

Annual Quality Assurance Report of IQAC, 2014-15



# HERAMBACHANDRA COLLEGE

23/49, Gariahat Road, Kolkata– 700029

[www.herambachandracollege.ac.in](http://www.herambachandracollege.ac.in)

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23/49, GARIAHAT ROAD, KOLKATA-700029

WEBSITE-www.herambachandracollege.ac.in

## The Annual Quality Assurance Report (AQAR) of the IQAC Year 2014-15

### Part – A

#### I. Details of the Institution

1.1 Name of the Institution

Herambachandra College

1.2 Address Line 1

23/49, Gariahat Road

Address Line 2

City/Town

Kolkata

State

West Bengal

Pin Code

700029

Institution e-mail address

teachershcc@gmail.com

Contact Nos.

033-24612689, 033-24610131

Name of the Head of the Institution:

Nabanita Chakrabarti

Tel. No. with STD Code:

033-24611236

Mobile:

8334035364

Amit Kumar Dasgupta

Name of the IQAC Co-ordinator:

Mobile:

9432163613

IQAC e-mail address:

iqacherambachandracollege@gmail.com

1.3 NAAC Track ID (For ex. MHCogn 18879)

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

EC/ 36/A&A/65 DATED 20-5-2005

1.5 Website address:

www.herambachandracollege.ac.in

Web-link of the AQAR:

[www.herambachandracollege.ac.in/AQAR/2014-15.pdf](http://www.herambachandracollege.ac.in/AQAR/2014-15.pdf)

[www.herambachandracollege.ac.in/AQAR/2014-15.doc](http://www.herambachandracollege.ac.in/AQAR/2014-15.doc)

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B <sup>+</sup>	76.25	2005	From 20-5-2005 to 19-5-2010
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

23-11-2011

1.8 AQAR for the year (for example 2010-11)

2014-15

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR \_\_\_\_2013-14 (18/12/2015)
- ii. AQAR \_\_\_\_2012-13 (18/12/2015)
- iii. AQAR \_\_\_\_2011-12 (18/12/2015)

## 1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

## 1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

University of Calcutta

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes  Any other (*Specify*)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and  
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held 4

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No  NO

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

- 1. Computerisation of Entire Office Work**
- 2. Online Open Access System in Library**
- 3. Augmenting Extra Curricular Activities of Students**

2.14 Significant Activities and contributions made by IQAC

- 1. IQAC has been active for the 4<sup>th</sup> successive year. It took initiative to consolidate its achievements. The college progressed significantly in augmenting class hours. So, IQAC looked into office procedure and library modernization.**
- 2. IQAC suggested further modification of admission system to ensure free and fair treatment of all applicants following university norms**
- 3. IQAC advised the College Management to take concrete steps to expand the capacity of the College, both by procuring land space and by expanding the existing building.**
- 4. IQAC insisted that the institution be made environment friendly, and the campus be kept neat and clean.**
- 5. IQAC opined that Wi-fi environment be introduced.**
- 6. IQAC asked both Commerce and Economics Departments to bring out compilations of a few significant Project works of their students, which will go a long way in inspiring others to write good project work.**
- 7. IQAC suggested that College Magazine be published.**
- 8. Proper system for generation of Feedback be introduced**
- 9. New Website with ac.in in the last be launched**
- 10. Question Bank be started**

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
<b>1. Development of Integrated Office Automation Software</b>	<b>An external Agency was entrusted with the job, which would be finalised by March, 2016</b>
<b>2. Bringing all computers under LAN, so that Administrator may get all information centrally.</b>	<b>LAN has been introduced.</b>
<b>3. Library needs to be fully integrated and made open access</b>	<b>As new librarian joined in February, 2015, efforts were launched to introduce OPAC, which has ultimately started in late 2015, and is supposed to be complete by 2016.</b>
<b>4. Environment Audit be undergone</b>	<b>Since three colleges were involved, such audit could be undertaken only in September, 2015. Rain Water harvesting has been introduced.</b>
<b>5. Wi-fi environment be made available to students</b>	<b>Efforts were made to make the college wi fi zone</b>
<b>6. Expansion of capacity</b>	<b>Serious efforts were undertaken to expand the capacity by 1) planning to erect another storey along with two additional 4 storied buildings beside. And 2) purchasing land within a radius of 10 km.</b>
<b>7. Proper Feedback Generation</b>	<b>Efforts were made to generate online feedback from students, teachers, non teaching staff, parents, alumni.</b>
<b>8. Question bank be created for each department</b>	<b>Efforts were undertaken to make question banks available on line.</b>

