



## SELF-STUDY REPORT 2015



**HERAMBA CHANDRA COLLEGE**

**23/49, GARIAHAT ROAD, KOLKATA – 700 029**

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

# **SELF STUDY REPORT (SSR)**

*for submission to the National Assessment  
and Accreditation Council (NAAC)  
Bangalore, India  
for 2nd Cycle of Accreditation – 2015*



श्रद्धावान् लभते ज्ञानम्

## Herambachandra College

A co-education college run by Brahma Samaj Education Society

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To  
The Director,  
National Assessment and Accreditation Council  
Jnana Bharathi Road  
P.B. No. 1075  
Nagarbhavi, Bangalore,  
Pin: 560072.

February 5, 2016

Sub: Self Study Report, 2015 (Track ID- WBCOGN 12416)

Sir,

This has reference to your email dated January 26, 2016, accepting our LOI.

We are sending, herewith, 5 (five) hard copies of Self-Study Report, 2015, along with a soft copy, for your perusal and necessary action. The same has also been uploaded in our website, [www.herambachandracollege.ac.in](http://www.herambachandracollege.ac.in).

We are eagerly waiting for your response for probable dates of your peer team visit to our institution.

Thanking you,

Sincerely,

*Chakrabarti*

(Dr Nabanita Chakrabarti)

Principal *Principal*  
Heramba Chandra College  
Kolkata-700 029



## *Preface*

Heramba Chandra College is one of the constituent of City Group of Colleges, consisting of eight colleges situated in Kolkata, run and governed by the Brahma Samaj Education Society. The City Colleges of today had its modest beginning in the City School, which was founded on January 6, 1879 by the Sadharan Brahma Samaj, which was constituted in 1878 by the Brahmos, who worship the Brahma, or the Supreme Spirit of the universe as opposed to the prevailing idolatry. Late Ananda Mohan Bose, barrister-at-law, the first Indian wrangler at Cambridge University, the co-founder of the Indian National Association, a noted educationist and the then President of the Samaj had borne the initial expenses of the foundation of the school. Late Sivanath Sastri, the famous scholar, religious reformer, educator, writer and historian and other prominent members of the society were actively associated in founding the school. In 1881, the City School was raised to the rank of a college when F.A. classes were started. In 1883, a Law Department teaching up to the B.L. standard was added to it and in 1884 it was elevated to a first grade college, when B.A. courses were started being taught. In January 1905, City College was placed under the control of a society registered under Act XXI of 1860 named “The City College Institution”, which is now known as the Brahma Samaj Education Society. By the year 1920, the college was offering B.A. courses in English, Sanskrit, Political Economy and Political Philosophy, History and Persian and B.Sc. courses in Mathematics, Physics and Chemistry. In 1939 a Commerce Department was opened and the college attained the position of the biggest college in Asia. This was followed by the inauguration of the Women’s Department in 1943. The South Calcutta Branch was opened in 1946. It was started at the premises of the South Suburban Branch School. In July 1952, the South Calcutta Branch had to be shifted to premises at 50 Mahim Halder Street, Kalighat. Late Horendra Coomer Mukherjee, the then Governor of West Bengal, laid the foundation stone of the present South Calcutta Building on January 6, 1954. The opening ceremony was performed on January 6, 1955. With effect from June 1, 1961 the South Calcutta Branch of the City College branched off into three separate colleges, namely the Sivanath Sastri College (Morning), the Heramba Chandra College (Day) and the Prafulla Chandra College (Evening). This college was named after late Heramba Chandra Maitra, the learned Principal of the City College, who was conferred an honorary D. Litt by the Calcutta University in 1931 and a noted leader of the Sadharan Brahma Samaj.

Over the years the College has grown into a mighty institution by way of opening of new courses of study, with a present strength of students exceeding 3400. The college now offers a variety of subjects to students including B.A. Honours in Bangla, Education, English, History and Political Science; B.Com. Honours in Accounting and Finance and Marketing; B.Sc. Honours in Economics and Geography, apart from two other general subjects Mathematics and Statistics.

Our College is pioneer in West Bengal in online admission which we started in 2007. The College now provides a networked environment with all computers in the office, library, teachers’ room and departments are connected



through LAN. The College now have a 3G Wi-Fi network and a 4G wi-fi network is in the process of installation. Apart from studies, the College encourages students for all-round growth. Our students have performed well in sports and other extra-curricular activities.

The college has organised several career counselling programmes, including career fairs during the last decade. Regular campus interviews are held at the college and our students have been recruited by many well known banks and companies, including multinationals.

The college organises seminars, workshops to help teachers and students to upgrade their knowledge. The college also encourages teachers to present their research papers at national and international conferences.

The main constraint of the college is space. The college, however, makes optimum utilisation of the space. This has been commended by the NAAC in Cycle-1.

It gives me immense pleasure and privilege to submit the Self Study Report (SSR) of Heramba Chandra College for the second cycle of accreditation by the National Assessment and Accreditation Council (NAAC), Bangalore. This report has been prepared following the guidelines of NAAC. The report is a reflection of the academic and administrative functions and activities happening during the last 5 years in the College focusing on curricular aspects, teaching-learning and evaluation, research, consultancy and extension, infrastructure and learning resources, student support and progression, governance, leadership and management, innovations and best practices and departmental exercises of Heramba Chandra College. It is an endeavour which encourages us to assess our strengths, examine our weaknesses, accumulate the opportunities in higher education and prepare for the challenges that we are likely to confront.

A committee comprising of six faculty members and myself as the Principal of the College has been constituted to complete the report. The committee has prepared the report through group discussions with its members and regular interactions with me, and the entire campus community. The report has been finalized with utmost sincerity, honesty and collective effort of the faculty members which is now being submitted to the NAAC for assessment and accreditation. It would be a great delight to hear from you soon on Peer Team visit for inspection of our College.

Looking forward to your visit,

**Dr. Nabanita Chakrabarti**

*Principal*

*Heramba Chandra College, Kolkata-29*

*Mobile No.: +918433035364*

*E-Mail: chakrabartinabanita@gmail.com*

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### NAAC Steering Committee

<b>Chairperson:</b>	<b>Dr. Nabanita Chakrabarti</b> , Principal
<b>Coordinator:</b>	<b>Dr. Amit Kumar Dasgupta</b> , Associated Professor of Economics
<b>Members:</b>	<b>Dr. Jayanta Ghosh</b> , Associated Professor and Head of the Department of Commerce <b>Mr. Raktim Sur</b> , Associated Professor and Head of the Department of History <b>Ms. Chhaya Banerjee</b> , Associated Professor and Head of the Department of Education <b>Dr. Papia Sengupta</b> , Associated Professor and Head of the Department of Political Science <b>Ms. Sharmistha Dasgupta</b> , Associated Professor of Commerce and Secretary, Teachers' Council
<b>Criterion 1:</b>	<b>Ms. Chhaya Banerjee</b> , Associated Professor and Head of the Department of Education
<b>Criterion 2:</b>	<b>Mr. Raktim Sur</b> , Associated Professor and Head of the Department of History
<b>Criterion 3:</b>	<b>Ms. Sharmistha Dasgupta</b> , Associate Professor of Commerce <b>Dr. Arpita Banerjee</b> , Assistant Professor of Economics (against FDP)
<b>Criterion 4:</b>	<b>Ms. Sumita De</b> , Librarian <b>Dr. Amit Kumar Dasgupta</b> , Associate Professor of Economics
<b>Criterion 5:</b>	<b>Dr. Jayanta Ghosh</b> , Associated Professor and Head of the Department of Commerce
<b>Criterion 6:</b>	<b>Dr. Papia Sengupta</b> , Associated Professor and Head of the Department of Political Science
<b>Criterion 7:</b>	<b>Ms. Sharmistha Dasgupta</b> , Associated Professor of Commerce

**Progress of the College during 2005 to 2015**

<b>Sl. No.</b>	<b>Description of Item</b>	<b>2005</b>	<b>2015</b>
1	Number of UG Courses	10 (including B.Com Honours Marketing Specialization)	10 (including B.Com Honours Marketing Specialization)
2	Number of Honours Courses	9 (including B.Com Honours Marketing Specialization)	9 (including B.Com Honours Marketing Specialization)
3	Number of Computers	13	40
4	Number of Computers with Internet Connectivity	10	40
5	Number of Class Rooms	27	27
6	Number of Laboratories	1	2 (1 Commerce Laboratory)
7	Number of Smart Classes	Nil	6 (proposed)
8	Number of Books in Library	24685	37959
9	Number of Students	3553	3496
10	Percentage of Girls Students	34	34
11	Permanent Principal	Nil	1
12	Number of Permanent Full time Teachers	24	17
13	No.of Vacant Permanent Full time Post	14	22
14	Percentage of Teachers with Ph.D	33	47
15	Intercom Connection		16
16	Wi-Fi Connectivity	No	Yes
17	Networking of Computers	Partial	Total
18	Library Software	No	Yes
19	Online Admission	No	Yes
20	Students' Union Constitution	No	Yes
21	Separate Land	No	Yes



### **POST-ACCREDITATION INITIATIVES**

1. Cycle 1 accreditation was completed in May 2005.
2. Internal Quality Assurance Cell could not be established till November 2011.
- 3.
4. Thus organized post-accreditation initiatives were hampered.
5. Serious post accreditation activities started only after formation of the IQAC on 23.11.2011.
6. Though it was recommended by NAAC Peer Team to introduce different post-graduate courses and certificate courses space crunch prevented such initiatives. Recently a piece of land was purchased for expansion. The land is located about 8 kilometers
- 7.
8. from the college. Also plan for expansion of the building both vertically and horizontally has been initiated recently after overcoming hurdles of municipal permission.
9. A principal has been appointed.
10. A fulltime librarian has been appointed.
11. Gradual increase in fees met the college able to create a corpus fund which was used for expanding college facilities and space.
12. NSS unit has been established.
13. Computerization of office process and library is initiated. Computerization of office is at an intermediate stage and of library is in preliminary stage.
14. Weeding out of outdated textbooks in the library was done.
15. A library software has been installed.
16. Wi-Fi environment has been created in the college campus.
17. Question bank through website has been started.
18. Remedial classes were introduced.
19. For increasing employability of students stress on campus placements have been given through a very active placement cell.
20. A corporate data base software PROWESS of Centre for Monitoring Indian Economy was installed.
21. EPW Research Foundation's time series data base was also subscribed.
22. An econometric software EVIEWS was installed.
23. As a novel initiative, admission system was made online in 2007. This is commendable because in West Bengal the college was one of the rare few to introduce online admission process in such an early date while compulsory online admission was introduced by the Government of West Bengal only in 2015.
24. One may be aware that students' union election is a contentious and violent issue. The college did not have any students' union constitution. For introducing congenial and participative environment a

students' union constitution was initiated and finalized during 2011-2012

25. Partial online system in students' union election was introduced where nomination form issue was made hassle free to avoid complications of manual issue of forms and subsequent scrutiny of forms.
26. Introduction of Provident Fund under employees provident fund organization for all staff not covered by death cum retirement benefit scheme of the Government of West Bengal was introduced from April 2015 onwards which provides a substantial superannuation benefits to them.
27. Ad-hoc/casual non-teaching employees are large in number in this college as the sanctioned strength by the government does not fulfil need of the college. As a result, those employees usually continue for a long time. Instead of lump sum pay the college has introduced a pay scale along with price index linked variable allowance for them.

## **EXECUTIVE SUMMARY**

### **CRITERION I: CURRICULAR ASPECTS**

The curriculum for the various degree courses offered by the College is prescribed by the Calcutta University to which the college is affiliated. The University conducts workshops and meetings inviting teachers from all affiliated colleges to participate in the process of framing curriculum. The curriculum is implemented in a systematic manner and methodologies to be followed for teaching given by the department. The College makes consistent efforts to supplement the University curriculum by organizing activities like teaching plan, extension lecture, group discussion, debates etc.

Different types of initiatives are taken by the College to cope with the needs of dynamic employment market. Campus interviews, Career counseling are arranged in the college by renowned companies and professionals respectively.

In order to equip the students with additional skills suitable for employment the College provides a computer institute (ASCII). Community orientation programmes are inculcated through NSS and Students' union.

### **CRITERION II: TEACHING, LEARNING AND EVALUATION**

Heramba Chandra College lays utmost emphasis on transparency in admissions. The College follows a fully online admission process. The admission is purely on the basis of merit. On the basis of review, admission procedure is modified every year to ensure transparency and user friendly mechanism. The College follows the government norms regarding reservation of seats. The demand ratio proves that there is a huge demand for Commerce, The College adopts various teaching-learning methods to cater the specific academic needs of different categories of students. The methods are student centric and reviewed periodically. The College goes beyond academic curriculum and focuses on other aspects like gender sensitization, environment to develop conscious and sensitive mindset of the students. The College provides support to the students to build their career and meet emotional and material challenges. The College is aware of the challenges to implement the academic plans properly.

Though the College has good number of quality teachers the dearth of fulltime teachers is really a formidable challenge. Teachers are always encouraged to join seminars, workshops etc. and take up research work for enriching themselves.

In spite of limited scope various departments introduce innovative methods for evaluation. On the basis of learning outcomes teaching learning strategies are planned.

### **CRITERION III: RESEARCH, CONSULTENCY AND EXTENSION**

The college being an undergraduate college, is not very actively engaged in research activities, but provides support in terms of technology, resource and moral boost to the faculty and students. The college provides different technological and information facilities to its faculty members involved in research activities such as library with access to online books and journals. There is Wi-Fi connection in the college campus. Departments of the college regularly organize lectures, seminars, workshops either sponsored by UGC, or organised internally by the college, on contemporary research topics. No specific fund is earmarked for research activities but for supporting any research activity, the college is always eager to give any kind of support. There are some inter-disciplinary seminars organized in the college, where the students and faculty of different departments interact, and there are a few inter-disciplinary publications.

The college has rich Libraries which are being fully digitized. Internet along with Wi-Fi facilities are provided to the students. The college has enrolled itself in the N-LIST and subscribed to software like EPW, EPWRF and PROWESS.

The faculty of the college has a list of publications in form of books, writings in international, national or regional journals, monographs, chapter in books and edited books.

Although there is no scope and system of providing consultancy to others, the college, however, responds to the appeal of other institutions in this regard. The faculty members are invited by many institutions to give lectures to their students and thus their expertise is being utilized by the other institutions.

The institution is not only concerned with academic affairs and imparting education to the students, the college believes that, it is the duty of any academic institution to nurture the students in a proper manner, so that they can develop themselves into good citizens. The NSS Unit, St John's Ambulance Unit and various clubs of students help them to become aware of their social responsibilities and provide service to the society.

The college takes initiatives to collaborate with different educational institutes, NGOs and industry in various functional activities. The college has an active Career Counseling and Placement Cell. A good number of students secured employments through the Job Placement Cell of the college.

### **CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES**



Space is one of the main obstacles in the development of the College. The College follows an infrastructure development policy keeping in mind that the building is shared by 3 colleges. The College tries to utilize the exclusive spaces available to it by constructing wooden structures. Moreover, persuading other colleges actively, it has made definite progress in constructing additional space in the present premises. It has also purchased land for a new campus. During the last few years, and more specifically during the last one year, building infrastructure and adding to learning resources have become a priority for the College. As a result, creating wi-fi environment, building ICTs, digitalization of library books, making library internet accessible, integration of computers and information by networking and installing software for database management have become thrust point of infrastructure augmenting policy of the College. Because of scarcity of space, instead of subscribing to hard copy of journals, nlist of INFLIBNET has ultimately been subscribed to and British Council Library's institutional membership has been continued.

As a whole, to become a college with state of the art infrastructure with all modern amenities and facilities to be made available to all users and stakeholders, the College has a long way to go. The College believes that it can travel that far by united effort of all concerned.

#### **CRITERION V: STUDENT SUPPORT AND PROGRESSION**

The college is committed to the welfare and enrichment of its students. It maintains a special fund for assisting financially distressed students. The special need of physically challenged students has not been lost sight of. There is provision of medical assistance to students, when necessary. The students' profile of the college represents all sections of the society including students from SC/ST, OBC and economically weaker sections. The college offers various facilities for promoting extra-curricular and co-curricular activities like indoor games, outdoor games, trekking and rock climbing, nature study etc.

