HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN

DAKSHINESWAR, KOLKATA – 700 035

EMAIL ID: hmmcw35@gmail.com
WEBSITE: www.hmmcollege.ac.in

PERSPECTIVE/STRATEGIC PLAN AND DEPLOYMENT OF PLANS OF THE COLLEGE

❖ PERSPECTIVE/STRATEGIC PLAN:

Hiralal Mazumdar Memorial College for Women, a college which has grown exponentially over the years, has always shown its commitment to uphold continuous good academic performance, to inculcate learner-centric and effective teaching-learning process, to ensure transparency and credibility in the process of students' evaluation, as well as in academic administration, to develop a comprehensive system of student mentoring and student support system. Since 2016 the College structured and initiated a Research Sub-committee (Now Research Development Cell, RDC), to build up a research culture among the faculty and students. Initiation of value-added and skill development and enhancement courses for improving employability of students through Career Counselling and Placement Cell. To institute a sustained quality system embedded with a consistent and value based planned action has always been the perspective and strategic plan of the College. To create an empowering academic environment for holistic development of students, the College IQAC and the Governing Body have taken continuous steps towards development and upgradation with the motto to impart education, discipline, dedication and determination to the students.

With the advent of NEP 2020 the college is planning to set up new vision and mission. The goal is to reform the policies and implement it through the future Institutional Plan as listed below:

- ✓ For <mark>enhancing enrolment and diversifying student strength</mark> in our college we are taking efforts to introduce new UG and PG courses on the basis of the demand of the students, like UG in Anthropology, Defense Studies, Physical Education; PG in Political Science, Zoology, Geography. More short-term certificate/Add-on/ Value Added Courses for the students are initiated. To introduce gesture-based reading screen and braille enabled and audio system in the library for physically challenged students.

- ✓ For <mark>achieving students' excellence,</mark> all our students are motivated to achieve the learning outcomes and attributes. Through mentoring activities students are encouraged to participate in various curricular and extracurricular activities, like Student Seminars/Webinars, Research Projects, Festivals, Cultural programmes, Sports, Academic events and other competitions like elocution, debates, poster competition, essay writing etc. They are also encouraged to indulge in various social outreach activities conducted by the college under the guidance of Social Outreach Cell, NSS and NCC in the neighboring communities. They are motivated to be keen environment changers and change the adjacent areas of the college by cleaning, planting trees, banning the use of plastic bags and other environmental measures. As proposed by the higher education department, NSS will be a mandatory subject for the students in near future. Strengthening the

evaluation process, where student's academic performance will be evaluated continuously by conducting more tests, assignments, presentations, projects, viva-voce, term / semester examinations, etc. in light of NEP 2020, so that students can reach the level of obtaining 'Honours with Research' degree after four years.

✓ For <mark>achieving students' progression,</mark> teachers encourage learners to take higher studies through post-graduation program, the rate of which is increasing. The Career Counselling and placement Cell organizes career awareness programs like workshops, seminars, etc. for giving job related exposure to the students. Motivating the students to participate in various curricular and extracurricular activities, like sports, Research Projects, Festivals, cultural programmes, academic events and other competitions like elocution, debate, poster competition, essay writing etc. for better attainment of Programme Outcome and Course Outcome is among the strategic plans of the College policy making body to attain the goal of students' progression. The college is strengthening the Incubation Centre for skill development/ enhancement and for preparing future entrepreneurs. To motivate students for self-employment different programmes/seminars are organized. Faculty and Student exchange programmes are initiated for the purpose. Initiatives are taken to strengthen the alumni association and its activities. Alumni Meet is arranged once or twice a year. Extending the scope for skill oriented value based education on holistic approach and providing more vibrant platform for internship for the students would be the foundation for empowering our students for being self-reliant. Skill based add on/value

added courses are offered to give a hands-on experience to the students.

- ✓ To improve the <mark>infrastructure and allied facilities</mark> of the College: To cater the needs of the growing strength of the students, the college is taking initiatives to acquire a vested land for more classrooms, laboratories, sports facilities, seminar hall, hostel in the 2nd campus. Upgradation of the laboratories with latest lab equipment and enrichment of the central library with text books, reference books and books on the competitive exams etc. is among our plans for upgradation up to the optimum level. To upgrade more classrooms with ICT enabled tools is among the perspective plans of the College. To have an upgraded gym for catering the wellbeing of physical and mental health of students and ensure their fitness.