<p><b>9. Further modification of admission System</b></p>	<p><b>Continuous monitoring of the admission system was done, and a new system with online payment of fees and verification of papers after payment of fees made the admission process more interference free and transparent.</b></p>
<p><b>10. Modernisation of Evaluation/assessment at the college level</b></p>	<p><b>Some departments introduced open book exam, dual evaluation, self and peer evaluation etc</b></p>
<p><b>11. Continuation of classes during vacation</b></p>	<p><b>In a few departments classes were held in the vacation.</b></p>
<p><b>12. Remedial classes</b></p>	<p><b>Remedial classes were arranged for slow learners.</b></p>
<p><b>13. Co curricular activities</b></p>	<p><b>Drama Club, Photography Club, Trekking Club, Nature club were started and they organised different events</b></p>
<p><b>14. Seminar to be organised by different departments</b></p>	<p><b>International Seminar organised by the Special Platform for Research in Economics and Development (SPREAD), an effort by the Department of Economics</b></p>
<p><b>15. Introducing Inter College academic-cultural festival in the Building among three colleges in all spheres; students, teachers and employees.</b></p>	<p><b>Jashan- a 3-day academic cultural fest was held in January 15, comprising of paper presentation by many students and teachers; debates, music, etc.</b></p>
<p><b>16. Introduction of Employees Provident Fund and Employees State Insurance Scheme for all employees</b></p>	<p><b>EPF under EPFO has been introduced from April, 2015. Employees State Insurance is explored for introduction</b></p>
<p><b>17. Encouraging further innovation in teaching learning</b></p>	<p><b>Some departments introduced innovative practices like Bloom's Taxonomy, Capsule Teaching etc.</b></p>

*\* Attach the Academic Calendar of the year as Annexure*



2.15 Whether the AQAR was placed in statutory body      Yes       No   
Management       Syndicate       Any other body

Provide the details of the action taken

**Since a lot of improvements took place over the years and the college has been gearing up to take the challenges boldly, the Governing Body appreciated the efforts.**

## Part – B Criterion – I

### I. Curricular Aspects

#### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	0	0	0	0
UG	9	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
<b>Total</b>	9	0	0	0
Interdisciplinary	0	0	0	0
Innovative	0		0	0

#### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	9

#### 1.3 Feedback from stakeholders\*

Alumni

 Y

Parents

 N

Employers

 Y

Students

 Y

*(On all aspects)*

Mode of feedback :

Online

 Y

Manual

 0

Co-operating schools (for PEI)

 0

*\*Please provide an analysis of the feedback in the Annexure*

#### 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Not applicable as it is outside the purview of the College

#### 1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	18	3	15		

2.2 No. of permanent faculty with Ph.D. 9

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
		20								20

2.4 No. of Guest and Visiting faculty and Temporary faculty 27  23

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	20	31	32
Presented papers	7	12	13
Resource Persons	2	1	nil

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- 1. Introduction of Online Question Bank**
- 2. Reintroduction of unitized teaching plan**
- 3. Delegation of power to the departments to develop evaluation system**

2.7 Total No. of actual teaching days during this academic year 157

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) 1. Decentralisation of College Level Evaluation.

2.9 No. of faculty members involved in curriculum Restructuring /revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students 44



2.11 Course/Programme wise  
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A Hons in Bengali	9			100		100
B.A Hons in Education	9		22.22	77.78		100
B.A. Hons in English	12			100		100
B.A. Hons in History	13			100		100
B.A. Hons in Political Science	13			84.62		84.62
B.COM Honours	686		14.58	53.93		68.51
B.SC HONOURS IN ECONOMICS	19			100		100
B.SC Honours in Geography	13		15.38	84.62		100
B.COM General	310		0.32	47.10		47.42
B.SC General	8			25	75	100
B.A. General	36			2.78	63.89	66.56

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning process :

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	15	2	1	22
Technical Staff	6	3	1	

