



# HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN

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

DAKSHINESWAR • KOLKATA - 700 035

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

Ref. No. ....  
Date: 21.03.2024



Date .....

## NOTICE

### Subject: Submission Deadline for Academic and Administrative Reports

Dear Faculty Members,

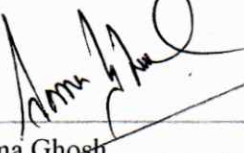
As part of our on-going commitment to maintaining the highest standards of academic excellence and administrative efficiency at Hiralal Mazumdar Memorial College For Women, I am writing to remind you of the upcoming submission deadlines for important reports.

**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.

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 15<sup>th</sup> May, 2024.

**Note: Format has already been given to you.**

  
21/3/24

Dr. Soma Ghosh  
Principal  
Principal  
Hiralal Mazumdar Memorial College  
For Women

Copy To: Dakshineswar, Kolkata-700 035

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