The college provides additional academic support to the students in the form of remedial class, personal guidance, internet facility etc.

We have arrangements for various kinds of counselling services for the students like Career Counselling, Psychological Counselling, etc. It is worth mentioning that through Placement Cell of the college many students get opportunity to join corporate sector each year.

Different Cells of the college like Students Support Cell, Students Grievance Cell, etc, provide students with platforms for getting their various problems and issues redressed.

The college is having various welfare schemes for the students like cheap canteen, cheap book stores, excursions, common room facility, etc. The Alumni Association of the college performs some praiseworthy activities from time to time.

The academic performance of the students during the last four is quite comparable to other institutions affiliated under Calcutta University.

The college has different clubs like Nature Club, Drama club, etc. through which students get opportunity to broaden their outlook beyond syllabus.

The achievements of the students in various competitions outside the arena of the college deserve appreciation.

The college has a Students' Union whose selection, constitution, activities and funding are regulated by its Constitution. The students have adequate representation in various administrative bodies.

The college interacts with its alumni and former faculty members for getting their suggestion and support in the matter of infrastructural development, seminar and teaching tool.

#### **CRITERIAN VI: ORGANISATION AND MANAGEMENT**

The college is governed by Governing Body and BSES (as parent body). The Governing Body provides a roadmap and guidelines for quality policy to create a conducive environment for teaching-learning.

The Governing Body, along with IQAC monitors and evaluates all mechanisms of academic and administrative processes.

The IQAC is involved in communicating and reviewing the policies and action plans to the stakeholders.

The faculty is actively involved in academic decision making process through Departmental Committees.

The college authority has empowered the Heads of the Departments with adequate autonomy in academic processes.

The IQAC ensures that, whatever is done in the college for education is done efficiently and effectively with high standards. For every quality initiative, operational features are well planned before implementation.

#### **CRITERIAN VII: INNOVATIONS AND BEST PRACTICES**

The college conducted a Green Audit in the campus in 2015. The objective was to assess the overall environmental performance and impact of the college and to know about the areas of improvement and to put a step forward towards carbon neutrality.

The college is planning to phase out and replace the conventional bulbs and tube lights with energy saving LEDs and the old fans with new ones. A reservoir has been constructed for the rain water harvesting process. The college follows a conservative approach of monitoring and disposing the waste through authorized municipal agencies.

Nature Club has been formed for the students.

## SWOC

### **Strength:**

- Centrally located in the southern part of the city.
- Well communicated to all parts of the city.
- Well connected by road, rail and under-ground metro.
- Excellent teacher-student relationship.
- Sufficient number of efficient and helpful administrative staff.
- Airy and well-ventilated classroom.
- Resourceful library and excellent reading room.
- Active career counselling and placement cell.
- Active Psychological Counselling Centre.
- Regular cultural activity
- Internet access facility.
- Computerised accounts.
- Computerised library
- Wi-Fi environment.
- Adequate supply of purified and cold drinking water.
- Spacious campus hall.
- Cooperative management.
- Ranked 6th in the list of best commerce colleges in Kolkata in 2014.

### **Weakness:**

- Paucity of full time teaching staff.
- Acute shortage of space.
- No provision of playground.
- Lack of recreational facility.
- Running of three colleges in the same building prevents flexibility in college functioning.
- Infrastructure building is hampered as it requires total agreement among three colleges.
- Non-publication of college magazine during the last ten years.

### **Opportunity:**

- Well-reputed college in Kolkata.
- Huge demand for admission to commerce.
- Intake of meritorious student especially in commerce.
- A very rich library of Ramakrishna Mission Institute of Culture just opposite the college.

- A school of languages is run by Ramakrishna Mission Institute of Culture.
- Very effective and cooperative students' union.
- Making different clubs like photography club, trekking club, drama club etc. functioning.

**Challenge:**

- Maintaining the academic standard of the college.
- Maintaining the prevalent practice of fair and transparent admission process and further improvement of the same in the face of huge pressure for admission.
- Maintaining security in the campus.
- To maintain green and clean campus.
- To provide due facilities to physically and visually challenged students.
- To ensure regular attendance of students in classes.
- To further improve career counselling, guidance and placement for providing adequate job/work opportunities to students.
- To make the college administration process totally integrated for efficient management information system.
- To introduce ICT facility.

**Future Plans:**

- Introduction of post-graduate courses in Commerce, English, Business Economics.
- Introduction of professional courses in Management, Taxation.
- To introduce a system of identification of slow and advanced learners in the beginning of first year classes.
- To form a Research Guidance Cell to promote research culture among the faculty.
- To facilitate in-house publication of journals/books.
- To locate drop-outs by evolving more effective mechanism.
- To introduce internet accessible open access library
- To make the campus eco friendly and green



## **SECTION B**

### **PREPARATION OF SELF STUDY REPORT**

#### **1. Profile of the Affiliated College**

##### **1. Name and Address of the College:**

Name: <b>Heramba Chandra College</b>		
Address: 23/49, Gariahat Road		
City: Kolkata	Pin: 700029	State: West Bengal
Website: <a href="http://www.herambachandracollege.ac.in">www.herambachandracollege.ac.in</a>		

##### **2. For Communication:**

<b>Designation</b>	<b>Name</b>	<b>Telephone With STD code</b>	<b>Mobile &amp; Fax</b>	<b>Email</b>
Principal	Dr. Nabanita Chakrabarti	O: 03324611236 R: 03324166253	08433035364	chakrabartinabanita@gmail.com
Vice Principal				
Steering Committee Co-coordinator	Dr Amit Kumar Dasgupta	O:03324610131 R: 03324186493	09432163613	amit0698@gmail.com

##### **3. Status of the Institution:**

<b>Affiliated College</b>	✓
Constituent College	
Any other (specify)	

##### **4. Type of Institution:**

###### **a. By Gender**

i) For Men	
ii) For Women	
iii) <b>For Co-Education</b>	✓

###### **b. By Shift**

i) Regular	
<b>ii) Day</b>	✓
iii) Evening	

**5. It is a recognized minority institution?**

Yes	
<b>No</b>	No, but it is governed by Brahmo Samaj Education Society, and there is a suite pending in the Constitution Bench of Supreme Court claiming that Brahmos are religious minority.

If yes specify the minority status (Religious/linguistic/any other) and provide documentary evidence.

**6. Source of Funding:**

Government	
<b>Grant-in-aid</b>	✓
Self-financing	
Any other	

**7. a. Date of establishment of the college: 06/01/955**

b. University to which the college is affiliated / or which governs the college (If it is a constituent college)

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i.2(f)	1961	Exact date unknown,
ii.12(B)	1961	Certificate not available

(Enclose the Certificate of recognition u/s 2(f) and 12(B) of the UGC Act) – Annexure - I

d. Details of recognition/ approval by statutory /regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

Under Section / Clause	Recognition/Approval details Institution / Department Programme	Day, Month and Year	Validity	Remarks

i.	NA			
ii.	NA			
iii.	NA			
iv.	NA			

(Enclose the recognition/approval letter)

**8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?**

Yes  No

If yes, has the College applied for availing the autonomous status?

Yes  No

**9. Is the college recognized**

**a. By UGC as a College with Potential for Excellence (CPE)?**

Yes  No

If yes, date of recognition :.....( dd/mm/yyyy)

**b. for its performance by any other governmental agency?**

Yes  No

If yes, Name of the agency.....and  
Date of recognition :.....( dd/mm/yyyy)

**10. Location of the campus and area in sq.mts:**

Location*	Urban
Campus area in sq.mts.	2914
Built up area in sq.mts.	1179

**11. Facilities available on the campus** (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- Auditorium/seminar complex with infrastructural facilities:
- Sports facilities

Play ground:

Swimming pool:

Gymnasium:

• Hostel: No

\*Boys' hostel: No

i. Number of hostels

ii. Number of inmates: Nil

iii. Facilities (mention available facilities)

\*Girls' hostel: No

i. Number of hostels :

iii. Number of inmates : Nil

iii. Facilities (mention available facilities)

\*Working women's hostel: No

i. Number of inmates

ii. Facilities (mention available facilities)

• Residential facilities for teaching and non-teaching staff  
(Give numbers available—cadre wise)

• Cafeteria : Yes

• Health centre: No

First aid, Inpatient, Outpatient, Emergency care facility,  
Ambulance.....Health centre staff– The College has the  
provision for first aid.

Qualified doctor	Fulltime <input type="checkbox"/>	Part-time <input type="checkbox"/>
Qualified Nurse	Fulltime <input type="checkbox"/>	Part-time <input type="checkbox"/>

•Facilities like banking, post office, book shops: No

•Transport facilities to cater to the needs of students and staff: No

•Animal house: No

•Biological waste disposal: No

•Generator or other facility for management/ regulation of electricity and  
voltage: Yes

•Solid waste management facility: No

•Waste water management: No

•Water harvesting: Yes, Rain Water Harvesting



**12. Details of programmes offered by the college (Give data for current academic year)**

Sl no	Name of the Programme/ Course	Duration	Entry Qualification	Medium of Instruction	Sanctioned / approved Student Strength	No. of Students admitted
<b>Programme Level : Under Graduate</b>						
<b>A) B.A./ B. Sc / B.com Honours</b>						
1	Bengali	3 yrs	HS (or equivalent Exam) Pass and 50% in best 4 subjects and 45% in Bengali or 55% in Bengali	Bengali	25	25
2	English	3 yrs	HS (or equivalent Exam) Pass and 60% in best 4 subjects and 60% in English	English	32	33
3	History	3 yrs	HS (or equivalent Exam) Pass and 50% in best 4 subjects and 45% in History or 50% in aggregate (if History was not taught) or 55% in History	Bengali & English	44	47
4	Geography	3 yrs	HS (or equivalent Exam) Pass and 60% in best 4 subjects and 60% in Geography	Bengali & English	25	23
5	Political Science	3 yrs	HS (or equivalent Exam) Pass and 50% in best 4 subjects and 45% in Political Science or 50% in aggregate (if Political Science was not taught) or 55% in Political Science	Bengali & English	44	54
6	Education	3 yrs	HS (or equivalent Exam) Pass and 50% in best 4 subjects and 45% in Education or 50% in aggregate (if Education was not taught) or 55% in Education	Bengali & English	25	28
7	Economics	3 yrs	HS (or equivalent Exam) Pass with a pass in Mathematics and 50% in best 4 subjects and 45% in Economics or 50% in aggregate (if Economics is not taught) or 55% in Economics	Bengali & English & English	49	43
8	B. Com (Honours)	3 yrs	For Accounting & Finance: HS (or equivalent Exam) Pass and 60% in best 4 subjects and 60%	Bengali & English	750	817

			in Accountancy or related subject; for Marketing: HS (or equivalent Exam) Pass and 55% in best 4 subjects and 55% in Accountancy or related subject			
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**B) General Course**

1	B.Com	3 yrs	HS Pass & Pass in Accountancy or related subject	Bengali & English	150	158
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**Post-Graduate**

Integrated Programmes	-	-	-	-	-	-
PG						
Ph.D.	-	-	-	-	-	-
M.Phil.	-	-	-	-	-	-
Ph.D.	-	-	-	-	-	-
UG Diploma	-	-	-	-	-	-
PG Diploma	-	-	-	-	-	-
Any Other (specify and provide details)	-	-	-	-	-	-

**13. Does the college offer self-financed Programmes?**

Yes  No

If yes, how many: Certificate Courses in Computer Application

**14. New programmes introduced in the college during the last five years if any?**

Yes	No	√	Number
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**15. List the departments** (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes Like English, regional languages etc.)

Faculty	Department	UG		PG	Research
		Honours	General		
Arts	Bengali	✓			
	English	✓			
	History	✓	✓		
	Geography	✓	✓		
	Political Science	✓	✓		
	Education	✓	✓		

	English	✓	✓		
	History	✓	✓		
Commerce	Commerce	✓	✓		
Science	Economics	✓	✓		
	Geography	✓	✓		

**6. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, M.Com...)**

a. Annual system	9
b. Semester System	
c. Trimester system	

**17. Number of Programmes with**

a. Choice Based Credit System	
b. Inter/Multi-disciplinary Approach	
c. Any other(specify and provide details)	

**18. Does the college offer UG and /or PG programmes in Teacher Education?**

Yes  No

If yes,

a. Year of Introduction of the programme(s) ..... (dd/mm/yyyy)

and number of batches that completed the programme

b. NCTE recognition details (if applicable)

Notification No.:.....Date: .....

(dd/mm/yyyy) Validity:.....

c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately? Yes  No

**19. Does the college offer UG or PG programme in Physical Education?**

Yes  No

If yes,

a. Year of Introduction of the programme(s) ..... (dd/mm/yyyy) and number of batches that completed the programme

b. NCTE recognition details (if applicable)

Notification No.:.....Date: .....(dd/mm/yyyy)

Validity:.....

b. Is the institution opting for assessment and accreditation of Physical Education Programme separately?

**20. Number of teaching and non-teaching positions in the Institution:**

Positions	Teaching Faculty										Non-teaching Staff		Technical Staff	
	Professor		Associate Professor		Assistant Professor		Whole Time Teacher (Contractual)		Part Time Teacher					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the State Government		1. Principal	5	8	1	2	0	3	8	13	12		3	1
Yet to recruit					22						5			
Sanctioned by the governing Body Recruited									20	20	13	7		

• M – Male \* F – Female

**21. Qualifications of the teaching staff:**

Highest qualification	Permanent teachers						Whole Time Teacher (Contractual)		Part Time Teacher		Total
	Professor		Associate Professor		Assistant Professor						
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F	
D.Sc / D. Litt.											
Ph.D		1	3	3		1		2			10
M.Phil				4					1	1	6
PG			2	1	1	1		1	7	12	25

• M – Male \* F – Female

**22. Number of Visiting Faculty/ Guest Faculty engaged with the College.:**

Nil

**23. Furnish the number of the students admitted to the college during the last four academic years.**

Category	2011-12		2012-13		2013-14		2014-15	
	M	F	M	F	M	F	M	F
SC	129	32	224	60	150	43	125	47
ST	25	8	14	5	30	1	5	4
OBC	0	0	0	0	0	0	34	5
General	637	317	619	370	629	314	587	308
Others	0		0	0	0		0	

**24. Details on students enrolment in the college during the current academic year:**

Type of students	UG	PG	M.Phil.	Ph.D.	Total
Students from the same State where the college is located	1164				1164
Students from other states of India	63				63
NRI students	Nil				Nil
Foreign students	1				1
Total	1228				1228

**25. Drop out rate in UG and PG (average of the last two batches)**

UG — Batch-1:

PG — N.A.

Batch-2:

\*As such there is no drop out, either students continued or they had taken TC.

**26. Unit Cost of Education**

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component

Rs 15,484

(b) excluding the salary component

Rs 1,726

**27. Does the college offer any programme/in distance education mode (DEP)?**

Yes

No

If yes,



a) is it a registered centre for offering distance education programmes of another University

Yes

No

b) Name of the University which has granted such registration.

c) Number of programmes offered

d) Programmes carry the recognition of the Distance Education Council.