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- 1. Conceptualising the academic cultural fest, where presentation of papers by teachers and students of different departments on selected topic was made by them.**

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	6	6	1
Non-Peer Review Journals	Nil	3	31
e-Journals	3	2	Nil
Conference proceedings	2	6	Nil

#### 3.5 Details on Impact factor of publications: NIL

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	0	0	0	0
Minor Projects	0	0	0	0
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects <i>(other than compulsory by the University)</i>	0	0	0	0
Any other(Specify)	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1		1		1
Sponsoring agencies	College		College		College

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College   
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0



3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

0

0

3.19 No. of Ph.D. awarded by faculty from the Institution

0

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF 0 SRF 0 Project Fellows 0 Any other 0

3.21 No. of students Participated in NSS events:

University level 23 State level  
National level International level

3.22 No. of students participated in NCC events:

University level 0 State level 0  
National level 0 International level 0

3.23 No. of Awards won in NSS:

University level 0 State level 0  
National level 0 International level 0

3.24 No. of Awards won in NCC:

University level 0 State level 0  
National level 0 International level 0

3.25 No. of Extension activities organized

University forum 0 College forum 0  
NCC 0 NSS 3 Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Donating learning materials to a nearby primary school, Ballygangue Prathamik Vidyalay(27.6.2015)
- Flood Relief Camp at Subhasgram (South 24 Parganas) (14.8.15), Blood Donation Camp(27.6.2015)

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2B 3K	0		2B3K
Class rooms	27	0		27
Laboratories	1	0		1
Seminar Halls	1	0		1
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		8	UGC::5; COLLEGE:3	8
Value of the equipment purchased during the year (Rs. in Lakhs)		3.15 lakh		
Others				

#### 4.2 Computerization of administration and library

- 1. Software for full computerisation of Office Records, Students Records and Accounts have been initiated**
- 2. All computers were put in LAN**
- 3. Work for full computerisation of Library Resources started**

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	36781	3093728	1177	638039	37959	3731767
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	32	0	20	0	8	12	6	6
Added	4	0	0	0	4	0	0	0
Total	36	0	20	0	12	12	6	6

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Nothing in particular.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	0
ii) Campus Infrastructure and facilities	8.21
iii) Equipments	
iv) Others	1.8
<b>Total :</b>	<b>10.01</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

**1. IQAC made efforts to organize different seminars/lectures in collaboration with others to make students aware of different opportunities existing for them in Civil Services, Stock Markets, Software industries.**

#### 5.2 Efforts made by the institution for tracking the progression

**Usually, students do not need to report their progression. For small departments, B.A./B.Sc (Hons), teachers keep personal relationship, so the progression can be estimated. But for Commerce, such method is not possible.**

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3496	0	0	0

(b) No. of students outside the state

44

(c) No. of international students

0

Men

No	%
2325	66.5

Women

No	%
1171	33.5

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2691	55	67			3313	2787	61	59	39		3496
	5						1				

Demand ratio 5

Dropout % 0

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Nothing in Particular

No. of students beneficiaries

0

### 5.5 No. of students qualified in these examinations

NET	<input type="text" value="NR"/>	SET/SLET	<input type="text" value="NR"/>	GATE	<input type="text"/>	CAT	<input type="text" value="NR"/>
IAS/IPS etc	<input type="text" value="NR"/>	State PSC	<input type="text" value="NR"/>	UPSC	<input type="text" value="NR"/>	Others	<input type="text" value="NR"/>

### 5.6 Details of student counselling and career guidance

#### List of Institutes who offered career counseling and guidance

1. IMI (RP Goenka Group), Kolkata
2. Versicle Institute of Technology (TALLY)
3. Renaissance Institute of Media Management
4. Institute of Cost Accountants of India.
5. CMC Academy.
6. Frankfin Institute, Kolkata
7. Pune Institute of Business Management
8. Aswini Bajaj, a qualified Company Secretary and a teacher of St Xavier's College, Kolkata addressed the final year students on the different professional career options and professional

All Students who attended

No. of students benefitted

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
5	586	83	0

### 5.8 Details of gender sensitization programmes

**Some lectures and demonstrations on gender sensitisation activities were undertaken. Faculty members of the College took part in lectures accompanied by teacher of another college and a media personality.**

