic Account Report for the academic year 2022-2023 to the Internal Quality Assurance Cell (IQAC) by April 15, 2024. This report plays a crucial role in assessing our academic performance and ensuring continuous improvement in our educational practices.

Administrative Audit Report: Additionally, the administrative office is tasked with compiling the Administrative Work Report, which should be submitted to me by April 20, 2024. This report serves as a comprehensive overview of the administrative operations conducted throughout the academic year.

Departmental Profile:

Furthermore, all Heads of Departments (HoDs) of Session: 2022 - 2023 are requested to submit the departmental profile for the academic year 2022-2023 by April 15, 2024 to the IQAC. This profile provides valuable information about the achievements, activities, and initiatives undertaken by each department during the specified session.

The timely submission of these reports is essential for the smooth functioning and advancement of our institution. Your cooperation and attention to this matter are greatly appreciated. Four layer audit process is expected to end by 15th May, 2024.

Note: Format has already been given to you.

Sonali Mukherjee for 3/4/24

Dr. Soma Ghosh
Principal
Hiralal Mazumdar Memorial College
For Women

Dakshineswar, Kolkata-700 035
Copy To.

1. Dr. Sonali Mukhopadhyay, IQAC Coordinator
2. Dr. Debashree Ghosh Biswas, Jt.Convener of Academic sub Committee
3. Dr. Madhushri Das, NAAC Coordinator
4. Dr. Pradipta Mukherjee, NAAC Coordinator & Convener Academic Sub Committee
5. Dr. Mriganka Narayan Das, Jt.Convener of Academic sub Committee
6. Sri. Prasenjit Das, Head Clerk