Yes

No

**28. Provide Teacher-student ratio for each of the programme/course offered**

Faculty	Department	Teacher Student ratio	
		Honours	General

Arts	Bengali	1:25	
	English	1:24	
	History	1:25	
	Political Science	1:25	
	Education	1:27	
Science	Economics	1:27	
	Geography	1:24	
Commerce	B.Com	1: 75	

**29. Is the college applying for**

Accreditation: Cycle1  Cycle2  Cycle3  Cycle4

Re-Assessment:

(Cycle 1 refers to first accreditation and Cycle2, Cycle3 and Cycle4 refers to re- accreditation)

**30. Date of accreditation\* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only):**

Cycle1: 20-05-2005 Accreditation Outcome/Result **B+**

Cycle2: Accreditation Outcome/Result

Cycle3: Accreditation Outcome/Result

\*Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.-

**31. Number of working days during the last academic yea:**

**32. Number of teaching days during the last academic year:**

(Teaching days means days on which lectures were engaged excluding the examination days)

**33. Date of establishment of Internal Quality Assurance Cell (IQAC):**  
**23/11/2011**

**34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC:**

i. AQAR	2010-11 submitted to NAAC on	(18/12/2015)
ii. AQAR	2011-12 submitted to NAAC on	(18/12/2015)
iii. AQAR	2012-13 submitted to NAAC on	(18/12/2015)
iv. AQAR	2013-14 submitted to NAAC on	(18/12/2015)
v. AQAR	2014-15 submitted to NAAC on	(18/12/2015)

**35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/ descriptive information)**

Nil



**Criteria-wise Inputs**  
**CRITERION I**  
**CURRICULAR ASPECTS**

**1.1 Curriculum Planning and Implementation**

**1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.**

1.1.1 Please refer to 6.1.1

**1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).**

The curriculum has been formulated by the University of Calcutta to which the college is affiliated. The teachers of each department attend the workshop organized by Calcutta University where matters related to curriculum development are discussed. The HODs and other teachers of the department sit together at the beginning of each academic session and the number of classes to be taken by each teacher is finalized. If needed, teachers take extra classes to complete the syllabus. Teaching Plan is also prepared to implement the curriculum. Teachers as well as students get a view of a part of the Teaching Plan in the website of the College. Teaching- learning process is conducted according to this plan. It helps both the teachers and the students in their respective fields.

**1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?**

The Calcutta University organizes workshop for the purpose of formulating the curriculum for respective departments. The HODs and other faculty members attend these workshops and gather important knowledge on matters relating to curriculum. The College Library is well-equipped with books for both the teachers and the students. The college library functions in two divisions: (1) Central library and (2) Seminar library. The Central library

(Heramba Chandra college library) containing multiple copies of text and reference books in all relevant areas of the subjects taught. The Seminar library is designed to meet the demands of the honours students of B.com, B.A and B.Sc. A UGC Book Bank is also set up there for the candidates of Part-I, II and III of the Degree examinations. The students may enroll themselves in both Central and Seminar libraries for borrowing books. Every year a sufficient number of new additions of latest books and reference books are made available to teachers. If necessary, overhead projector is also provided to teachers so that they can deliver lectures effectively through power point presentation.

**1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.**

The College has taken a number of initiatives for effective curriculum delivery. It provides the latest reference books, internet facility and overhead projector. The institution also prepares question bank in each subject. Question bank is prepared according to the units / modules of the syllabus framed by the University. Question bank helps the students to prepare the answers of the questions and to correct the answers by the teachers.

**1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalization of the curriculum?**

Being an institute offering programmes mainly in arts and commerce faculty, there is limited scope for networking and interaction with industries with respect to the effective operationalization of the curriculum. But now the college interacts with corporate sector that gives the positive results. A few examples are:

1. **WIPRO** has been organizing placement drive since 2012.
2. **TCS** has also been organizing 'Employability Training Programme' for five days in college for 3rd year students where they give basic training for communication skill, GD, interpersonal communication, how to appear in interview etc. and placement assistance since 2012.  
Proposed – Campus to Corporate, a plan where TCS will train teacher and they will train students to be ready for corporate world – this plan will be implemented from 2016.
3. **MINDSPECS, SUN KNOWLEDGE PVT LTD and ICICI PRUDENTIAL LIFE INSURANCE CO. LTD and BOSTON SOLUTIONS** had conducted campus placement in 2014.

4. **IBM INDIA** organized campus placement in 2013 through 2coms.
5. **IQST** – institute for quality skill training – organized a placement drive in college and a job fair in Science City in 2015 where companies from different sectors – Banking, IT, Hotels, Airlines, FMCG, directly recruited students. Proposed – A MOU with IQST to train students and place them on a regular basis from 2016.
6. **AZURE** has proposed to conduct campus placement in 2015-16.
7. **NASSCOM** Foundation will conduct a seminar to let the students know about their proposed programme – they will train students for 72 -100 hrs. to make them ready for corporate world and will place them in GENPACT and other organization.
8. **ILEAP** – A division of Pathfinder registered students who are not economically sound and gave free coaching for various examinations conducted by the Public Service Commission and the Staff Selection Commission. In collaboration with the Youth Department, Government of West Bengal.

**Career counselling by different institutes and companies about different course:**

- 1) Investor awareness programme by Accurate Advisors/Tiksha Mission Trust under NSE mandate on 13.10.2015.
- 2) Bombay Stock Exchange Brokers Forum- a seminar on Capital Market-basic concepts and career options.
- 3) ICICI Direct center for Financial Learning –seminar proposed to aware students about having an account for mock trading so that they learn about stock market operations.
- 4) IMI- R. P. Goenka Group- career counselling programme and conducted a quiz and antakshari competition in 2014 and 2015.
- 5) Protex Institute of Technical Education-designing competition in 2015 conducted in our college.  
And finally, an inter- college competition-where 6 of our students got prizes.
- 6) Tally (Versicle Institute of technology)- career counselling and teachers' day message contest in 2014 and 2015.
- 7) Renaissance Institute of Media Management-career counseling in 2014 and 2015 (proposed)
- 8) Proposed career counselling programmes for 2015-2016:  
Institute of Company Secretaries of India, Institute of Cost Accountants of India, CMC Academy, Frankfinn Institute of Air Hostess training, The Institute of Computer Accountants, ICFAI group, Heritage Institute of Technology, Pune Institute of Business Management, Calcutta Business

School, Globsyn Group, Techno India University, Heritage Business School, Vinson IAS.

9) George ITes and Educare –Specialized coaching for GRE/GMAT etc.

10) Wizemenn Consultancy Pvt Ltd–Training and placement programme proposed.

11) In 2014 Aswini Bajaj, a faculty of St Xaviers’ College, Kolkata gave a presentation on the various career options after completing graduation in commerce.

**1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University? (Number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.**

As an affiliated college of Calcutta University, during the framing of the curriculum in each subject, representatives from the concerned department attend the workshop and provide their feedback on the basis of feedback received from the students. This in turn helps in framing syllabus for the next academic year.

**1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating University) by it? If ‘yes’, give details on the process (‘Needs Assessment’, design, development and planning) and the courses for which the curriculum has been developed.**

The college does not have such courses.

**1.1.8 How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?**

Departmental meetings are held from time to time for the successful implementation of the curriculum. Regular monitoring in students attendance, sensitive observation by teachers, discussion in class rooms, tests in various forms and tutorials are taken to assess the students’ learning abilities. Review of examination results and tutorial classes are conducted to help slow learners.

**1.2 Academic Flexibility:**

**1.2.1 Specifying the goals and objectives give details of the certificate/diploma/skill development courses etc., offered by the institution.**

The college provides a computer institute (ASCII) named Arun Sen Computer Information Institute. This institute run in Technical collaboration with ICE(I). It is recognized by DOEACC 'A' level and CCC course and the certificates issued by this Centre is recognized by the Directorate of Employment, Govt. of W. B.

**1.2.2 Does the institution offer programmes that facilitate twinning/dual degree? If 'yes', give details.**

The college does not offer any such programme as it is an affiliated institution and the University of Calcutta has no provision for twinning/ dual degree.

**1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability.**

**Issues may cover the following and beyond:**

- **Range of Core/Elective options offered by the University and those opted by the college**
- **Choice Based Credit System and range of subject options**
- **Courses offered in modular form**
- **Credit transfer and accumulation facility**
- **Lateral and vertical mobility within and across programmes and courses**
- **Enrichment courses**

The college follows the rules and regulations of the Calcutta University in providing academic flexibility in choice of subjects.

Core Option: A student can choose for Honours degree in any one subject and has to undergo a selection procedure, in the sense that they are selected on the basis of merit. Honours candidates get to choose 2 elective subjects from the subject combination that is provided. Students have option to change the Honours subjects within a stipulated time, if they have applied for it and if seats are vacant in the requisite subject.

Credit Transfer Choice Based Credit System: No.

Courses offered in modular form: The courses are offered in unitized and modular form in different subjects as framed by the University.

Lateral mobility: No

Enrichment courses: Different departments arrange extension lectures/seminars/film show/workshop in different subjects .

These provisions give students an opportunity to interact with experts from the field of academics.

**1.2.4 Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.**

No.

**1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programme and the beneficiaries.**

Please refer to 1.2.1

**1.2.6. Does the University provide for the flexibility of combining the conventional Face to face and Distance Mode Education for students to choose the courses/ combination Of their choice" If 'yes', how does the institution take advantage of such provision for the benefit of students ?**

No ,this cannot be done by an affiliated college like us.

### **1.3 Curriculum Enrichment**

**1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?**

As an affiliated college, the institution does not have liberty to formulate its curriculum, faculty members attend the workshops conducted by the Calcutta University and give their suggestions at such workshops. But the college makes consistent efforts to supplement the University curriculum by organizing activities, which focus on integrating academic and general development of students like extension lectures, group discussions, debates, face to face interaction between academics and students. Motivating students to participate in various intra and inter college competitions. Workshops, seminars, posters have been used as an integral part of the learning process.

**1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?**



It is a matter of prime concern for the institution that the students should be self-sufficient to prove their caliber in the competitive world and come out with flying colours. Different types of initiatives are taken by the college. Campus interviews, career counselling are arranged in the college by renowned companies and professionals respectively.

For details please refer to 1.1.5.

### **1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?**

The College does not have the liberty to integrate these issues with the curriculum as an affiliated college it is bound to follow the curriculum envisaged by the University. However, Environmental Studies in third year course has been made compulsory and they have to do a project on it. Students of Commerce department and Economics are encouraged for digital presentation of their projects. Students of Geography Honours also use computers for map pointing and related issues.

### **1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?**

- **moral and ethical values**
- **employable and life skills**
- **better career options**
- **community orientation**

Community orientation programmes are inculcated through NSS and Students' Union.

- Distribution of books and stationeries to the students of a local primary school on 27.6.2015 as a programme of NSS
- Blood Donation camp on the same day as part of programme of NSS
- Organizing NSS camp for the poor people of the flood affected village Subhasgram on 14.8.2015
- Organizing skin protection and skin care treatment programme on 8.9.2014 and 14.12.2014 conducted by Micro Lab
- Cancer awareness programme held on 13.01.2015 by Dr. Ramdas Chatterjee of Chittaranjan National Cancer Institute.
- Students' Union organizes Free Medical Camp, Blood Donation Camp on regular basis each year and recently more than 15 students signed the pledge to donate their eye and other body organs after their death.
- Faculty and students have made contribution to Prime Minister's Relief Fund for different natural disaster happened in India and neighbouring country.

Employable and life skills:  
College runs a computer institute called ASCII.

### **1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?**

Students: Feedback analyzed by concerned department and then we try to make the curriculum more effective. We have continuously increase books in our two libraries.

### **1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?**

The Departments analyze the feedback of the students. There is library committee which looks into the proper functioning of the library. Departments also hold regular meetings with faculty to monitor and evaluate its programmes.

## **1.4.1. Feedback System**

### **1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?**

Workshops conducted by Calcutta University are attended by teachers of concerned departments who also communicate the students' views to the university through the Board of Studies.

### **1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?**

Yes, the college has a formal mechanism of obtaining feedback only from the students involving specific questionnaire and their views are communicated to the Principal through the departments and thereafter, if necessary, to the University through the Board of Studies, on curriculum aspects.

**1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?)**

**Any other relevant information regarding curricular aspects which the college would like to include.**

No new programme was introduced during last four years.

## **CRITERION II** **TEACHING, LEARNING AND EVALUATION**

### **2.1 Student Enrollment and Profile**

**2.1.1 How does the college ensure publicity and transparency in the admission process?**

Heramba Chandra College tries to ensure transparency in admissions, upholding its commitment to the pursuit of excellence in higher education. Transparency is the basic foundation for pursuing excellence. Every aspect of the admission procedure is open to scrutiny. All aspects and stages of the admission procedure are duly notified through the website of the college, ensuring that applicants from around the country are facilitated. To ensure optimum access and ease, application form has been made wholly online. Heramba Chandra College was one of the the very first institutions under the Calcutta University to initiate online admission in 2007. The extent of transparency which the college maintains in this regard may be inferred from the fact that there has been no complaint about any aspect of the admission procedures in the last several years. The responsibility for organizing admissions is entrusted to an Admission Committee comprised of the heads of all the departments, the secretary, Teachers' Council, two non-teaching staff members and the secretary, Students Union. The Committee is headed by the Principal.

**2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.**

Even though the college is keen to have entrance tests, especially in view of varying standards of different boards, the huge number of applicants have held us back from this. Admission is based purely on merit.

In each subject, the 'eligibility marks' for application are different based on demand for the subject.

**Eligibility marks for application in 2015-16**

<b>Bachelor of Commerce</b>		<b>General</b>	<b>SC/ST</b>	<b>OBC</b>	<b>PH</b>
<b>Category</b>	<b>Accounting &amp; Finance Honours</b>	For HS (or equivalent Exam) Pass and 60% in best 4 subjects and 60% in Accountancy or related subject.	45% in aggregate and 45% in any related subject.	HS (or equivalent Exam) Pass and 60% in best 4 subjects and 60% in Accountancy or related subject.	50% in aggregate and 45% in any related subject or 55% marks in any related subject
	<b>Marketing Honours</b>	50% in aggregate and 50% in any related subject	40% in aggregate and 40% in any related subject	50% in aggregate and 50% in any related subject	50% in aggregate (See Note 3 below) and 45% in any related subject or 55% marks in any related subject
<b>General</b>		Only pass in H.S. or Equivalent Level	Only pass in H.S. or Equivalent	Only pass in H.S. or Equivalent Level	Only pass in H.S. or Equivalent Level

<b>Bachelor of Arts</b>			<b>Bachelor of Science</b>	
<b>History Honours</b>	<b>Bengali Honours</b>	<b>English Honours</b>	<b>Geography Honours</b>	<b>Economics Honours</b>
50% in aggregate and 45% in History or 55% marks in History or 50% marks in aggregate if the student does not have History as a subject.	50% in aggregate and 45% in Bengali Or 55% marks in Bengali	60% in aggregate and 60% in English.	60% in aggregate and 60% in Geography.	50% in aggregate and 45% in Economics or 55% marks in Economics or 50% marks in aggregate if the student does not have Economics as a subject and a Pass in Mathematics at the H.S Examination (10+2)
40% in aggregate or 40% in History	40% in aggregate or 40% in Bengali	45% in aggregate and 45% in English.	45% in aggregate and 45% in Geography.	40% in aggregate or 40% in Economics and a Pass in Mathematics at the H.S Examination (10+2)
50% in aggregate and 45% in History or 55% marks in History or 50% marks in aggregate if the student does not have History as a subject.	50% in aggregate and 45% in Bengali or 55% marks in Bengali	50% in aggregate (See Note 3 above) and 45% in English or 55% in English	60% in aggregate and 60% in Geography	50% in aggregate and 45% in Economics or 55% marks in Economics or 50% marks in aggregate if the student does not have Economics as a subject and a Pass in Mathematics at the H.S Examination (10+2)
50% in aggregate and 45% in History or 55% marks in History or 50% marks in aggregate if the student does not have History as a subject.	50% in aggregate and 45% in Bengali or 55% marks in Bengali	50% in aggregate (See Note 3 above) and 45% in English or 55% in English	50% in aggregate and 45% in Geography or 55% in Geography.	50% in aggregate and 45% in Economics or 55% marks in Economics for 50% marks in aggregate if the student does not have Economics as a subject. and a Pass in Mathematics at the H.S Examination (10+2)
<b>Category</b>			<b>General</b>	<b>SC/ST</b>
<b>Category</b>			<b>OBC</b>	<b>PH</b>

Education Honours	Political Science Honours
50% in aggregate and 45% in Education or in any related subject or 55% marks in Education or in any related subject or 50% marks in aggregate if the student does not have Education as a subject	50% in aggregate and 45% in Pol. Sc. or 55% marks in Pol. Sc. or 50% marks in aggregate if the student does not have Pol. Sc. as a subject
40% in aggregate or 40% in Education / any related subject.	40% in aggregate or 40% in Political Science
50% in aggregate and 45% in Education or in any related subject Or 55% marks in Education or in any related subject or 50% marks in aggregate if the student does not have Education as a subject	50% in aggregate and 45% in Political Science or 55% marks in Pol. Sc. or 50% marks in aggregate if the student does not have Pol.Sc. as a subject
50% in aggregate and 45% in Education or in any related subject or 55% marks in Education or in any related subject or 50% marks in aggregate if the student does not have Education as a subject	50% in aggregate and 45% in Pol. Science or 55% marks in Pol. Sc. or 50% marks in aggregate if the student does not have Pol. Sc. as a subject

The College strictly follows the schedule prepared by the Calcutta University to complete the admission process.