- ✓ To achieve <mark>Faculty Excellence</mark> and improve the quality and quantity of research and publication, faculty empowerment strategies were adopted. Plans to improve the quality and quantity of research and publication by the teachers through vibrant involvement of the Research and Development Cell by organizing state, university, national and international level seminars/conferences/symposiums/workshops will be strategically deployed for elevation of the academic standards of the College to reach the level of excellence. Research culture is promoted by providing academic facilities but also monetary supports (as seed money for projects) in order to reach the goal of excellence.

- ✓ **Staff Excellence:** For attaining staff excellence, staff development programs are conducted on regular basis in collaboration with nearby institutions or with professional training partners.

- ✓ **Governance:** We offer a friendly, efficient and participative administrative environment within the College. The various Sub-committees and councils are functional and work for the holistic development of the institution and its stakeholders. Expansion of the scope of e-governance and digitalization of academic and administrative works is always a strategic plan of the College. To strengthen very good reliable relationship between the administration, staff, students and parents of the college is always among the prime objectives of the College administration.

- ✓ For the sustenance of embedded Academic ambience coupled with discipline, dedication and determination, the College IQAC and the Governing Body have taken continuous steps towards development and upgradation, such as :

I. To uphold continuous good academic performance
II. To inculcate learner centric and effective teaching learning process
III. To ensure transparency and credibility in the process of students' evaluation, as well as in academic administration
IV. To develop a comprehensive system of student mentoring and student support system
V. 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

VI. Democratic and Participative Work culture will be strengthened to take the right decisions for effective implementation of teaching-learning process.

❖ DEPLOYMENT OF PLAN:

- The College takes steps for deployment of plans across all possible areas of development and for improvement in its academic standard. Following mechanisms are adopted to implement the above-mentioned plans.

I. Curricular Aspects:

✓ Curriculum delivered by the college comprises POs, PSOs and COs in every discipline for constant evaluation.

✓ The college offers courses related to employability, entrepreneurship, skill development, environmental studies and human values and ethics.

✓ Instituting qualified and experienced teachers/scholars for a vibrant academic and professional environment within the college.

✓ Strengthening the bond between students and teachers and mentoring them for being good Samaritans through induction meeting with Principal, regular meeting with the principal and teachers, regular mentoring activities etc.

✓ Conducting Academic and Administrative audits for betterment

✓ Strengthening existing Programmes and introduction of Additional ones (degree / certificate/ add-on/ value added)

✓ Collaborations and linkages academic institutions for effective execution of curriculum to promote excellence, value addition and contextual relevance

✓ Introducing interdisciplinary and multidisciplinary study system for more academic flexibility

✓ Preservation and promotion of heritage through college museum and archives and through knowledge transmission by organizing seminars/webinars etc.

- ✓ To continue to offer alternative career options, combinations, certificate and Add-on/value added courses, remedial classes and classes for advanced learners for effective curriculum delivery
- ✓ To obtain the feedback on curriculum, its scientific, systematic analysis for effective communication to Academic subcommittee / IQAC / Board of Studies for taking positive move for revision and restructuring of curriculum.
- ✓ Lecture series, "Beyond Curriculum", are organized on a regular basis through interdisciplinary forum "*Saraswat CharchaChakra*" for knowledge exchange between students, teachers and resource persons from varied disciplines
- ✓ The college is enlisted as Local chapter under NPTEL.

II. Teaching Learning and Evaluation:

- ✓ Academic Quality Enhancement
- ✓ Transparent Admission Process and a well-defined mechanism based on merit; reservation policy is compiled as per rule.
- ✓ Proposed introduction in Honours courses in Arts, Science & Commerce and Post graduation courses in Geography, Zoology, and Political Science.
- ✓ Attendance regularity of students is ensured by maintaining individual attendance register and e-attendance mechanism.
- ✓ Induction meeting with the Principal to avoid the possibility of drop out and to ensure good academic performance.
- ✓ Parent-teacher meetings are regularly organized for academic monitoring.
- ✓ Regular departmental meetings, All-teachers' meeting, Teachers' Council meetings are the mechanisms to assure quality, to analyses the results and cherish achievements.

