



HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN
DAKSHINESWAR • KOLKATA - 700 035
Re-accredited by NAAC with A+ Grade (3rd Cycle) 2023
E-mail : hmmcw35@gmail.com / Website : www.hmmcollege.ac.in

NOTICE

Date 05/06/2025

Ref. No. ~~For All Heads of the Department~~

Subject: Submission of Documents for Academic Audit 2023-2024 & 2024-2025

All Departments are hereby requested to prepare and submit the following documents for the purpose of the upcoming Academic Administrative Audit for the academic years 2023-2024 and 2024-2025. The documents must be compiled and submitted to the Convener of the Academic Sub-Committee by 04th July, 2025.

Required Documents:

1. Academic Monitor
2. Academic Calendar
3. Routine(s), Departmental Meeting Resolution Book, LMS Materials
4. Reports of Various Departmental Programmes (Maintain a consolidated list):
 - o Seminars
 - o Extension Lectures
 - o Webinars
 - o Community Services
 - o Collaborative Programmes
 - o Career Counselling
 - o Wall Magazine
 - o Departmental Magazine, etc.
5. Reports of Students' Activities:
 - o Student Seminars
 - o Projects
 - o NSS/NCC Activities, etc.
6. Student Progression:
 - o To Higher Education
 - o Employment (with valid documentary evidence)
7. Certificate Course Report and ATR (Action Taken Report)
8. Students' Result Profile
9. Slow/Advanced Learners and Remedial Class Reports (verified)
10. Faculty Profile:
 - o PBAS Format
 - o IPR
 - o Supporting Documents
11. Any Other Relevant Information:
 - o Special Features of the Department
 - o Information important for Academic and Administrative Audit

All concerned are requested to take note and ensure timely submission of the above documents for the successful completion of the Academic Administrative Audit process.

With regards,

Dr. Soma Ghosh
Principal

Principal

Hiralal Mazumdar Memorial College

For Women

Dakshineswar, Kolkata-700 035

Dr. Pradipta Mukherjee
TCS & Convener of Academic Sub Committee