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	69	171625
Financial support from government	325	
Financial support from other sources		
Number of students who received International/ National recognitions		

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Nothing in Particular

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

***Vision:***

*“Plants are shaped by cultivation and men by education. .. We are born weak, we need strength; we are born totally unprovided, we need aid; we are born stupid, we need judgment. Everything we do not have at our birth and which we need when we are grown is given us by education.” – Jean Jacques Rousseau.*

Vision of Herambachandra College is to become a dynamic and vibrant institution of excellence in higher education that continually thrives by responding to changing social realities through the advancement and application of knowledge and wisdom, to create a human-centred, ecologically sustainable and equitable world that encourages and defends dignity, equal opportunity, social justice and human rights for all.

***Mission:***

*Mission of Herambachandra College is to impart quality education by providing all students, irrespective of caste, creed, religion or economic standing with opportunities to acquire knowledge; assist them in preparing adequately for the academic courses and future career paths they opt for; inculcate values that promote mutual understanding among people and communities; provide the students with opportunities to develop mentally and physically and become capable of facing the challenges thrown up by the complexities of the modern world; to guide the students, who come to the college right at the beginning of their adulthood, in developing the capability of making suitable decisions for their careers and future life; help the students to strike the right balance between decisions about their future and caring for the society and the environment surrounding them.*

6.2 Does the Institution have a management Information System

**Though the college has a non-mechanical manual information based management information system, keeping track of attendance of students, performance of students, expenditure and income flows etc. it does not have full fledged integrated information generation mechanism which is being tried to be introduced by mechanisation.**

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

**It is not within the purview of the college, set by the University of Calcutta.**

6.3.2 Teaching and Learning

- 1. Remedial classes for slow learners.**
- 2. Introduction of new methods in teaching learning process like application of Bloom's Taxonomy, Capsule Teaching, involving seniors in teaching to make the process more interactive.**

6.3.3 Examination and Evaluation

- 1. Integrating students in evaluation process through dual evaluation, self-evaluation, peer –evaluation methods to make it transparent as well as interesting for the students.**
- 2. Continuous evaluation system**

6.3.4 Research and Development

**Nothing in particular**

6.3.5 Library, ICT and physical infrastructure / instrumentation

- 1. Subscription to N-List of INFLIBNET**
- 2. Steps towards installation of KOHA**
- 3. Networking of computers**

6.3.6 Human Resource Management

**Benefits of contributory EPF and Pension Fund extended to casual employees/guest faculty/part-time and contractual teachers for ensuring security in super-annuated life.**

6.3.7 Faculty and Staff recruitment

Nothing in particular



6.3.8 Industry Interaction / Collaboration

Nothing in particular

6.3.9 Admission of Students

**1. In the past forms were issued online but online application fee receiving was not there. By arrangement with Billdesk Payment gateway online application fee receiving was introduced. Alongside the prevailing system of fees deposition through bank was continued.**

**2. In the past, merit listed students were to get their documents verified before depositing fees and they were issued fees book for making such deposit in the bank. This resulted in inconvenience for the students and wrong information about number of students admitted as some applicants did not deposit fess after collecting the fee book. This year merit listed students have been asked to deposit their admission fees either on line or in the bank to generate bank challan prior to verification.**

6.4 Welfare schemes for

Teaching	1
Non teaching	1
Students	1

6.5 Total corpus fund generated

91.24 lakh

6.6 Whether annual financial audit has been done    Yes     No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO		NO	
Administrative	NO		NO	

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes    Yes     No

For PG Programmes    Yes     No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

6.11 Activities and support from the Alumni Association

**After pretty long time alumni could be activated. The erstwhile alumni association could not be revived and registration could not be used by the intending ex-students. They formed a new alumni association named SANJYOG which started functioning this year, but could get registered only in 2015-16. It supported organising drama club, photography club and blood donation camp.**

6.12 Activities and support from the Parent – Teacher Association

There is no Parent-Teacher Association

6.13 Development programmes for support staff

Nothing in particular.

6.14 Initiatives taken by the institution to make the campus eco-friendly

Environment audit was initiated.