- ✓ **Regular seminars / webinars, workshops, extension lectures, internships, experiential learning and educational tour etc. help enhancing the quality of teaching.**
- ✓ **Prize and Cultural Committee organizes prize distribution ceremony every year to motivate the students for better performance. Recognition of merits for academic and extra-curricular performance of the students and achievements of faculty through felicitation ceremony are our unique efforts. With the help of our positively tuned alumni and our retired teachers and staff the college offers prizes, including Endowment prizes.**
- ✓ **College continues to provide easy access to daily newspapers, journals, periodicals and internet in the library, enabling QPAC, NPTEL, INFLIBNET-NLIST services for the students and the teachers and reading halls. The college subscribes additional journals, e-journals, periodicals and Web Portals for enriching the reading resources.**
- ✓ **College LMS, Academic Resource Bank activated through college website and Swayam courses and lectures are the avenues for effective teaching and learning.**
- ✓ **Academic discipline in Teaching-Learning process is assured by preparing prospectus, Academic Calendar and time-table.**
- ✓ **Use of ICT and innovative teaching and learning resources like LCD projectors for power point presentations, internet etc. in Teaching-learning has changed the dimension of teaching and has made learning more interesting for the students. The faculty members use various teaching techniques and aids. Special efforts are devoted to improve the learning and communication skill of learners.**
- ✓ **The college will continue to ensure intensive use of innovative teaching and learning resources like LCD projectors for power point presentations, models, internet connections, Interactive Language Laboratory, Computing Laboratory, etc for ICT enabled teaching-learning.**
- ✓ **Continuous evaluation**

- ✓ Continuous evaluation of the students on the basis of their basic learning and prepare strategies to cater to the needs of the learners and to bring them on common platform of career aspirations.
- ✓ Class tests are taken regularly
- ✓ Tutorials are parts of the regular teaching-learning and continuous evaluation
- ✓ Parameters are set by the teachers to identify advanced learners and slow learners; remedial classes and classes for advanced learners are arranged to bridge the gaps and/or to enrich further.
- ✓ Mentoring by the teachers help the students to achieve the overall goals.
- ✓ Students' centric teaching system is to be emphasized.
- ✓ Faculty exchange programmes also help to provide support to to the students.
- ✓ Introduction of job oriented Programmes
- ✓ Introduction of job oriented Programmes by Career Counselling and Placement Cell and by IQAC with the help of the departments and in collaboration with industrial partners
- ✓ Introducing more innovative job oriented courses through certificate and diploma courses has taken a steep upward move specially after re-opening of college in offline mode in the post pandemic period.
- ✓ Incubation Centre of the College is continuously trying to enhance entrepreneurial ability among the students.

III. Research Consultancy and Extension:

- ✓ The Research subcommittee constituted in 2016, has been subsequently rejuvenated to Research and Development Cell to create an enabling environment for research-based studies and publications.
- ✓ Institution Innovation Council (IIC) provides support to the students and the teachers to work with new ideas and transform them into innovative activities.

- ✓ **The Incubation Centre has started functioning under the umbrella of IIC to develop entrepreneurial skills amongst the students by means of their own creations and products.**
- ✓ **Since April, 2022 it has become a collaborative venture making cluster among few other institutions, like New Alipore College, P.N.Das College, Sree Chaitanya Mahavidyalaya to be in tune with the spirit of NEP 2020.**
- ✓ **Exhibition cum sale of products has attracted more students towards innovative achievement.**
- ✓ **RDC keeps in touch with the library for a vibrant and resourceful academic environment. It assures the availability of e-Journal and e-Resources to all the students and faculties.**
- ✓ **RDC motivates teachers and students to undertake research activities such as project and review writing, publication of research papers in reputed journals and in college online journal, *Scotopia* and participate and present the research papers in seminars / workshops / conferences.**
- ✓ **Seed money for college-based Minor Research Projects.**
- ✓ **Recommends faculties applying for various Fellowships/ Scholarship programs for higher education.**
- ✓ **Recommends students applying for Internship/ Scholarship programs.**
- ✓ **Sponsorship to attend conferences for paper presentations to all faculties are recommended by RDC.**
- ✓ **In future it plans to organize and facilitate workshops related to Research Methodology, Project Proposal writing, Publications, etc.**
- ✓ **It plans to encourage and help more faculties to participate in FDPs related to new technologies and subject upgradation.**
- ✓ **In future it plans to be center of research.**