First, the master list is uploaded to the college admission website. This is followed by the preparation of the merit lists, uploaded to the college admission website. Applicants, whose names appear in the merit list, are required to bring a printout of the admission form at the time of admission. The password protected admission forms are downloadable from the college admission website.

**Admissions under Sports Category:** Only those students who have participated in the national or state level competitions in different categories of sports and games are considered for admission in sports category.

**2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.**

The selection criteria of different colleges within the city differ from each other. Different colleges of the city adopt different methods for admission. Hence, there is little scope for comparison with other colleges within the city. However, the college is presenting subject wise minimum and maximum percentage of index marks for admission to UG level for the year 2015-16.

Name of the Programme/ Course	Maximum % of Marks (Admitted)	Minimum% of Marks (Admitted)
B.Com. Accountancy (Hons.)	96.25	54
B.Com. Marketing (Hons.)	94	48.25
B.Com. General	91.75	45.75
B.A. Bengali (Hons.)	78.5	61.75
B.A. English (Hons.)	95.75	70
B.A. History (Hons.)	93.5	40
B.A. Pol. Sc. (Hons.)	94.5	55.25
B.A. Education (Hons.)	87	60
B.Sc. Economics (Hons.)	92.25	57.75
B.Sc. Geography (Hons.)	93.5	71

**2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes' what is the outcome of such an effort and how has it contributed to the improvement of the process?**

The admission committee of the College reviews admission process immediately after the first phase of admission is concluded mainly with the following objectives in view:

- (i) user friendly
- (ii) admission in all the available seats
- (ii) transparency
- (iii) environment-friendly

Academic committee meetings are held during the admission procedure to take stock of the situation. It finds out whether the seats of respective programmes have been duly filled in. It suggests to prepare consequent merit lists for next round of admission. If any error is found in the merit list for technical reasons it is duly rectified. The outcome of the process results in a fair and transparent admission process. Suggestions for improvement in the current admission process are considered for the future admission process.

On the basis of review, admission procedure is modified every year.

**The timeline of reforms in the admission procedure**

- Before 2007-08, the application forms were issued from the college and the applicants had to submit forms at college. Merit list was prepared by



the college on merit basis and selected applicants were admitted accordingly.

- In 2007-08, the college decided for paperless admission, hence online form submission process was introduced. Admission forms of the selected applicants were issued from the college.
- In 2011-12, the students were asked to generate their password protected admission form to make the process more transparent.
- The students deposited their admission fees directly to the bank after getting admission on verification of documents by the college.
- In 2015-16, the students deposited the admission fees into the bank for provisional admission within a stipulated date before verification of documents. This helps the College to prevent the selected applicants from unnecessarily holding up the seats for long time and also to avoid intermediary in the process creating complication in the admission process. The college also gets regular updated picture of actual vacant seats. To make the process more student-friendly the college has also arranged for online submission of fees through Billdesk payment gateway.

**2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion**

- 1) Heramba Chandra College follows the State policies on reservation for SC/ST/OBC/PH.
- 2) There is no reservation for women. The male-female ratio of enrolment is now 65:35.  
This is remarkable given the fact that Heramba Chandra College which had been an all-male college for many decades, has gone co-educational only in 1994.
- 3) There is no provision for minority reservation.
- 4) While the college does not have special reservation for candidates from the socially and economically weaker sections, the college offers financial aid to a large number of students of this category.

**2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.**

Programmes	Application Received	No. of Students Admitted	Demand Ratio
Commerce	6456	795	8
Bengali	303	28	11
English	713	33	22
History	130	46	3

Political Science	206	54	4
Economics	166	40	4
Education	142	28	5
Geography	311	23	13

**As per Nielson-India Today Survey the Commerce department of the College secured eighth and seventh place among all the colleges in Kolkata in 2012 and 2014 respectively.**

## **2.2 Catering to Student Diversity**

### **2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?**

The college reserves seats for admission of students with disabilities in different courses as per rule framed by the Government. It provides necessary assistance to them in getting physically challenged stipend from the State Government whenever required by them. The college has also earmarked a separate room in the ground floor for holding special classes and examinations for physically challenged students. It has also provision for installation of lift. Arrangement has been taken to complete the project very soon along with the construction of a ramp in the ground floor, so that students, particularly of this category become benefitted.

### **2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.**

No special method is applied to assess the knowledge and skill of the students at entry level. However, the teachers of different departments take individual initiative to assess the academic standard of the students while interacting with them during the first two weeks. The slow and advanced learners are also identified from the merit list. The performance of students in mid-term and test examination is another indicator to identify the slow and advanced learners. Large number of students in Commerce Department prevents it from adopting any other method to identify slow and advanced learners. However, the arts and science, have introduced continuous evaluation system both to assess the gap and make strategies.

### **2.2.3 What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/ Add-on/Enrichment Courses, etc.) to enable them to cope with the programme of their choice?**

The strategies adopted by the college are as follows:

- Remedial classes are held for slow learners.
- Special interactive sessions are held to address their specific academic needs.

- Audio-visual aids are used, if required, to minimize the difficulties of a subject and help the slow learners to comprehend the subject.

#### **2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?**

Heramba Chandra College pledges to keep its campus free from any types of discrimination in respect of gender, caste, religion or class. The college feels proud of its culture of respecting the dignity and integrity of every human being. The college goes beyond the academic curriculum to spread consciousness about various environmental issues. The teachers of the college consider it their foremost duty to make the students aware of the issues related to gender, inclusive educational programme and environment.

- 1) The College has constituted a **Grievance Redressal Cell**, which takes care of various types of grievances of the stakeholders. The cell takes prompt action if any complaint (verbal or written) is made.
- 2) The college has an **Anti-Ragging Cell** which remains active throughout the year to make student aware by adopting various forms like organizing street plays, giving notices, poster, and debates.
- 3) The Women's Cell of the college has been formed. It also acts as Internal Complaints Committee (ICC) in compliance with the Prevention of Sexual Harassment Act of 2013. The Cell organizes various programmes for enhancing awareness of the girl students relating to gender discrimination. The Women's Cell of the college organizes awareness programme with the intention of dealing with health hazards of the female students and staff. The cell also takes initiative to encourage girl students to learn about self-defense.
- 4) The College believes in the principle of inclusive growth. The college has a mechanism for helping the poor students. The college has made the Students Union active to inform the students about Student Aid Fund, which is used for financial help to poor and meritorious students.
- 5) It is the priority of the institution to maintain an eco-friendly campus. In spite of not having enough space for plantation the College tries its best to maintain a small garden within its campus. The college, however, utilizes Rabindra Sarobar, popularly known as Dhakuria Lake, a 0.78 sq. Km. water body surrounded by greenery located nearby, to encourage nature study activity under the Nature Club of the College. The Nature Club and Geography Department of the college organizes seminars, poster exhibitions to sensitize students about environment. The teachers play a crucial role in creating awareness, both inside and outside the classroom, about various measures to be adopted to keep the campus clean and eco-friendly.

#### **2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?**

The college responds to the special learning needs of advanced learners through the following means:

- 1) Recommending reference books as per their needs from college libraries.

- 2) Encouraging them to use the journal sections of National Library and the library of Ramakrishna Mission Institute of Culture which is few meters away from the College.
- 3) Access to various web resources provided by INFLIBNET.
- 4) Arranging extension lectures by experts in the subject.
- 5) Encouraging them to take research oriented projects and guiding deserving students to carry out research to write project reports and also publish and present their research.
- 6) The students of the Economics Department often visit other institutions and academic events and participate in them to generate and develop interest in the subject itself.
- 7) Encourage them to apply for pre-placement training by different companies.
- 8) The college organizes student-seminar lecture competition of different departments.

**2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?**

The academic performance of the students is evaluated by the respective faculty members. The heads of the various departments collect regular feedback from the faculty, attendance record of the students and absenteeism in internal examinations to identify the students at a risk of drop-out. After analyzing the data, information about students who are at a risk of drop out is given to their respective parents/guardians from time-to-time. The Principal and Heads of departments meet the parents/guardians to find out the reasons behind absenteeism. Faculty members arrange special guidance for these students to cope with the progress in the class. The College arranges provided financial aid to the needy and deserving students to continue their study.

**2.3 Teaching-Learning Process**

The college has a system to plan the teaching, learning and evaluation processes. The focus is on maximum utilization of teaching days and catering to the diverse needs of students in the classroom. Beyond this planned schedule, various departments of the College utilize vacations informally to provide special assistance required both by slow and advanced learners.

### **2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)**

#### **Academic Calendar**

From the beginning of the session the college follows an academic calendar, which comprises vacation, recess, teaching days, midterm and final test examination dates. The details of the academic calendar are attached with the AQAR of previous years. This academic calendar is communicated in advance to all the departments. It is also made available to students through the college website. A comprehensive academic calendar is prepared by a committee of heads of various departments and the Principal with the help of IQAC.

#### **Teaching Plan**

A central class-wise routine is prepared for the next academic year by the routine committee towards the end of every academic year (i.e. in June) and distributed in advance to all the departments. The departmental routine is finalized by the head of the respective department and is made available to the faculty members at the beginning of the session. At the time of commencement of the session, teachers of different departments prepare an elaborate teaching plan through departmental meetings. A part of this teaching plan is also available to the students through website of the college.

The teaching plan includes the following aspects:

- Syllabus divided in a modular form.
- Time schedule for teaching particular modules.
- List of books to be given to the students.
- Assessment or evaluation method.
- Aims and learning outcomes or objectives.
- Best teaching and learning methods to achieve learning outcomes.

#### **Teachers' Diary**

The College has very recently introduced teachers' diary. Every teacher is given a diary before the commencement of the academic year. The contents of the diary are: personal information including formats to indicate various academic activities and professional duties performed, academic calendar, self-appraisal format, personal timetable, format to record leave. The diary maintained by the teacher ensures compliance of the academic plans. These diaries are regularly verified by the head of the department to assess the implementation of teaching plan.

#### **Evaluation Blue Print**

Evaluation of students' knowledge through classroom learning is a major component of evaluation. The schedule for all college internal examinations is prepared well in advance and displayed on notice boards as well as on the college website.

The college arranges midterm tests in November-December. At the end of the session final test examination are held to evaluate their performance. The answer scripts are shown to the students so that they can find out their shortcomings. Several departments have replaced mid-term test by a continuous evaluation system through diverse mechanism. This includes open book system, self- evaluation and peer-evaluation method, MCQ test, group discussion and debate etc. These methods are devised to make evaluation system interesting to the students and peter out their examination-phobia. The students can also get themselves evaluated by submitting answers to the questions from the Question bank uploaded in the college website.

### **2.3.2 How does IQAC contribute to improve the teaching –learning process?**

IQAC forms an integral part of academics and administration of the college. It has played an important role in streamlining the systems and processes as well as enhancing academic and other activities of the college. It is a connecting link between the teachers and the administration while working as a “facilitator” to enhance the quality of all college activities. The contribution of IQAC could be listed as follows:

- 1) Organizing workshops to improve teaching-learning.
- 2) Encouraging teachers to evolve innovative methods for teaching and evaluation.
- 3) Ensuring availability of modern infrastructural facilities in library as well as in classrooms.
- 4) Providing support to the teachers for their academic and research endeavours.
- 5) Monitoring academic activities throughout the session through meetings with Governing Body and faculty members and suggesting means for quality improvement.
- 6) Collecting feedback from students and faculty members with the objective of improving teaching learning.
- 7) Interacting with the alumni seeking feedback on overall improvement in college activities.
- 8) Motivating faculty members to participate in various seminars, workshops and conferences to enrich their knowledge.

- 9) Motivating departments to organize seminars, workshops for academic improvement.

**2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?**

The college makes a constant effort to create student centered model of teaching and learning and to encourage interactive teaching and active learning. The institution gives utmost priority to the facilities of the students. Apart from classroom teaching, other programmes like seminars and workshops are held for the benefit of the students.

- 1) The teachers are encouraged to develop interactive teaching methodology so that students also can participate in the discussions.
- 2) The students are encouraged to place their problems during and at the end of a lecture session.
- 3) The college library has been increasing in potential with more reference books being added to it. Exposure to latest reference books would encourage individual thinking by students.
- 4) In addition to this, the campus is fully Wi-Fi enabled so that students have access to a universe of learning resources from all over the world.
- 5) Question Bank is available in the college website and the students can submit online answers to these questions to get themselves evaluated.
- 6) The students are involved in preparing theme based posters and small projects. The small projects are aimed at inculcating enquiry based learning.
- 7) Students are exposed to latest developments through extension lectures by experts in the subject.
- 8) Students are motivated for self-study through preparation of assignments based on capsule teaching model.
- 9) Senior students are given teaching assignments for junior classes. This type of assignments will enhance their confidence to face any subject related questions. Preparation of teaching material will provide a scope to go deeper into the subject.
- 10) Group assignments are designed to inculcate the spirit of team work among the students.
- 11) Students are encouraged to watch films, enact street plays and participate in workshops to broaden their learning.
- 12) Teachers are at liberty to develop their own student centric teaching methods in various forms. These are available in college website.
- 13) Teachers are encouraged to participate in seminars, workshops to motivate the students with their newly acquired knowledge.
- 14) The college has planned for smart classrooms equipped with LCD projector and computer to enhance the use of ICT in teaching methodology.



The support structure and systems available for teachers are:

**1) Interactive learning:**

- i) Access to computers with internet facility is available for every department.
- ii) In addition, special softwares like PROWESS, EPW-RFITS database are available to teachers and students to explore computer assisted learning.

**2) Collaborative learning:**

- i) Several curricular activities like class seminars, quizzes, debates, group mini projects encourage collaborative learning.

**3) Independent learning:**

- i) Two libraries (seminar and central) supplement the classroom teaching.
- ii) Learning resources INFLIBNET are made available by the college.

**2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?**

- 1) The college encourages critical thinking and creativity among students by organizing students' seminar lecture in each department. Apart from this, involving students in teaching process and capsule method of teaching are also aimed at encouraging critical thinking.
- 2) The students are encouraged to use library and internet extensively to widen the horizons of their academic quest.
- 3) The college publications provide the space for students to express their critical thinking, scientific temper and creativity.
- 4) The annual cultural events such as *Aura*, Fest, the annual sports event, and various departmental programmes like Rabindra Jayanti, Teachers' Day Celebration, Fresher' Welcome provide a platform for students to bring out their leadership quality, creativity and other hidden talents. Students are actively involved in obtaining sponsorship and organizing the events on large scale. This enhances their interpersonal and communication skills. They also learn to deal with group hostilities, denials, failures and criticism with a positive attitude.
- 5) Similarly participation in Project Work in various subjects encourages the students to develop scientific temper and critical thinking.
- 6) Many students participate in Social outreach programmes where they work with the underprivileged sections of society. Thus, the college is committed to a holistic education.

- 7) Students are also encouraged to participate in inter-college subject related competitions wherein they get a chance to exhibit their independent views.
- 8) Through career counselling the students are guided regarding career opportunities and positive thinking.

The fact that the alumni of the college have excelled themselves in diverse fields of service and responsibility is proof enough that our approach is valid and wholesome.

**2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.**

There is no doubt that the acumen and skill of a teacher is most beneficial and useful to the students. However, the compelling spirit of the academia is the use of advanced technology. Heramba Chandra College is not ignorant of this new age requirement which encourages interactive teaching and active learning. So, the college strives for a gradual transformation from traditional chalk and talk method to modern technological tools.