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. **Networking of the computers created responsibility among all concerned to complete their work on time.**

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

**Since the plan of action undertaken at the beginning of the year was carried out adequately we can say action has been taken.**

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. **Online payment of admission fees.**
2. **Innovative methods in evaluation and teaching learning process.**

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

**Since green audit has been initiated, students have been made aware verbally about environment pollution. When environment projects are undertaken by them, environment and ecology in surrounding area are suggested as subject matter of the projects.**

7.5 Whether environmental audit was conducted?    Yes     No  N

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

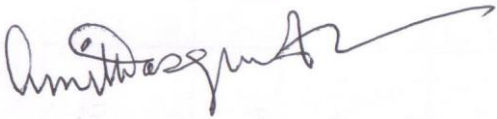
**SWOC analysis remains same as in the previous year.  
The challenge is to 1) make the college environment friendly, 2) inspire students to attend classes regularly, 3) make the college compatible with the technological advancement in the society.**

## 8. Plans of institution for next year

1. To make the library accessible online.
2. To introduce online teaching learning.
3. To make admission totally online.
4. To further the initiative for innovation in teaching learning and evaluation.
5. To set up Commerce Laboratory
6. To introduce entry level aptitude test to identify the slow and advanced learner at early stage.
7. To make the college campus environment compliant.
8. To add capacity for additional endeavour.
9. To streamline teachers performance through self-appraisal and evaluation by students.
10. To ensure attendance of students through use of modern technology.

Name AMIT KUMAR DASGUPTA

Name NABANITA CHAKRABARTI



\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

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**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
NR-		No Record

**Annexure 1**  
**Academic Calendar 2014-15**

Date	July'14	Aug'14	Sept'14	Oct'14	Nov'14	Dec'14
01	College reopens after Summer recess	Calcutta University Examination	College Day	Puja Vacation	Jagadhatri Puja	College Day
02	College Day	Calcutta University Examination	College Day	Puja Vacation	Sunday	College Day
03	College Day	Sunday	College Day	College Day	College Day	College Day
04	Sunday	Calcutta University Examination	College Day	Puja Vacation	Muharram	College Day
05	College Day	Calcutta University Examination	College Day	Puja Vacation	College Day	Heramba Chandra Day
06	Sunday	College Day	College Day	Puja Vacation	Guru Nanak's Birthday	College Day
07	College Day	Calcutta University Examination	Sunday	Puja Vacation	College Day	Sunday
08	Calcutta University Examination	Calcutta University Examination	College Day	Puja Vacation	College Day	College Day
09	Calcutta University Examination	Id-UI-Fitr	College Day	Puja Vacation	Sunday	College Day
10	Calcutta University Examination	Sunday	College Day	College Day	College Day	College Day
11	Calcutta University Examination	Calcutta University Examination	College Day	Puja Vacation	College Day	College Day
12	College Day	Calcutta University Examination	College Day	Puja Vacation	College Day	College Day
13	Sunday	College Day	College Day	Puja Vacation	College Day	College Day
14	Calcutta University Examination	Calcutta University Examination	Sunday	Puja Vacation	College Day	Sunday
15	College Day	Independence Day	College Day	Puja Vacation	College Day	College Day
16	Calcutta University Examination	Calcutta University Examination	College Day	Puja Vacation	Sunday	College Day
17	College Day	Janmastami Sunday	College Day	College Day	College Day	College Day
18	College Day	College Day	College Day	Puja Vacation	College Day	College Day
19	College Day	Calcutta University Examination	College Day	Puja Vacation	College Day	College Day
20	Sunday	College Day	College Day	Puja Vacation	College Day	College Day