IV. Infrastructure and Learning Resources:

- ✓ **Perspective Plan as regards to Infrastructure and Learning Resources are based on certain strategic policies**

- ✓ **Continuous improvement of infrastructure and learning resources.**
- ✓ **Optimum utilization and maintenance of available infrastructure and learning resources**
- ✓ **Concerted efforts to obtain grants for infrastructure development**
- ✓ **To activate these plans certain practices of institution in respect to provision of infrastructure and Learning Resources need to be highlighted to explain deployment of plans**
- ✓ **Well-equipped Computer laboratories**
- ✓ **Main Library with increasing holdings and user friendly, automated and comprehensive Library services**
- ✓ **Fully equipped auditorium hall with audio visual facilities**
- ✓ **Good quality furniture in class rooms**
- ✓ **Departmental rooms for faculty with departmental libraries, computers and internet facilities in teachers' staff room, some departmental rooms, library, and IQAC room.**
- ✓ **Safe, pure and cold drinking water facility in every floor**
- ✓ **Adequate number of toilets in all blocks for students.**
- ✓ **Well-furnished Seminar Hall**
- ✓ **Well-furnished and fully computerized Administrative Office**
- ✓ **Spacious, well-furnished, well-ventilated canteen.**
- ✓ **Maintenance and cleanliness of infrastructure**
- ✓ **Supply of electricity power with separate panels in every floor coupled with solar power, generator facility to ensured continuous and uninterrupted flow of electricity.**
- ✓ **Reduction in electricity bills by use of LED bulbs and solar panels**
- ✓ **Well secured fire extinguisher with gas and water facilities in strategic places.**
- ✓ **Effective internal communication through intercom facilities.**
- ✓ **Complete automation of Library services**
- ✓ **Computers at laboratories, offices, Library and departments with LAN**

- ✓ **Efforts to obtain infrastructure development, moderation, upgradation out of grants from UGC, state government, RUSA and other external CSR providing companies**
- ✓ **Within limited scope college library keeps sufficient reference books, subject related good quality text books, sufficient PCs with internet access for the completion of projects and research work etc.**
- ✓ **The college maintains the system of 360-degree evaluation of teachers by students and other stakeholders to develop a mindset among faculty towards accountability, confidence, readiness to receive criticism, openness, sense of introspection to improve their performance in teaching-learning.**
- ✓ **The college has set biometric system of attendance for recording the arrival and departure time of the staff. This has helped to develop a sense of regularity and punctuality.**
- ✓ **Academic infrastructure such as instruments, laboratories, ICT facility, Library, INFLIBNET and other requirements have been strengthened for sustenance of quality.**

V.   Student Support and Progression:

- ✓ **The College has set grievance box, where students drop in their suggestions / grievances. These are scrutinized, periodically and taken into account for further improvement.**
- ✓ **Awareness Programmes on health hygiene and personal sanitation, electrical safety, soil testing, environment, cleanliness campaign, energy and environmental conservation campaign and tree plantation, at the adopted slum area are done by involving students to create a sense of social responsibility among them.**
- ✓ **Right to Information Cell, Internal Complaints Committee, Anti Ragging Committee, Social Outreach Cell, allied with the cells for the Minorities, Scheduled Caste and Tribes and for the OBC students, staff and community help generating awareness. Students are encouraged to undertake socially**

responsible activities to make an impact on the society as a whole.

- ✓ The college has a strong NSS unit, which trains the students to be sensitive towards their neighborhood. Constantly innovative outreach programmes are organized by different departments with involvement of students for grooming them as responsible citizens.
- ✓ Library facility continues to be extended to alumni as well as needy students of the nearby areas.
- ✓ Internships, field visits, frequent counseling sessions provide information about career options, organisation of CSR based trainings for employment, preparation for Govt. jobs etc.

VI. Governance Leadership and Management:

- ✓ Institutional Vision and Leadership Vision and Mission of the institution are communicated effectively to all stake holders through website and prospectus.
- ✓ The Governing Body and employees work together for the development of the institution.
- ✓ Democratic and participatory governance is the special feature of the college administration.
- ✓ Strategy Development and Deployment Perspective plan is designed collectively based on feedback from stack holders.
- ✓ The college is maintaining its organizational arrangements for effective functioning through
- ✓ Decentralized administrative mechanism with accountability.
- ✓ Participatory functioning of the institution involving all staff members.
- ✓ Distribution of responsibilities equitably according to capabilities.
- ✓ Constituting annually statutory and non-statutory committees with clearly specified roles, responsibilities and objectives.