- 1) Desktop computers, laptop computers, projectors and screens have been procured.
- 2) Faculty members of Economics Department make use of e-learning resources like PROWESS, EPW-RFITS and statistical software like E-VIEWS.
- 3) Internet connectivity through Wi-Fi is available for both the students and teachers.
- 4) The college subscribes to a dedicated 40 Mbps lease line for faster internet speed.
- 5) One server is dedicated to data storage for learning resources.
- 6) Nlist-INFLIBNET service is also available in the college.
- 7) Technological advancement has been used by making question bank available online and offering facility for online submission of answers.

**2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?**

Teaching learning is a continuous process and it is not confined within the classroom lectures. The college imparts education through traditional method along with computer based advanced learning. Knowledge of recent developments in the academic field helps both the teachers and students to

sharpen their skills. The college tries its best to expose students and faculty to advanced levels of knowledge and skills.

**(a) Blended learning**

Along with traditional methods of teaching exploring the use of technology in teaching has resulted in implementing the blended learning process for students. Computer assisted learning are made available to supplement classroom teaching. Some departments arrange film shows as supplement to learning through textbooks.

**(b) Expert Lectures**

Renowned personalities from all walks of life like writers, actors and entrepreneurs and subject experts are invited to the campus to interact with the students in workshops and seminars. Different departments organize seminars, workshops and extension lectures to acquaint the students with higher level of knowledge. Eminent teachers from different universities are invited to speak in the seminars. Sometimes a teacher of a particular department delivers extension lectures in other departments for the benefit of the students. The faculty members of different departments participate in seminars and workshops to enrich themselves.

**Please refer to Departmental Profile for details of eminent teachers who visited the departments.**

**(c) Field visits and educational excursions**

Various departments arrange educational excursions for students to various places like libraries, universities, industries, firms and other places of academic interest. Details of these excursions are given in departmental reports.

**2.3.7 Detail (process and the number of students benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling/mentoring/academic advise) provided to students?**

During student life, many of the students require special support from the college in academic matters and career as well as in personal matters. The faculty members always act as their counsellor and mentor.

**1. Student Support Cell**

The Student Support Cell headed by Prof. Papia Sengupta renders assistance to the students in any academic and personal matters.

**2. Psychological Counselling**

The college has realized that the earnest effort and truly sympathetic approach of the faculty members are not enough to deal with the problems faced by the students. They require professional help. So, the college has started Psychological Counselling Centre. Mrs. Sreetama Ghosh, a noted psychologist, pays visit to the college once a week to provide Psychological counselling to the students. In 2015, 22 students have registered their names for counselling so far.

**2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?**

Heramba Chandra College has followed the conventional teaching methodology and lecture mode till recently. However, with a view to cope with the new challenges in teaching, individual teachers have started to introduce new modes and methods which they implement without affecting the curricular structure designed by the university. The objective is to make the teaching and learning process more attractive.

- 1) Department of Commerce has set up a commerce laboratory maintained by the teachers themselves.
- 2) Some departments have partially implemented Bloom's Taxonomy as an effective method of teaching.
- 3) Many departments have introduced a novel method of teaching by higher level students to enhance their confidence and provide a scope to go deeper into the subject. The juniors will also feel free to ask questions which they may think to be a stupid question for a teacher.
- 4) Capsule teaching method is recently introduced in the Department of History for third year students to prepare them to learn independently before entering Post-Graduate course.
- 5) Group exercise through productive discussion, critical discussion by students over classroom lectures have been introduced by the Department of Economics.
- 6) Department of English has applied alternative teaching methods like film screening, cross cultural enrichment through cultural orientation, teacher and student involvement through artistic endeavour.
- 7) Department of Bengali organizes workshops for students.

**2.3.9 How are library resources used to augment the teaching- learning process?**

Please refer to 4.2 for details

**2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.**

The institution faces real challenge in completing the curriculum within the planned time frame and scheduled calendar, particularly because of two reasons, i) three colleges run in the same building preventing the institution to expand teaching hours, ii) being a day college, it remains closed for a considerable length of time for conducting university examinations by all the three colleges. This resulted in the loss of considerable amount of teaching days. The teachers try to resolve the crisis by

taking extra classes. The college authority encourages the teachers for taking classes after the annual test examinations to complete the syllabus well before final examination.

### 2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

- The quality of teaching-learning is evaluated by the IQAC through:
- Teaching plan of each department is submitted to the IQAC at the beginning of the academic session.
  - Feedback for faculty/college/library is assessed by the IQAC and a report is prepared and submitted to the Principal. The feedback is shared with Teachers' Council to discuss, debate and decide on changes in curricular and teaching learning practices.
  - The college has recently introduced 'teacher's diary', which provides the teaching plan and record of all academic as well as co-curricular activities of every teacher. This will be assessed and the report will be submitted through the Principal to the department.

## 2.4 Teacher Quality

### 2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum

The college is not permitted to recruit permanent teachers, as the names are recommended by the West Bengal College Service Commission and accordingly the governing body appoints them. However, the college is to meet the problem of scarcity of full-time teachers by appointing part-time lecturers, contractual lecturers and guest lecturers. There is a Selection Committee consisting of Principals of three colleges, concerned Departmental Head, an expert in the concerned subject and three GB members to appoint teachers in these categories.

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	M	F	M	F	M	F	
<b>Permanent teachers</b>							
D.Sc/D.Lit.	0	0	0	0	0	0	0
Ph.D		1	3	3		1	8
M.Phil.				4			4
P.G.			2	1	1	1	5
<b>Temporary teachers</b>							

D.Sc/D.Lit.	0	0	0	0	0	0	0
Ph.D					1	2	
M.Phil.							
P.G.					19	20	
<b>Part-time teachers</b>							
D.Sc/D.Lit.	0	0	0	0	0	0	0
Ph.D							
M.Phil.					1	1	
P.G.					7	12	

**2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.**

The college has not introduced any new course like Biotechnology, IT, Bioinformatics etc. in the recent past.

**2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.**

#### Nomination to staff development programme

Academic Staff Development Programmes	Number of faculty nominated
Refresher courses	2
HRD programmes	0
Orientation Programmes	0
Staff training conducted by other institutions	0
Summer/winter school, workshops etc.	3

- a) The College does not organize any programme for faculty training.  
 b) Percentage of faculty

	<b>Seminar</b>
<b>Resource Person / Presentation</b>	<b>44</b>
<b>Participation</b>	<b>60</b>
<b>Chairperson / Expert</b>	<b>4</b>

**2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and**

**academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)**

The College does not have any specific policy, like forming Research Guidance Cell to ensure research by faculty members. The College, at present, also does not have any provision for research grant. However, the College encourages teachers to take initiative for research work. The College also has a plan to form Research Guidance Cell and provide research grants through the cell. The College grants leave to the teachers who applied for Faculty Development Programme. Many teachers of the college are invited by several institutions/ universities/colleges as resource persons. The invited teachers are granted leave on duty by the college authority. The College constantly encourages the teachers for publishing their research works. As an outcome, quite a good number of teachers regularly publish their articles/ papers in journals and edited books of national and international repute. Some teachers have authored books with ISBN number.

**2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years.**

**Enunciate how the institutional culture and environment contributed to such performance/ achievement of the faculty:**

No award has been received by the faculty members.

**2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?**

The college has a system taking feedback on teaching through faculty feedback system. The IQAC analyses the feedback and shares it with teachers to seek improvement in the teaching-learning process. The IQAC also organises workshop on improvement in teaching-learning process. In this workshop external experts are invited to give their feedbacks. The students also actively participate in this workshop to express their opinion. The College has a plan to introduce parallel feedback system conducted by Students' Union independently. The College expects that this mechanism may highlight some other aspects which the College feedback system has overlooked. The objective is to make the system more transparent and also free from bias while setting questions.

**2.5 Evaluation Process and Reforms**

### **2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?**

The schedule for evaluation given in the Academic Calendar is displayed on notice boards and on the college website. Students are informed about the evaluation system at the beginning of the academic sessions by the faculty. Students are also intimated about the portion of curriculum for the examinations, nature and format of question paper and weightage of marks for topics prescribed by the University. Students are provided with question-bank and names of reference books. Some departments also provide study materials for their enrichment. The detailed schedule of the examination is notified to the students through notice board display and class circular. The schedule of examination is conveyed to the teachers through teachers' room circular book.

### **2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?**

The Calcutta University, to which the college is affiliated, has instructed to hold Mid-Term and Annual Test Examinations in each year. The College has practically little liberty to introduce reforms in evaluation. In spite of this limitation, some departments of the college have introduced a sort of continuous evaluation system replacing single Mid-Term Examination which has so far been conducted through traditional closed book method.

The innovative evaluation methods include-

- **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.



Apart from these, the students are also evaluated through MCQ test, class debate, and subject quiz.

### **2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?**

It is binding upon the institution to implement the reforms introduced by the affiliating university. For effective implementation of the evaluation reforms of the college:

- 1) Detailed schedule of internal examination is communicated to students in advance.
- 2) Heads of department call a meeting of the department faculty to incorporate their suggestion before introduction of a new evaluation method.
- 3) The Heads of department monitor effective and timely implementation of the system. Meetings are held with the department faculty as and when required.

### **2.5.4 Provide details on the formative and summative assessment approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.**

Students are assessed based on formative assessment which focuses on understanding of the subject while summative assessment is conducted by the University.

Formative assessment includes Open Book Test, MCQ, Group and Individual Assignment along with formal written test. The outcome of the entire exercise is to eradicate exam-phobia among students and gradually enhance their confidence.

### **2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.**

The teachers of different departments keep constant vigil over the progress and performance of the students. The preliminary problems are solved by dialogue between the teachers and the students. The answer-scripts are shown to the students and their shortcomings are pointed out. This practice proves beneficial to the students in the long run and their improvement is clearly visible in the university examinations.

Though no weightage is assigned specifically to different aspects of student development, the College always encourages the students for independent learning. They are also encouraged to take part in debates, seminars and other co-curricular activities to enhance their creativity and

communication skill. However, the behavioural aspect is partially taken care of by integrating class attendance with eligibility criterion for candidature in students' union election and with permission to appear in final University Examination.

**2.5.6 What are the graduate attributes specified by the college/ affiliating university? How does the college ensure the attainment of these by the students?**

The University has not specified any Graduate attributes. But the college always keeps in mind certain desirable attributes while imparting teaching and ensuring effective learning. These are:

Sound knowledge of the subject

Sensitivity towards society and environment

Ability to take up challenges

Good communication skills

The college helps the student in attaining these attributes not only through academic training, but also through different co-curricular and extra-curricular activities.

**2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?**

At college level there is no formal grievance redressal mechanism related to evaluation. Internal evaluation system is so transparent that hardly any complaint is made. The head of the department along with faculty members reevaluate the scripts if any discrepancy in evaluation is brought to notice of the respective department. However, the University has a formal system of review of answer scripts and the students can also file RTI if they are not satisfied with the evaluation. The College provides all administrative support for the purpose.

**2.6. Student performance and Learning Outcomes**

**2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?**

Yes, the college has clearly stated learning outcomes for all the programmes. The details are as follows:

The Students are made aware of these learning outcomes in the first interaction where the Principal addresses all the students.

The heads of the departments and other faculty members communicate learning outcomes to the students during various departmental programmes.

**2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students'**

**results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.**

The results of the internal examinations are displayed in the notice board. The teachers thoroughly discuss with the students about their performances and give suggestions for further improvement. The heads of the departments personally meet the guardians of the students whose performances are not at all satisfactory and discuss with them about the means to improve the performances of their wards.

**Performance of the Students in University Examination (in %):**

Please refer to 5.2.2

**2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?**

In order to facilitate the achievement of the intended learning outcomes, the college has devised strategies:

**Teaching Strategies**

- 1) Follow academic calendar.
- 2) Prepare and abide by the teaching plan.
- 3) Adopt innovative teaching methods.
- 4) Encouraging faculty members to attend seminars and to update with the current trends in academia.

**Learning Strategies**

- 1) Encourage students to avail of library facilities.
- 2) Involve students in departmental seminar.
- 3) Assignments, projects to facilitate effective learning.
- 4) Conducting tutorial classes for slow learners.
- 5) Extension lecture for advanced learners.
- 6) Provide open learning facility to the students through Wi-Fi.

**Assessment Strategies**

- 1) In various departments students' performance is assessed continuously through various student centric methods.
- 2) The students are also assessed through Mid-Term and Test Examination.
- 3) Evaluated scripts are shown to the students for their own reference.
- 4) While showing the evaluated scripts the teachers provide feedbacks to each student for improvement.

**2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements,**

**entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?**

**Career guidance and placement of students**

Please refer to 5.1.8

**2.6.5 How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?**

Each department of the College collects data and analyzes the shortfalls in achieving the expected learning outcomes. This data helps in understanding the areas of academic weaknesses of the student. On the basis of these records, the students are advised accordingly for their betterment in future. Particular care is taken for the laggards and the teachers outside the classroom try for their improvement. In the remedial classes for slow-learners, more learner-oriented teaching methods were applied.

**2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?**

The College monitors the learning outcomes by analysing the results of internal assessment and University assessment and tries to find out if there is any major difference in two stages of assessment. It is matter of great satisfaction that most of our students have improved their performance in the assessment conducted by the university.

The college ensures the achievement by adopting the following measures:

- 1) Effective implementation of the curriculum prescribed by the Calcutta University.
- 2) Specific mechanism (Academic calendar and teaching plan) for monitoring the curriculum implementation.
- 3) Student oriented evaluation system.

**2.6.7 Does the institution and individual teachers use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.**

**Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include.**

The teachers of the college give prime importance to the use of assessment/ evaluation outcomes as an indicator for evaluating performance and achievements of the students. Monitoring the students' progress is an integral part of the functioning of the college. On the basis of the results of the internal examinations an assessment of the students are made. This data helps in identifying academic weaknesses of the student and accordingly subsequent

measures are adopted. Slow learners are taken special care for improvement through remedial classes. Advanced learners are encouraged to improve further through self-study and using advanced reading materials. They are also provided with extension lecture by subject experts. Thus, the objective of catering to the needs of different categories of learners is achieved.

### **CRITERION III RESEARCH, CONSULTANCY AND EXTENSION**

#### **3.1 Promotion of Research**

##### **3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?**

No, there is no such facility in the Institution.

##### **3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.**

Being an undergraduate college, there is no such committee to monitor research.

##### **3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/ projects?**

##### **Autonomy to the principal investigator**

The principal investigator has absolute autonomy with regard to research area, methodology of research, selection and utilization of books and equipments and utilization of the available funds at his discretion.

##### **Timely availability or release of resources**

As soon as the research grant is received by the college from the funding agencies like UGC, it is immediately released by the authority to the principal investigator without any delay and according to the norms of the funding agency.

#### **Adequate infrastructure and human resources**

The college provides good infrastructural support which is indispensable for the successful implementation of research projects.

#### **Time-off, reduced teaching load, special leave etc. to teachers**

Special study leaves are granted to the staff members to pursue doctoral programmes in research institutions. Members of the teaching staff engaged in research activities are liberally allowed to avail the library facilities at reputed research institutes and universities. Duty leaves are granted to the faculty members for presentation of papers in seminars.

#### **Support in terms of technology and information needs**

The college provides different technological and information facilities to its faculty members involved in research activities such as library with access to online books and journals; internet access in the teachers' room and the library. There is Wi-Fi connection in the college campus. Departments of the college regularly organize lectures, seminars, workshops either sponsored by UGC, or organised internally by the college, on contemporary research topics. Eminent scholars and researchers are invited as resource persons to stimulate the research aptitude of the students as well as the faculty members. The college has subscribed to Economic and Political Weekly for more than ten years and Economic and Political Weekly Research Foundation India Time Series have been subscribed online for around three years to facilitate research scholars.

Special software, PROWESS, has also been subscribed by the college for the third year students in 2015. It provides a huge database of financial information, which is very much useful for financial analysis purpose, especially for Commerce and Economics Departments. The information available from these journals and software are surely of immense help for research purposes.