21	College Day	Calcutta University Examination	Sunday	Puja Vacation	College Day	Sunday
22	Calcutta University Examination	College Day	College Day	Puja Vacation	College Day	College Day
23	Calcutta University Examination	Calcutta University Examination	Anandamohan Bose Day	Puja Vacation	Sunday	College Day
24	Calcutta University Examination	Sunday	College Day	Puja Vacation	College Day	Winter Recess
25	Calcutta University Examination	College Day	College Day	Puja Vacation	College Day	Christmas Day
26	Calcutta University Examination	College Day	College Day	Puja Vacation	College Day	Winter recess
27	Sunday	College Day	College Day	College Reopens	College Day	Winter recess
28	College Day	College Day	Sunday	College Day	College Day	Winter recess
29	Id Ul Fitr	College Day	College Day	College Day	College Day	Winter recess
30	College Day	College Day	Puja Vacation	College Day	Sunday	Winter recess
31	Calcutta University Examination	Sunday	College Day	College Day	College Day	Winter recess
<b>Date</b>	<b>Jan'15</b>	<b>Feb'15</b>	<b>Mar'15</b>	<b>Apr'15</b>	<b>May'15</b>	<b>Jun'15</b>
01	New Years' Day	Sunday	Sunday	College Day	May Day	Summer Recess
02	College Day	Sivanath Sastri Day	Calcutta University Examination	College Day	College Day	Summer Recess
03	College Day	College Day	Calcutta University Examination	Good Friday	Sunday	Summer Recess
04	Sunday/Fateha Daham	College Day	Calcutta University Examination	Easter Saturday	Buddha Purnima	Calcutta University Examination
05	College Day	College Day	Dol Yatra	Sunday	College Day	Calcutta University Examination
06	College Foundation Day	College Day	Holi	College Day	College Day	Summer Recess
07	College Day	College Day	College Day	Calcutta Examination	Calcutta University Examination	Summer Recess
08	College Day	Sunday	Sunday	Calcutta Examination	Calcutta University Examination	Calcutta University Examination
09	Sunday	College Day	College Day	Calcutta Examination	Rabindra Jayanti	Calcutta University Examination
10	College Day	College Day	Calcutta University Examination	Calcutta Examination	Sunday	Summer Recess
11	Sunday	College Day	Calcutta University Examination	Calcutta Examination	Calcutta University Examination	Summer Recess
12	Vivekannada	College Day	Calcutta University Examination	Sunday	Calcutta University Examination	Calcutta University Examination

13	College Day	College Day	College Day	Calcutta University	C.U.Exam	Summer Recess
14	College Day	College Day	College Day Examination	Examination Sankranti	Calcutta University Examination	Summer Recess
15	College Day	Sunday	Sunday	Bengali New Years day	Calcutta University Examination	Calcutta University Examination
16	College Day	College Day	Part I Test	Municipal	Summer Recess	Summer Recess
17	College Day	College Day	Part I Test	Municipal	Summer Recess	Calcutta University Examination
18	Sunday	Siva Ratri	Part I Test	Municipal	Calcutta University Examination	Summer Recess
19	College Day	C.U.Exam	Part I Test	Sunday	Summer Recess	Calcutta University Examination
20	College Day	C.U.Exam	Part I Test Examination	College day	Calcutta University Examination	Summer Recess
21	College Day	College Day	College Day	College Day	Calcutta University Examination	Summer Recess
22	College Day	Sunday	Sunday	College Day	Calcutta University Examination	Calcutta University Examination
23	Netaji's Birthday	C.U.Exam	College Day	College Day	Summer Recess	Summer Recess
24	CU Foundation Day	College Day	College Day	College Day	Summer Recess	Summer Recess
25	Sunday	College Day	College Day	College Day	Calcutta University Examination	Summer Recess
26	Maghotsav	College Day	Social Day	Sunday	Summer Recess	Summer Recess
27	College Day	College Day	College Day		Calcutta University Examination	Summer Recess
28	College Day	College Day	College Day	College Day	Summer Recess	Summer Recess
29	College Day		Sunday	C.U.Exam	Calcutta University Examination	Summer Recess
30	College Day		College Day	C.U.Exam	Summer Recess	Summer Recess
31	College Day		College Day		Summer Recess	



## Annexure II

### Best Practices

#### BEST PRACTICE I

**Title:** “Online Payment of Admission Fees” Process.

**Goal:** The goal and objective of the college was to:

1. Do away with the difficulties faced by the applicant in depositing application fees in the bank queuing up for a long time in front of the bank counter.
2. Remove the difficulties faced by the merit listed students, taking admission, in depositing admission fees in the bank queuing up for a long time in front of the bank counter
3. Do away with the tedious process of reconciliation of application forms received online and forms against which fees received in the bank, or fee books issued from the College for enrolment and fees deposited in the bank.
4. The college also wanted to emphasize on environment friendly admission process where unnecessary wastage of papers were avoided.