- ✓ **Efficient Students' Body and Students' Grievance Cell, Students' Welfare Committee, Gender Equity Cell, Anti Ragging Committee etc.**
- ✓ **Extensive representation of staff and students in decision making, execution of policies of the college.**
- ✓ **Faculty and Staff empowerment by organizing Faculty Development Programmes and Staff Development Programmes regularly**
- ✓ **Strategic policy implementation efforts for filling up the vacancies with qualified faculty and staff as and when vacancy arises.**
- ✓ **Encouraging faculty to avail FDP facility of UGC to complete PhD thesis.**
- ✓ **IQAC taking effort to record comprehensive and effective performance appraisal of faculty as per API and staff through self-appraisal reports on annual basis.**
- ✓ **Maintaining good rapport with University and Higher Education Department of West Bengal and good interpersonal relations.**
- ✓ **Maintaining conducive work environment.**
- ✓ **Use of ICT in teaching-learning system and governance.**
- ✓ **An integrated framework of financial management and resource mobilization**
- ✓ **Growth oriented annual budgetary allocation.**
- ✓ **Effective internal control through Bursar, Science Coordinators, Teachers' Council Secretary and IQAC**
- ✓ **Regular internal and external academic and administrative audit and timely audit of the accounts**
- ✓ **Consistent effort for grants from external government and non-government agencies**
- ✓ **The college IQAC will strengthen the self-appraisal system of teachers by regularly recording the API score of each teacher by the end of the academic year, which will enable them to realize their academic standard and engage them in various activities to excel in their academic performance.**

- ✓ **Academic Audit: Monitoring of Teaching-learning process by the norm of multiple layers of Academic audit:**
- ✓ **PBAS / Individual performance report and Academic Monitor and other academic documents, verified by the Departmental Head, IQAC, Principal, Governing Body nominees and University nominees**
- ✓ **Presentations by the departments before the IQAC**
- ✓ **Verification of data and documents related to teaching-learning by the IQAC and by the Principal and then by the external auditors**
- ✓ **Analysis of feedback given by the stakeholders and to take necessary remedial actions**

VII. Innovations and Best Practices:

- ✓ **Green Audit including Rain Water Harvesting**
- ✓ **Energy Audit**
- ✓ **Environment awareness Programmes**
- ✓ **Each day college ensures cleanliness of the campus.**
- ✓ **Energy conservation by reducing Electricity consumption through installation of solar energy and LED/CFL lights**
- ✓ **Promoting eco-friendly campus and making efforts to achieve paper less governance.**
- ✓ **Efforts taken to ensure no- plastic zone and intensifying rain water harvesting plan**
- ✓ **Effective implementation of the policy of recycling of paper.**
- ✓ **Encouraging innovative practices in the field of teaching-learning strategies and community centric programmes.**
- ✓ **Encouraging innovative practices in various extra and co-curricular activities by the committees and cells**
- ✓ **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's 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.

Hiralal Mazumdar Memorial College for Women, Dakshineswar, wants to be known an institution for encouraging 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.

A. **Research and Development Cell:** Hiralal Mazumdar Memorial College for Women Dakshineswar has promoted meaningful Research and Development activities with a vision and mission to pursue and promote Research in all fields of science and arts. Research and Development cell was established to inculcate research and innovative skills among faculty and students. The R&D Cell provides a platform for creativity and innovation to flourish young minds in the college. The Institute provides SEED amount to facilitate basic common research infrastructure for individuals to execute collaborative work. The R& D cell meets at least 4 times in a year.

Objectives:
   i. To generate innovative ideas on academic and societal problems;
   ii. To Encourage, Coordinate and Implement Research And Development Programs (workshops/ seminar/ trainings) ;
   iii. To create awareness on evolving technologies and industrial standards for products;

iv.   To encourage and facilitate the publication of the research work/projects in reputed academic journals and reputed conferences;

v.   To encourage Core Competence and Consultancy work;

vi.   To create awareness about filing Patents & IPR.