The college has subscribed to N-LIST of INFLIBNET which provides access to 6000+ e-journals and 97000+ e-books to students, researchers.

#### **Facilitate timely auditing and submission of utilization certificate to the funding authorities**

The college account is audited regularly, timely and meticulously by auditors. All the faculty members are very particular regarding the auditing

and the submission of the utilization of the grant to the respective funding agencies. The college facilitates the principal investigators in their timely auditing and submission of utilization certificate to the funding agencies. The college always adheres to the time-bound auditing of all the sanctioned research projects and seminars, and the submission of utilization certificates to the funding agencies as soon as the tenure of the project or seminar expires.

**Any other:**

Our mission is to prepare the future generations with academic excellence capable of facing the global challenges. Healthy association among the faculty members and the whole-hearted co-operation extended by the authority, students and non-teaching staff bring about a congenial environment, conducive for higher learning. Tireless effort on the part of the faculty being encouraged by the authority has produced excellent research works. A good number of teachers have published papers in various acclaimed journals or in books published by publishers of repute. Many of them have published books to their credit.

**3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?**

The students of the college have ample opportunities to work and interact with the faculty members so that they can acquire the essence of modern research. The third year honours and general undergraduate students are required to submit a report of their project work in Environmental Studies (Compulsory), as part of the curriculum of the University of Calcutta. These project works are carried out by them under the direct care and guidance of the teachers of the respective departments. During these assignments, a student is exposed, and usually for the first time, to the intricacies of modern research methodologies in the various disciplines.

The third year honours students of commerce and economics departments also have to prepare a project report under the curriculum of University of Calcutta, which is a 100 marks honours paper. The students are always encouraged to develop the research problems themselves. During the course of the projects, under the utmost care of the teachers, they become acquainted with research works. After the data collection, their supervisors assist them in the data analysis and in the writing of their reports following the relevant style of their academic stream.

Individual teachers are also associated with various universities and research Institutes as part of their doctoral research. Their wealth of personal experiences in their specialized fields also helps in developing a scientific temper and promoting the research aptitude.

Photography is considered a fundamental part of any field work investigation. Keeping this in mind, in 2015, the Photography Club of the college organized a workshop on basic photography for the students.

Almost all the departments conduct educational tours every year to develop interest among the students in their subjects.

Poster presentation and competition are being encouraged by the departments which act as a boost in arousing interest and aptitude towards research work.

The college organizes seminars and workshops to help students develop the habit of listening and learning so that they become involved in research in their topic of interest. In the departmental seminars, the students are encouraged to present papers, with the guidance of the teachers, and the best papers are rewarded to encourage them. In the annual edu-cultural fest, Jashn, all the departments organized seminars where the teachers and students of the three colleges of the building presented papers.

**3.1. 5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.**

<b>Name of the Faculty</b>	<b>Topic</b>
Indrani Mitra	State's Role in Agriculture
Raktim Sur	A History of Liquor: Response and Resistance in Bengal (1706-1905)
Subir Maitra	An Investigation into the Quality of Technical Education in India
Papia Sengpta	Book Project - The Role of Voluntary Organisations in Rural Development :A Study in Selected Sectors in West Bengal.
Achintya Mandal	Yudhdha o Mannantar: Medinipur, 1939-45
Arpita Banerjee	<ol style="list-style-type: none"> <li>1. Political Economy of Conspicuous consumption – Thorstein Veblen in the post-globalization era</li> <li>2. Political Economy of Money</li> <li>3. The economy of the female daily migrant domestic caregivers</li> </ol>
Aditya Das	Relationship between Gold Price and Stock Index: An Analytical Approach
Shaunak Roy	<ol style="list-style-type: none"> <li>1. Examining The Factors Influencing Customer Adoption of Cab-based App Services: A Study in Kolkata</li> <li>2. Anatomizing the Dynamics of Societal Behaviour Towards E-Waste Management and Recycling Behaviour: A Case Study of Kolkata, India</li> </ol>
Suravi Kar Roy	Child Mortality: Does Public Spending Matter?



### **3.1.6 Give details of workshops/ training programmes/ sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.**

**Please refer to 3.1.4**

#### **Seminars**

Student seminars in the form of competitions, within the departments are annually organized. The preliminary level talks by interested students are organized in the individual departments. Selected students are then mentored by their teachers for the final round where they present seminar lectures on recent developments in their respective subjects. The best speakers are rewarded by the college.

Department of Economics organized a National level seminar – Growth and Inequality: Critical Perspective on Indian Experiences, in 2015.

IQAC, Heramba Chandra College organized a Panel Discussion – Impact of Microfinance on the Economy, in 2015.

IQAC, Heramba Chandra College organized a workshop – Quality Improvement in Higher Education – Undergraduate College Level, in 2015. All the departments conducted their own workshop as a part of this programme, with different subject experts.

Department of Geography organized a State-level seminar – Application of Remote Sensing on Various Dimensions of Contemporary Dynamics, in 2015.

Department of Bangla and the Drama Club of Heramba Chandra College jointly organized a workshop – Bangla Drama and Poems, in 2015.

Department of English organized a State level seminar – Modern Theater: Realism and Beyond, in 2015.

Department of English organized a state-level seminar – Rethinking Romanticism, and two college-level seminars – Diasporic Literatures in English, Thomas Hardy and Bibhuti Bhushan Bandyopadhyaya – a comparative approach in 2014-15.

Department of Economics organized an international seminar – Our Economy, Their Economies in 2014-15.

The Department of Bangla organised a state-level seminar – Bangla Sahitye Nari in 2013-14.

In the annual festival involving the three colleges of the building, Jashn, all the departments of the three colleges of the building organized seminars. The teachers and students presented papers in the departmental seminars.

#### **Students Club Targeted at Research Capacity Building**

**SPREAD:** Special Platform for Research in Economics And Development, a Economics students club, where students organize seminars (for example, the international seminar on “Our Economy, Their Economies” were organized by this club), shows documentary films on Economic issues etc.

#### **Publication of Student Research Projects**

**Budding Economists:** The Department of Economics has taken an initiative of

publishing the best research projects done by the final year students as a part of their mandatory curriculum, to encourage and motivate the students in building scientific temper and research capacity.

#### Tours

- The Departments of Bengali and Education took the students to visit Shantiniketan in 2013 and 2014 and to Bishnupur in 2015.
- The Department of History organised excursion tours in places of historical importance like Chandannagar and Bandel.
- The Department of Commerce took the students to Maithon and Henry Island in the past few years.
- The Department of Geography took the honours students to Mt Abu, Lava, Amarkantak, Shimla-Manali and Peiling-Rabangla in the past five years, and the pass students to Bakkhali, Baruipur, Digha and Bakkhali in the past years. These tours are arranged with a view to stimulating research interest among the students.

#### 3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

There is no such facility available in the college.

#### 3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

Researchers of eminence, occasionally from abroad, visit the college as resource persons in seminars, special lectures and workshops. Many of our faculty members are also in personal touch with researchers of reputed institutes and universities. The college has also been arranging State-level, National-level and International-level seminars and workshops and invites reputed scholars and researchers.

Sl No	Name	Institute	Type of Programme
1	Prof. Sugata Marjit	Vice-Chancellor, University of Calcutta	Seminar
2	Mr. Chandra Shekhar Ghosh	Founder, MD and CEO, Bandhan Bank	Panel Discussion
3	Prof. Achin Chakraborty	Director, Institute of Development Studies, Kolkata	Seminar
4	Prof. Indraneel Dasgupta	Professor, Economic Research Unit, Indian Statistical Institute, Kolkata	Seminar
5	Prof. Saibal Kar	Associate Professor, Center for Studies in Social Sciences, Kolkata	Seminar
6	Prof. Ratan Khasnobis	Professor (retd.), University of Calcutta	Seminar

7	Prof. Subhanil Chowdhury	Assistant Professor, Institute of Development Studies, Kolkata	Seminar
8	Prof. Satyajit Ghosh	University of Scranton, Pennsylvania, USA	Seminar
9	Prof. Sukanta Bhattacharya	University of Calcutta	Panel Discussion
10	Prof. Simantini Das	Rabindra Bharati University	Panel Discussion
11	Prof. Soumitra Basu	Rabindra Bharati University	Workshop
12	Binayak Bandyopadhyay	Eminent Poet	Workshop
13	Dr. Ananda Lal	Jadavpur University	Seminar
14	Dr. Salil Biswas	Educationist and writer	Seminar
15	Prof. Sudipti Banerjea	University of Calcutta	Workshop
16	Dr. Debiprasad Duari	Director, Birla Planetarium	Seminar
17	Dr. Abhijit Mitra	University of Calcutta	Seminar

**3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?**

Not applicable

**3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)**

Please refer to 3.1.4 and 3.1.6

### **3.2 Resource Mobilization for Research**

**3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.**

It is to be mentioned that this is an undergraduate college affiliated to the University of Calcutta. The aim of the institution is to prepare the students for undergraduate examinations. So nothing specific has been earmarked for research.

**3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?**

At present there is no such provision in our Institution. However, the college provides all sorts of support - administrative, infrastructural and

financial - for research endeavour of the concerned faculty members and students.

**3.2.3 What are the financial provisions made available to support student research projects by students?**

It has been proposed that annually some students will be selected and under the guidance of the faculty members, research projects will be encouraged. These projects will be financed by the college.

**3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.**

Inter-disciplinary seminars are organized by the college where students and teachers of different disciplines interact, leading to improved inter-disciplinary research. Many of the faculty members are involved in research on inter-disciplinary topics.

Departments of History and Economics jointly organize an inter-disciplinary bi-lingual annual magazine, Cross Current, to maintain the inter-disciplinary academic environment.

**3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?**

Sophisticated instruments of the Geography department are stored with utmost care and are available to all the faculty members and students after duly informing the Head of the Department. Students are permitted to access the sophisticated instruments only in the presence of an authorized faculty members or technical staff. The common equipments like projectors and computers are properly maintained and taken care of by the administration and support staff.

**3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.**

No such specific grant has been received.

**3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years.**

None

### **3.3 Research Facilities**

#### **3.3.1 What are the research facilities available to the students and research scholars within the campus?**

The college has rich Libraries. Computer and internet facilities are also available to the students and staff. The Libraries are being fully digitized. Internet along with Wi-Fi facilities are provided to the students. The college has enrolled itself in the N-LIST, which would enable the students and faculty members to have e – access to more than 100,000 books and journals. The subscribed software like EPW, EPWRF and PROWESS help the faculty members and students in their research work and for the project work.

#### **3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?**

The institution provides due consideration to the requests of the researchers to upgrade the available research facilities. The Institution encourages faculty to actively participate in new and emerging areas of research. There are instances where faculty members are granted leave to participate in various workshops and seminars related to emerging areas of research as resource person or paper presenter.

Please refer to 3.3.1.

#### **3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities?? If 'yes', what are the instruments / facilities created during the last four years.**

No.

#### **3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?**

None so far.

#### **3.3.5 Provide details on the library/ information resource center or any other facilities available specifically for the researchers?**

- Updated books of current edition.
- Selected subscription of national and international journals.
- Online journals and Books through N-LIST internet facilities.
- Subscription of EPW, EPWRF and PROWESS.
- Membership of British Council Library.

Please refer to 4.2 for details.

**3.3.6 What are the collaborative research facilities developed/ created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.**

None.

### **3.4 Research Publications and Awards**

**3.4.1 Highlight the major research achievements of the staff and students in terms of**

- Patents obtained and filed (process and product) : Nil
- Original research contributing to product improvement : Nil
- Research studies or surveys benefiting the community or improving the services : Nil
- Research inputs contributing to new initiatives and social development. Nil

**3.4.2 Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?**

No.

**3.4.3 Give details of publications by the faculty and students:**

See Annexure II

**3.4.4 Provide details (if any) of**

- **Research awards received by the faculty**
- **Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally**
- **Incentives given to faculty for receiving state, national and international recognitions for research contributions.**

No such award has not yet received by the faculty.

### **3.5 Consultancy**

**3.5.1 Give details of the systems and strategies for establishing institute-industry interface?**

Not applicable.

**3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?**

The institution being an undergraduate college has no scope for promoting consultancy services to any organization/ institution.

**3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?**

Although there is no system of providing consultancy to others, the college, however, responds to the appeal of other institutions in this regard. The faculty members are invited by many institutions to give lectures to their students and thus their expertise is being utilized by the other institutions.

**3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.**

Not applicable.

**3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?**

Not applicable.

**3.6 Extension Activities and Institutional Social Responsibility (ISR)**

**3.6.1 How does the institution promote institution-neighbourhood – community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?**

The institution is not only concerned with academic affairs and imparting education to the students, the college believes that, it is the duty of any academic institution to nurture the students in a proper manner, so that they can develop themselves into good citizens. The college not only restricted itself to inculcate human values to its students, but has provided service to the locality for upholding its principles.

The college developed a relationship with an NGO named SWABALAMBI. This is an income generation group of persons with disabilities supported by SANCHAR, a society for appropriate rehabilitation of the disabled. The college provides the organization an opportunity to exhibit and sell their products at the college premises every year.

The NSS Unit of the college organized for a visit to a local primary corporation school – Ballygunge Primary School – in June, 2015 to distribute exercise books and stationery to the children according to their requirement for

a year. It also organized for a flood relief in Subhashgram with the teachers, staff and students in August, 2015.

Blood donation camps are organized every year by the students as a part of their annual social function, which is a step towards developing good citizens and inculcating social responsibility. The NSS Unit also organized a blood donation camp in June, 2015 in the college campus.

There is a St John Ambulance Unit in our college campus, which is involved in providing primary medical services and some social activities.

### **3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?**

Teacher – Student relationship is the stepping stone of success of the institution. It is the priority of the institution to involve the students in various activities of the college. There is an elected Students' Union and the Principal is the ex-officio president of the Union. Different aspects like sports, cultural activities, magazine etc. are looked upon by senior teachers and they help the students to organize sports and cultural activities and for publishing the magazine.

By taking part in such activities under the guidance of the teachers, our students gradually develop leadership qualities, which are manifested in the outside world as well. The activities of the NSS Unit of the college and the blood donation camps organized are already mentioned in point 3.6.1 and elaborated in best practices.

The college invited Muktoberi, a group of performers from DumDum Central Jail, to perform in the students social function, AURA, 2013, in the college campus. It was highly appreciated by the students and all other guests. After the Nirbhaya incident, the students and staff of the college organised a rally to protest against such socially demoralizing incidents.

### **3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?**

The mission of the college is to get the students involved in every sphere of activity. The teachers try to inspire them to take part in extracurricular activities and other extension programmes. The performers in each field are rewarded by the institution. Seminar lecture competition, debate competition, poster competition and competitions in the fields of performing arts are organized by the institution. The best performers are rewarded. The stakeholders, particularly the students highly appreciate such programmes of the college. In fact, students' participation in various fields plays a key role in ensuring the quality of the institution.

### **3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four**



**years, list the major extension and outreach programmes and their impact on the overall development of students.**

The mission of the college is education for empowerment. This mission modulates following goals and objectives like advancement of learning for personality and career development, cultivating qualities required for good and responsible citizenship, instilling a strong sense of commitment to human values and social justice and involvement in community life along with acquisition of academic knowledge and personal values. The college proceeds with the lofty idea of elevating the institution to the highest standard. The college gives much importance to the extension and outreach programmes, involving the NSS unit of the college. The college encourages the students and the teachers to take active part in such programmes. There is no specific budget allocation for the purpose.

**3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?**

In the past years the college gave priority in organizing extension works with the help of the students as well as the teachers.

The activities of the NSS Unit of the college have already been mentioned in point 3.6.1 and the details of the blood donation camps organized have been mentioned there and in the best practices.

The college developed a relationship with an NGO named SWABALAMBI. This is an income generation group of persons with disabilities supported by SANCHAR, a society for appropriate rehabilitation of the disabled. The college provides the organization an opportunity to exhibit and sell their products at the college premises every year. Furthermore, the college takes initiative to use their products for the purpose of different activities of the college as seminars, gifts and prizes.