**Context:** Online admission was started early in 2007 in this college. The process was improvised in the year 2011-12. Applicants filled forms online and got a bank challan through which application fees were deposited in some designated branches of Indian Overseas Bank. Usually, there was a huge gap between number of applications filled in online and number of applications against which fees were deposited. Bank used to send a list prepared manually, showing the application numbers and names against which application money were received. The list needed to be reconciled as there were errors in bank list. Secondly, after publication of merit lists, the listed applicants needed to download enrolment forms and bring it to the College on scheduled date/s for verification and were issued a fee book against which they had to deposit their fees in the bank to complete the admission process. As some students might not deposit their fees post-verification, again the tedious reconciliation was needed. Moreover, applicants from distant places faced trouble in fees deposition, both application and admission, as the bank branches were in Kolkata only. The College wanted to make the process more users friendly.

**The Practice:** Herambachandra College stands out as one of the rare institutions to make such a successful experiment in the sphere of admission process. The college started online process in 2007 and improvised it this year. It is worthwhile to note that admission through online (mainly application receiving and publication of merit lists) was made compulsory in 2015 by the Government of West Bengal. Whereas, Herambachandra college took a pioneering initiative eight years before that.

The online process of admission was out-sourced from Webtech Softwares, who had been dealing with the same from 2007. Continuous improvisations were needed to make the process applicants friendly and hassle free. Some modifications were made in 2011-12.

In this academic year (2014 - 2015), the admission process of the college was further improvised to help the applicants. Starting from the distribution of forms to issue of the enrollment forms was entirely online. Even the payment of fees could be made online through Debit Card/Credit Card/Internet Banking by using Billdesk Payment Gateway,

for which the College entered an agreement with them. This facilitated application fees deposition by applicants, especially those who lived outside the city. Additionally deposition of fees may also be done in the designated branches of Indian Overseas Bank as many a students might not be in position to avail online fees deposition method.

The students are asked to collect the enrollment forms online once they were selected. Those, whose names were published in the selected merit lists, were allowed to download those enrollment forms from the admission website [www.herambachandraadmissions.com](http://www.herambachandraadmissions.com) by filling in their dates of birth and marks in English. These checks had been made mandatory so that strangers did not get details of the selected applicants and secondly all applicants would have to pass English in West Bengal to qualify for college admissions. Students willing to take admission, from among the merit lists, had to bring the enrolment forms for along with documents for verification and then fees needed to be paid in the Bank, post-verification. When they brought the forms for verification, they got in to the hands of intermediaries and got harassed some time. In 2014-15, the College asked the students to deposit the fees after downloading the forms and bank challans (previously no bank challans were generated, fees were to be paid against fee books given by the College after verification) or to pay the fees online through Debit card/Credit Card/Internet Banking, after getting satisfied that the information they submitted were all correct. After deposition of fees only, they need to come for documents verification. This reduced the role of intermediaries.

The online system led to a hassle free admission process. At the same time, it was an eco-friendly practice, as it could avoid unnecessary wastage of papers, inks and human labour.

**Evidence of Success:** The practice proved satisfactory to the students, teachers as well as to the members of non-teaching staff. In fact, not a single instance of student unrest or guardians' agitation took place. The practice gave a message to the people of the locality that the institution attributes much importance to transparency and fairness. It was also a hassle free admission process. In fact, admission system requires an interaction with the outsiders. But this year due to online process, the teaching and non-teaching staff did not face any hazards as the rules and regulations for the admissions were displayed in the college website.

This year, the reconciliation process took less time as almost 30 percent of the applications were filled online. Secondly, applicants outside Kolkata could apply with ease so, no phone calls about complaint for difficulty in fees deposition were received. Role of intermediaries were reduced further, as the students needed to come to the College only after payment of enrolment fees.

As a consequence of such a transparent and fair practice, the college was able to admit students without any bias.

**Problems Encountered & Resources Required:** Though the college is located in a urban area, many students come from rural and semi urban background. There was an apprehension whether students coming from rural areas would suffer from an initial psychological barrier in using the internet in time of filling up of the forms. But the apprehension did not come true as the number of applicants did not decline in any course. It was true that about two-third of the applicants preferred to submit the fees in the bank counter as till now, people were apprehensive of online dealing in monetary transaction.

One of the problems faced by the students that they had to pay a hefty sum to cyber café and the intermediaries to fill in and downloading the forms. Information regarding admission could not be communicated to them properly resulting in exploitation by intermediaries. Moreover, the intermediaries could not be eliminated totally as the admitted students still needed to come to the College for verification of documents.

**Notes:** The College believes that a centralized university level admission will go a long way to do away with admission related manipulations. Also substantial information provision through media provided centrally by the university and the government will be beneficial for the students. The College thinks that a method needed to be devised, where the admitted students needed to come to the College only when the classes started.

## **BEST PRACTICE II**

### **1. Title: “Innovative methods in evaluation and teaching learning process”**

**Goal:** The goal and objective of the college was to:

1. Adopt teaching learning methods beyond the traditional chalk and talk method.
2. Increase the interest of the students in class.
3. Increase interaction of students in teaching learning process.
4. Put emphasis on self-learning

**Context:** It has been observed that since 2011, there is a continuous drop in class attendance. The College has made enquiries on it. The faculty members have communicated with the students who have irregular attendance. The IQAC has analysed the collected data and found that majority of the students have lost interest in class due to the prevailing practice of tuitions. The class has failed to attract them as they do not find anything new or attractive in the class. In view of this situation the IQAC has asked the faculty members to find a remedy to this problem. In the meeting between IQAC and the departmental heads it is decided that the departments will explore the innovative methods both in teaching learning and evaluation. It is hoped that such method will act as impetus to attract students to the class.

**The Practice:** Before the beginning of the session the departments were asked to chalk out their plans for innovative methods in teaching learning and evaluation.

The following innovative teaching methods have been introduced by the departments of our college:

- Bloom’s Taxonomy has been introduced in the teaching method in the **Departments of Commerce and Education**, in order to organize the structure of teaching and make it more attractive to the students.
- In order to facilitate active learning, the **Department of Economics** has regularized the use of real-world examples from the newspapers; journal articles etc. in the form of data charts, graphs and news reports. This generates genuine interest among students to check the applicability of the theories they learn in their texts and in the class.
- The **Department of English** has successfully incorporated alternative teaching method, such as film shows.

- Capsule teaching has been the innovation that the **Department of History** has introduced in their curriculum, to encourage the students in self-study.
- Higher level students teach the new students of the **Department of Political Science**, in order to help the higher level and the new students in learning the topics in depth and gain confidence in asking all kinds of questions, respectively. The teachers also gather the data on the effectiveness of such innovative teaching method regularly.
- Student workshops with eminent scholars and literary persons have been the innovation introduced by the **Department of Bengali**. Students are encouraged to be more inquisitive and interactive, for better learning.

The following innovative evaluation methods have been introduced in different departments:

- **Open-book examination:** When students are allowed to look at the textbook during examinations, they find it interesting to read between the lines and deduce the applicability of the concepts and theories taught in the texts. Questions are set in such a manner that they are forced to prepare their answers independently, without repeating what is already written in the textbook.
- **Self-evaluation and Peer-evaluation:** Students are made to judge their own writing and that of their friends'. They are forced to exercise value-neutral method of judgment, which makes them to understand what a perfect answer should be and how far or close an answer is from the ideal one. This is a group activity, helping the students learn about the fellow-feeling and a sense of association within the class, apart from improving their own standard.
- **Dual Evaluation:** examination copies are evaluated by more than one faculty member, in order to maintain transparency, neutrality and fairness.

**Evidence of Success:** Such innovative methods have started to become effective through the gradual increase in the students' attendance in the Honours classes.

The evaluative methods, especially open-book examinations, introduced by different departments have resulted in the significant removal of exam-phobia from among the students.

#### **Problems Encountered & Resources Required:**

Problems encountered during the introduction of innovative teaching-learning methods:

Students do not particularly enjoy the method of capsule-teaching, as they were trained in the note-based learning system.

Senior level students are not too enthusiastic to teach the new students, as they are not confident enough.

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Problems encountered during the introduction of innovative evaluation methods:

Although the students are quite enthusiastic in the open-book examinations, the effectiveness of it needs to be re-assessed, as the students prefer to copy from the texts they are allowed to open during the examinations.

Students find it hard to gain enough confidence to evaluate others.

The extent of objectivity needed to evaluate one's own writing is something the students need a long time to acquire.

Resource Required:

The only resource required is the continuous human effort and an urge to remain consistently innovative.