The Teachers' Council has been actively responding in contributing to different organizations like Bharat Sevasram Sangha and Nepal Consulate as aid towards the people suffering from natural calamity or other disasters.

Reena Sinha, Indrani Mitra and several other faculty members are active patrons of Vivek Chetana, an NGO which educates and employs to the needy local girls.

Prof. Nabanita Chakrabarti, the principal of the college, is involved in the NGO Pratyarpan which actively participates in different social work and relief activities.

Raktim Sur, regularly visits Ramakrishna Mission, Asansol to take classes of under-privileged students at its hostel.

Papia Sengupta actively involved in an INGO (SOROPTIMIST INTERNATIONAL) which is working to improve the lives of women and girls in local communities and throughout the world.

Arpita Banerjee, faculty member of the Department of Economics is actively involved in the NGO named Kalyan Sangha in Bankura District, West Bengal that

runs crèche and pre-primary school for local tribal children and several women empowerment initiatives.

**3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?**

The college does not restrict itself to the completion of syllabus of the affiliating university, but also attributes much importance to render services to the society.

The college invited Muktoberi, a group of performers from DumDum Central Jail, to perform in the students' social function, AURA, 2013, in the college campus. It was highly appreciated by all.

The activities of the college NSS Unit and the blood donation camps in association with the students' union have already been discussed in point 3.6.1.

**3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.**

Side by side with academic activities, the college emphasizes on the extension activities executed by the students. In fact, it helps the students to enhance their social awareness. Thus their academic experience is complemented by human values and skills. By their involvement in the above mentioned extension activities, they acquire experience in social activism. By participating in the extension activities, the students become aware of their social responsibilities. A spirit of cooperation among the students is incorporated and it helps to develop leadership quality among them. The students are encouraged to serve the society selflessly as it is found that the degradation in society around us has a negative impact on the young mind.

Various clubs of students function in the college like Nature Club, Trekking and Rock Climbing Club, Drama Club, Photography Club etc.

**3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?**

The college NSS Unit distributed books to the underprivileged students of a local school. There is no other specific initiative taken by the college that encourages community participation.

**3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.**

The college maintains a cordial relationship with other colleges of the locality. During the annual festival JASHN, students, teachers and non-teaching staff of Sivanath Shastri College, Prafulla Chandra College and our college participated in the competitions in music, dance, instrumental, debate, elocution, recitation and presented papers in the departmental seminars. Our students take part in the different competitions organized by local colleges and organizations, in performing arts as well as games and sports. The college also organizes different seminars and workshops, where teachers from other colleges come and interact, which results in a healthy bonding between the fraternity.

**3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.**

No such awards were received.

**3.7 Collaboration**

**3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.**

Not applicable.

**3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution. Information of career counseling and placement has been given in points 5.1.8 and 5.1.9 which shows the collaborative arrangements with different companies and institutions.**

**3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.**

There are no such industry – institution – community interactions. However, the college has evolved a system of its own to collaborate with other institutions, which has been elaborately discussed in the previous items. The college has an active Career Counseling and Placement Cell. The cell has

developed a collaborative relationship with the organizations like TCS, WIPRO, ICICI Prudential, IQST, NASSCOM and various other institutes (elaborated in 5.1.8 and 5.1.9). A good number of students secured employment through the Job Placement Cell of the college. Moreover, the students of the final year get benefited by interacting with the various institutes and professional bodies who come to the campus for career counseling and guidance.

**3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.**

Please refer to 3.1.4, 3.1.6 and 3.1.8.

**3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated –**

**a) Curriculum development/enrichment:**

Not applicable

**b) Internship/ On-the-job training**

The teachers join Refresher Courses & Orientation Programmes, organized by the Staff Training Colleges of different universities. This is linked with the promotion scheme of the teachers.

**c) Summer placement**

Not applicable.

**d) Faculty exchange and professional development**

There is no faculty exchange programme as such, but some teachers are invited by other institutions to give their expertise on the subject.

Please refer to 3.5.3.

**e) Research**

Some teachers have link with publishing houses and their researches have been published in book form.

Please refer to 3.4.3.

**f) Consultancy:**

Please refer to 3.5.3

**g) Extension**

The college is involved in various extension programmes, which has been stated earlier.

Please refer to 3.6.1, 3.6.2, 3.6.5.

**h) Publication**

Refer to Departmental Reports for Departmental magazines and teachers' individual linkages in publications. Apart from these, a large number of teachers have published papers and articles in journals of national and international repute.

Some teachers have contributed chapters in the books published by internationally reputed publishers. Some teachers have authored books published by eminent publishing houses.

**i) Student Placement**

The college has an active Job Placement Cell. The cell has developed a collaborative relationship with the organizations like TCS, Wipro, IQST, IBM, GENPACT, ICICI Prudential, NASSCOM etc. A good number of students secured employments through the Job Placement Cell of the college.

Please refer to 5.1.8 and 5.1.9

**j) Twinning programmes:**

Not applicable

**k) Introduction of new courses:**

Not applicable

**l) Student exchange:**

Not applicable

**m) Any other**

**3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/collaborations.**

The college has taken uninterrupted initiatives in planning and executing linkages/collaborations with external bodies viz. academic institutions, NGOs and industry.

The college developed a relationship with an NGO named SWABALAMBI. This is an income generation group of persons with disabilities supported by SANCHAR, a society for appropriate rehabilitation of the disabled. The college provides the organization an opportunity to exhibit and sell their products at the college premises every year.

The information of linkages with companies for placement and career counseling of students have been elaborated in 5.1.8 and 5.1.9.

**Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.**

Nil

## **CRITERION IV**

### **INFRASTRUCTURE AND LEARNING RESOURCES**

#### **4.1 Physical facilities**

##### **4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?**

The policy of the college regarding infrastructure is consistent with the needs that arise as a result of academic development. The policy is as follows:

- To meet the need of upgrading/creating infrastructure to support quality education and promote good teaching learning environment.
- Allocating enough resources for infrastructure development.
- Optimum utilization of resources to carry out curricular, co-curricular, extra-curricular activities keeping in mind the environmental impact.

Since the college building is shared by three colleges, Sivanath Sastri College, Heramba Chandra College and Prafulla Chandra College, independent policy regarding enhancement of infrastructure in the existing building is difficult. Thus the college tries to pursue three tier policy on infrastructure development:

1. To procure independent college premises by using own fund and to create and enhance infrastructure on the same.
2. To persuade the Accommodation Coordination Committee, made up of the representatives of the three college, to enhance the infrastructure of the existing building.
3. To enhance infrastructure by creating additional space in the area in exclusive possession of our college.

On the basis of the above, following steps were taken:

- Land measuring 17, 700 sq ft (approx) have been bought in October, 2015.

- Our college buildings are located in two addresses, 23/49, Gariahat Road and 25, Ballygunge Terrace, Kolkata- 700029. For construction of another floor and two 4 storied building on the open space, those two premises are required to be amalgamated. We have taken steps to amalgamate those and to submit plan for construction of another 18, 000 sq ft (approx)
- We constructed additional floor space of approx 1600 sq ft by constructing wooden floor.
- Wi-fi connectivity has been ensured
- Additional computers for computer centre have been purchased.
- Smart class rooms are being created
- CC TVs are being installed

#### **4.1.2 Detail the facilities available for**

**a) Curricular and co-curricular activities- classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, animal house, specialized facilities and equipment for teaching, learning and research etc.**

The college campus does not have sufficient space for all academic, administrative, co-curricular and extra-curricular activities. New facilities need to be created and the old ones have to be reorganized fully.

1. For more than 3300 students, the college has only 27 class rooms, which are very well ventilated with tight seating arrangements. In all these class rooms, conventional teaching aids are used, but provisions are being, so that in some of these rooms, advanced teaching aids can be used.
2. Tutorial classes and remedial classes are held in those rooms only.
3. College has a small seminar cum meeting hall (capacity: 40 max). For larger seminar/conference/symposium, Either large class rooms or a huge campus hall (capacity: 6000 are used.
4. Since, the college does not have a pure science department, only a geography laboratory is there, which is not that spacious.
5. Teaching learning facilities like computer centre with net connectivity for students is there.

**b) Extra-curricular activities- sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, public speaking, communication skills development, yoga, health and hygiene etc.**

College likes to play a proactive and supportive role in grooming students. But there is a paucity of space. A small play ground is there for use by students to play games. A basket ball court is located on that ground. The college has table tennis and badminton playing facilities.

A trekking club has been started to promote adventure sports among students.

**4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (encloses the Master Plan of the Institution/campus and indicate the existing physical infrastructure and the future planned expansion, if any)**

Please see Annexure III and Annexure-IV for master plan and proposed expansion plan respectively.

- a. As mentioned in 4.1.2 above, the college does not have enough space and the available infrastructure is used more than optimally. Some of the up-gradations/additions in the infrastructure carried out in the past four years are as follows:

Serial No.	Item	Amount Spent (Rs)
1	Construction of wooden mezzanine floor over Geography Lab to create space for IQAC and NAAC, and Renovation of Geography Room	3, 21 , 600
2	Construction of Wooden mezzanine floor over computer centre to augment computer centre space,	2,22, 500
3.	Construction of wooden mezzanine floor over seminar library to augment library space.	3, 51, 000
4.	Change of Electrical Wirings and Connections for making the Building Safe	23, 00, 000 (approx, shared by 3 Colleges)
5.	Replacement of Chairs and Tables in Office	1, 74, 650
6.	Air Conditioners	1, 18, 522
7.	Local Area Networking	1,47, 495

- b. The details of existing physical infrastructure are as follows:

Serial No.	Item	No.
1	Class Rooms	27
2.	Office Room	2
3.	Geography Lab	1
4.	Teachers' Room	1
5.	Campus hall	1



6.	Seminar/Meeting hall	1
7.	Computer Centre	1
8.	Central Library with Reading Room	1
9.	Seminar Library with mezzanine floor	1
10.	IQAC and NAAC Room	1
11.	Principal's Room	1
12	Land	17000 sq. ft

**4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?**

The college does not have any facilities for visually impaired students. As such, till date, no visually impaired student had taken admission in the college.

**4.1.5 Give details on the residential facility and various provisions available within them: hostel facility, Recreational facilities, gymnasium, yoga centre etc. Computer facility including access to internet in hostel, facilities for medical emergencies, Library facility in the hostels, internet and Wi-Fi facility, Recreational facility, common room with audio visual equipments, Available residential facility for the staff and occupancy, constant supply of safe drinking water and Security.**

The college does not have any hostel facility.

**4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?**

There are two types of health care facilities. First category includes health awareness programmes, which are conducted annually. Medical checkup cum health camp is arranged with the help of nearby RG Stone. Pathological and other diagnostic tests have been arranged at a discounted rate with RM Laboratories.

**4.1.7 Give details of the Common Facilities available on the Campus Space for special units like IQAC, Grievance Redressal unit, Women's Cell, Counseling and career Guidance, Placement Unit, Health Centre, canteen, Recreational space for staff and students, safe drinking water facility, auditorium etc.**

The details are as follows:

Serial No.	Item	Area
------------	------	------

1	Internal Quality Assurance Cell	A mezzanine floor on the 4 <sup>th</sup> floor measuring 200 sq ft with computers, printers, net connection.
2	Counseling and career guidance	Do (shared)
3	Psychological Counseling Cell	A Room of approximately 100 sq ft. basic furniture
4	St John's Ambulance	A Room of approximately 100 sq ft with basic furniture
5	Canteen	A small canteen accommodating 60 persons
6	Common Room	A 600 sq ft Room with Table Tennis Board and carom Board.
7	Common Room (girls)	A Small room of approx 100 sq ft
8	Staff Common room	A Small room of approx 100 sq ft

## 4.2 Library as a Learning Resource

### 4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

Library committee acts as an advisory committee which comprises the Principal, Bursar, Prof.-in charge library, Librarian, teacher representative from each departments, Head Clerk, and Accountant.

The significant initiatives of the committee are:

- Allotment of library budget for both central and Seminar library;
- Policy making decisions like library clearance, fines etc.;
- Library renovations and development proposals;
- Purchase recommendations;
- Initiatives taken for Automation of library resources;
- KOHA: an open source library management software has already installed and which is a networked version;
- Newly introduced library OPAC can be accessed from any-where in the college;
- Feedback form has been introduced for both students and staff.
- New collection development policy has been introduced to cope with the weeding out of out-dated copy books;
- In-addition to the above college has taken the subscription of N-LIST of INFLIBNET which provides scholarly content of e-resources.
- The college is also subscribed to the Institutional Membership of British council Division which allows to access a wide range of knowledge-sharing resources.

**4.2.2 Provide details of the following:**

**Total area of the library (in Sq. Mts.):**

Central Library: **282.3055** ; Seminar Library: **45.617**

**. Total seating capacity:**

Central Library: **70**; Seminar Library: **4**

**Working hours (on working days, on holidays, before examination days, during examination days, during vacation):**

12.00 Noon-5.00 PM on all working days; On Saturday: 12.00 Noon-2.45 P.M.

During examination and summer recess library opens as usual timing.

**Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources):**

There is large reading room in Central Library with about 70 reading capacity in the 3<sup>rd</sup> floor of the building. Seminar library situated in the ground floor of the building which provides individual reading carrels for teachers only with about 4 reading capacity with 1 computer and internet facility.

**4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.**

Library holdings	Year -1 (2011-12)		Year - 2 (2012-13)		Year - 3 (2013-14)		Year - 4 (2014-15)	
	Number	Total Cost (Rs.)	Number	Total Cost (Rs.)	Number	Total Cost (Rs.)	Number	Total Cost (Rs.)
Text books (Central Library + Seminar Library)	(224+242) = 466	55118.00+50613.00 = 105731.00	(1207+1390) =2597	351616.00+345121.00) = 696737.00	(404+276) = 680	103089.00+112389.00 = 215478.00	(327+850) =1177	86230.35+297343.00 = 383573.00
Reference Books	Data is not available as reference books are included in the text collection.							
Journals/ Periodicals	01	Data Not Available	01	Data Not Available	01	Data Not Available	01	Data Not Available

	Nil	Nil	Nil	Nil	Nil	Nil		
<b>e-resources</b>							N-LIST (6000+ e-journals and 97000+ e-books)	5700.00
<b>Any other (specify): Institutional Membership</b>	British Council Library Membership	6500.00	British Council Library Membership	6500.00	British Council Library Membership	8500.00	British Council Library Membership	10000.00

**4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?**

**OPAC:** Newly introduced

**Electronic Resource Management package for e-journals:**

1. The college has subscribed to "National Library and Information Services Infrastructure for Scholarly Content (N-LIST)" of INFLIBNET which provides access to 6000+ e-journals and 97000+ e-books to students, researchers and faculty. Authorised users of the college get access to the e-resources and download articles required by them directly from the publisher's website.
2. The college has an institutional membership of British Council Division which provides fully downloadable online resources like 90000 e-books, 7000 e-journals, Online movies, Zinio and literature online with personalised access.

**Federated searching tools to search articles in multiple databases:**

Not available

**Library Website:**

[http://www.herambachandracollege.ac.in/learning\\_resources/library.shtml#library](http://www.herambachandracollege.ac.in/learning_resources/library.shtml#library)

**In-house/remote access to e-publications:**

Through membership of N-LIST and British Council Division online collections.

**Library automation:**

Initiatives have been taken. KOHA- an open source library automation software has already been installed. Computerization of library resources is under process.

**Total number of computers for public access:**

01 (In Seminal Library for teachers only, Laptops will be available for OPAC in Central Library which is under future plan).

**Total numbers of printers for public access:** Printer is made available to users in special cases.

**Internet band width/ speed** □ 2mbps □ 10 mbps □ 1 gb (GB) :

40MBPS

**Institutional Repository:**

Not available

**Content management system for e-learning:**

Not available.

**Participation in Resource sharing networks/consortia (like Infflibnet):** The college has a subscription of "National Library and Information Services Infrastructure for Scholarly Content (N-LIST)".

**4.2.5 Provide details on the following items**

**Average number of walk-ins:**

45-50

**Average number of books issued/returned:**

Issue-40-50; Return- 20-25

**Ratio of library books to students enrolled:**

7:1

**Average number of books added during last three years:** 1487 (During 2012-2015)

**Average number of login to opac (OPAC):**

OPAC introduced newly.

**Average number of login to e-resources:**

Data not available.

**Average number of e-resources downloaded/printed:**

Data not available.

**Number of information literacy trainings organized:**

No.

**Details of "weeding out" of books and other materials:**

Library maintains separate registers of damaged and out-dated book which are not fit for present requirements are weeded out. Library holds huge collection of Higher Secondary books which are also kept aside as the college discontinued Higher Secondary courses. Till now more than 8000 books have been weeded out. The system of weeding out of books is a continuing process. Library staffs in consultation with concerned department teachers and Principal weed out the non-required books.

**4.2.6 Give details of the specialized services provided by the library:**

**Manuscripts:**

No.

**Reference:**

Reference service is provided on demand.

**Reprography:**

The college could not able to introduce the reprographic service due to space problem.

**ILL (Inter Library Loan Service):** Through Institutional membership of British Council Division.

**Information deployment and notification (Information Deployment and Notification):** The principal with the help of Librarian and library staff serves notices to all. Library website which include in the college website also serve this purpose.

**Download:**

Yes (in special cases)

**Printing:**

Yes (in special cases)

**Reading list/ Bibliography compilation:**

On request.

**In-house/remote access to e-resources:**

Through N-LIST and British Council Division Institutional Membership.

**User Orientation and awareness:**

Details about the college library are provided in college website ([http://www.herambachandracollege.ac.in/learning\\_resources/library.shtml#library](http://www.herambachandracollege.ac.in/learning_resources/library.shtml#library)) and personal assistance is given by individual staff of library for orientation and

awareness.

**Assistance in searching Databases:** Yes  
**INFLIBNET/IUC facilities:** Yes

**4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.**

All the library staffs are dedicated to support the readers and their need. The faculty, students of the college also get personalised service through e-mail.

**4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.**

The college has a plan to look after the requirement of the visually/physically challenged persons besides that Our Seminar Library is situated in the Ground Floor of the building for easy and convenient access.

**4.2.9 Does the library get the feedback from its users? If yes, how is it analysed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analysed and used for further improvement of the library services?)**

Library gets feedback forms from its users which are provided by the library staffs. The Library has a separate register for students' book suggestion about their requirements. The suggestions are implemented through library committee recommendations for further improvement of its services.

**4.3 IT infrastructure**

**4.3.1 Give details of the computing facility available (hardware and software) at the institution.**

Number of computers with configuration (provide actual number with exact configuration of each available system), Computer- student ratio, stand alone facility, LAN facility, Wi-fi facility, Licensed software, number of nodes/computers with internet facility.

Sl. No	Location	Configuration	Stand alone/LAN	Wi-Fi Facility	Licensed Software	Internet Facility
1	Central Library	AMDE1-1500-4GBRAM/500Gb	LAN		WIN 8/OFFICE	Yes
2	Geography	i3/4GB/500GB	LAN		WIN 7/OFFICE	Yes
3		i3/4GB/500GB	LAN		WIN 7/OFFICE	Yes

4		i3/4GB/500GB	LAN		WIN 7/OFFICE	Yes
5.	Teaching Deptts.	i3/4GB/500GB	LAN		WIN 7/OFFICE	Yes
6		i3/4GB/500GB	LAN		WIN 7/OFFICE	Yes
7		CeleronCPUG460/4GB/500GB			WIN 7/OFFICE	
8	Seminar Library	i3/4GB/500GB	LAN		WIN 7/OFFICE	Yes
9		AMDE1-1500-4GBRAM/500Gb	LAN		WIN 8/OFFICE	Yes
10		AMDE1-1500-4GBRAM/500Gb	LAN		UBuntu	Yes
11	Office	i3/4GB/500GB	LAN		WIN 7/OFFICE	Yes
12		i3/4GB/500GB	LAN		WIN 7/OFFICE	Yes
13		i3/4GB/500GB	LAN		WIN 7/OFFICE	Yes
14		i3/4GB/500GB	LAN		WIN 7/OFFICE	Yes
15		i3/4GB/500GB	LAN		WIN 7/OFFICE	Yes
16		i3/4GB/500GB	LAN		WIN 7/OFFICE	Yes
17		i3/4GB/500GB	LAN		WIN 7/OFFICE	Yes
18		i3/4GB/500GB	LAN		WIN 7/OFFICE	Yes
19		i3/4GB/500GB	LAN			Yes
20		Cor 2 Duo/2GB/320GB	LAN		WIN 7/OFFICE	Yes
21		i3/4GB/500GB	LAN		WIN 7/OFFICE	Yes
22		Pent Dual Core/1.5GB/120GB		Yes	WIN XP/OFFICE	
23	Computer Centre	Celeron/1007U/2GB/500GB	LAN	Yes	WIN 7/OFFICE	Yes
24		Celeron/1007U/2GB/500GB	LAN	Yes	WIN 7/OFFICE	Yes
25		Celeron/1007U/2GB/500GB	LAN	Yes	WIN 7/OFFICE	Yes
26		Celeron/1007U/2GB/500GB	LAN	Yes	WIN 7/OFFICE	Yes
27		i3/2GB/500GB	LAN		WIN 7/OFFICE	Yes
28		i3/2GB/500GB	LAN		WIN 7/OFFICE	Yes
29		i3/2GB/500GB	LAN		WIN 7/OFFICE	Yes
30		i3/4GB/500GB	LAN		WIN 7/OFFICE	Yes
31		i3/4GB/500GB	LAN		WIN 7/OFFICE	Yes
32		Intel@2140/1GB/500GB	LAN		WIN 7/OFFICE	Yes
33		Intel Celeron /2GB/500GB	LAN		WIN 7/OFFICE	Yes
34		Pentium Dual E2140 /2GB/500GB	LAN		WIN 7/OFFICE	Yes
35	IQAC	i5/4GB/1TB	LAN	Yes	WIN 8/OFFICE	Yes
36	Laptop	Intel Pent N3540/4GB/500GB	LAN	Yes	WIN 8/OFFICE	Yes
37		Intel Pent N3540/4GB/500GB	LAN	Yes	WIN 8/OFFICE	Yes
38		Intel Pent N3540/4GB/500GB	LAN	Yes	WIN 8/OFFICE	Yes
39		Intel Pent N3540/4GB/500GB	LAN	Yes	WIN 8/OFFICE	Yes
40	Laptop Principal	i3 /3GB/280GB	LAN	Yes	WIN 7/OFFICE	Yes

#### 4.3.2 Details on the computer and internet facility made available to the faculty and students on the campus and off campus

The campus has been networked with LAN. All the prominent locations/departments are Wi-Fi enabled.

Serial No.	Office/Department	Total No. of Computers	No. of Net Connected	No. available for Staff and
------------	-------------------	------------------------	----------------------	-----------------------------

				<b>Students</b>
1	Computer Centre	12	12	Students
2	Office	11	11	Staff
3	Geography	3	3	Staff & Students
4	Teaching departments	3	3	Staff
5	Seminar Library	3	3	Staff
6	Central Library	1	1	Staff
7	IQAC	1	1	Staff
8	Laptop for Principal	1	1	Staff
9	Laptops	5	5	Staff

#### **4.3.3 What are the Institutional plans and strategies for deploying and up-gradating the IT infrastructure and associated facilities?**

Recently, the college has been shifting towards policy for shifting towards IT enabled environment. It is developing a Education Management system of its own, where on-line admission, students database management, leave management, personnel management, library management, Accounts and finance, purchase, examination teacher-subject-student allocation, will be covered and which would act as MIS of the college.

#### **4.3.4 Provide details on the provision made in the annual budget for procurement, up-gradation, deployment and maintenance of the computers and their accessories in the Institution (Year wise for last four years)**

The college makes provision in the annual budget for procurement, upgradation, maintenance and purchase of accessories.

<b>Year</b>	<b>Computers(Rs)</b>	<b>Software(Rs)</b>
2011-2012	UGC 80,000	UGC 36,000
2012-2013	UGC 2,88,000 College 3,30,000	College 80,000
2013-2014	UGC 40,000 College 3,20,000	UGC 1,70,000 College 26,000
2014-2015	UGC 1,00,000 College 1,50,000	UGC 80,000

#### **4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/learning by its staff and students?**

The college is in the initial phase of developing computer aided teaching/learning materials. The university syllabi followed by the college does not permit much use of computer aided teaching/learning.

#### **4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching – learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.**



The college, as stated in 4.3.5, is in the initial phase of developing computer aided teaching/learning materials.

**4.3.7 Does the institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?**

The college does not avail National Knowledge Network connectivity directly or through the University of Calcutta.

**4.4. Maintenance of Campus Facilities**

**4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?**

- a. Building
- b. Furniture
- c. Equipment
- d. Computers
- e. Vehicles
- f. Any other

The college is located in a building which is used by three colleges. So, the maintenance of the building is not within the sole purview of the college. A common committee known as accommodation co-ordination committee formed by the representatives of the three colleges look after the maintenance.

Maintenance of furniture is not a regular feature.

For equipment and computer maintenance, annual maintenance contract is entered with agencies usually, the suppliers after the expiry of the warranty period.

**4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?**

The college prepare and submits financial requirements under various budget heads for sanctioning in the finance committee and subsequent approval of the governing body of the college.

**4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/ instruments?**

The college does not have such instruments or equipments / instruments which requires calibration and other precision measures.

**4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?**

Main Circuit Breaker (MCB) and Earth Leakage Circuit Breaker (LCB) are placed at prominent power supply units.

The college has water pipe lines from Kolkata Municipal Corporation. It has main water storage tank of sufficient capacity which supplies water constantly.

**Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.**

Accommodation coordination committee as stated above under the Brahma Samaj Education Society council, the managing umbrella of the colleges, may focused efforts towards upgrading and maintaining the infrastructure of the campus.

## **CRITERION V STUDENT SUPPORT AND PROGRESSION**

### **5.1 Student Monitoring and Support**

#### **5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?**

Heramba Chandra College publishes its updated prospectus annually. Through this document it seeks to reveal the following information:

- Brief history of the college
- General instructions
- Composition of the Central Council of Brahma Samaj Education Society
- Composition of the Governing Body
- Teaching Staff profile
- Office staff profile
- Fees structure for First year courses
- Courses offered
- Syllabus for different courses
- Academic Calendar
- Scope for academic advancement
- Career prospect
- Academic performance of the students
- Information about college library
- Different facilities offered like computer courses, canteen, Cheap Book Stores, Students' Mutual Benefit Fund etc.
- Different Committees for addressing the needs of the students
- Different co-curricular activities undertaken
- Activities of the college union
- Alumni Association

The college remains committed to the welfare and requirements of the students. Its commitment and accountability to the students are ensured

through periodic departmental meeting to review the progress of the syllabus, taking remedial classes, holding tests and examinations on time, arrangement with various leading institutions like WIPRO, Tata Consultancy Services, etc., for training and recruitment and holding meeting with Students' Union for redressing any problem faced by the students.

**5.1.2 Specify the type, number and amount of institutional scholarships / freships given to the students during the last four years and whether the financial aid was available and disbursed on time?**

The college is having Students' Mutual Benevolent Fund from which financial assistance is provided to distressed students on the basis of applications made. The financial aid is disbursed on time to the eligible candidates.

Over the last four years the college has provided financial assistance to the needy students from Students' Mutual Benevolent Fund the details of which are as below:

Year	No. Of students	% of students	Amount (RS.)
2011-12	45	1.38	82,000
2012-13	38	1.17	72,110
2013-14	54	1.53	1,15,065
2014-15	69	1.94	1,71,625

**5.1.3 What percentage of students receive financial assistance from state government, central government and other national agencies?**

The Government of West Bengal provides following financial assistances through college to the students of various categories as below:

- Schedule casts and Schedule Tribes Stipend
- Minority Stipend
- National Scholarship
- Sports Scholarship
- Physically challenged stipend
- Kannashree Prakalpa ( for girls students)

**Over the last four years number and percentage of students receiving the above financial assistance is as below:**

Financial aid	2011-12		2012-13		2013-14		2014-15	
	No.	%	No.	%	No.	%	No.	%
SC / ST Stipend	233	7.17	343	10.56	379	0.78	318	8.96
Minority Stipend	193	5.94	256	7.88	184	5.23	7	0.20
National Scholarship	-	-	-	-	-	-	-	-

Sports Scholarship	-	-	-	-	-
Physically Challenged Stipend	-	-	-	-	-
Kannashree	-	-	-	16	20

Students usually do not get financial assistance from Central Government or other national agencies.

**5.1.4 What are the specific support services/facilities available for Students from SC/ST, OBC and economically weaker sections**

**Students with physical disabilities**

**Overseas students**

**Students to participate in various competitions/National and International**

**Medical assistance to students: health centre, health insurance etc.**

**Organizing coaching classes for competitive exams**

**Skill development (spoken English, computer literacy, etc.)**

**Support for “slow learners”**

**Exposures of students to other institution of higher learning/ corporate/business house etc.**

**Publication of student magazines**

	<b>Institution's Role</b>
✓ Students from SC/ST,OBC and economically weaker sections	The college is committed to admit students belonging to SC / ST and OBC category to fill in seats reserved for them as per rule framed by the Government. It urgently processes all applications for SC/ST stipends and forwards them to the concerned authority of the Government for onward disbursement of fund to the deserving candidates. Moreover the college arranges financial assistance to the students of economically weaker sections from Fund maintained by it for this purpose.
✓ Students with physical disabilities	The college reserves seats for admission of students with physical disabilities in different courses as per rule framed by the Government. It provides necessary assistance to them in getting physically challenged stipend from the State Government whenever required by them. The college has also earmarked a separate room in the ground floor for holding special classes and examinations for physically challenged students. It has also provision for installation of lift. Initiative has been taken to complete the project very soon along with the construction of a ramp in the ground floor, so that students, particularly of this category become benefitted.
✓ Overseas students	The English Department of the college arranges cultural education for overseas students by taking classes on every Thursday so that they do not face any problem in

	adjusting the culture of the city and mannerisms within the college.
✓ Students participating in various competitions / National and International	Students desiring to participate in various State and National level competitions are provided with financial and other logistic support by the college.
✓ Medical assistance to students	<p>The St. John's Ambulance Unit of our college provides first aid and rudimentary medical treatment on the spot to students. There is arrangement of sickbed in the room where the Unit is located. Moreover the college has an arrangement with <i>R. M. Laboratories</i>, a well known pathological centre in the locality, under which it carries out all kinds of pathological test needed by students at 25% discount.</p> <p>An arrangement has also been made with <i>RG Stone Urology &amp; Laparoscopy Hospital</i>, a nearby hospital of repute which gives medical treatment to our students at a concessional rate. It also frequently conducts health camp in our college campus for free check up of students as well as staff members.</p>
✓ Organizing coaching classes for competitive exams	Of late, we have started an arrangement for coaching classes of students in collaboration with Pathfinder, a well known institution in this field with a view to equipping them for appearing in the different competitive examinations.
✓ Skill development	<p>The college has been running the Arun Sen Computer Information Institute (ASCII) since 1993 inside the college campus in a separate Air Conditioned room with sufficient number of computers for the use of students. The Institute, being run in technical collaboration with ICE(I), is recognised by DOEACC 'A' Level. Certificates issued by this centre are recognised by the Directorate of Employment, Govt. of W. B. The courses of the computer centre have been designed to train students in computer technology by an efficient group of teachers at an affordable rate of fee.</p> <p>The college also holds classes of communicative English regularly so that students particularly of vernacular medium can enrich their communicative skill in English.</p>
✓ Support for slow learners	We hold remedial classes for the slow learners after the regular class hours, especially after Test Examination.
✓ Exposures of students to other institutions of higher learning / corporate /	We do not have regular institutional arrangement to facilitate exposures of students to other institutions of higher learning. However we very often invite teachers of Universities and leading institutions to give talks before the students on various emerging topics. Few

business houses etc.	departments take initiative to take students to other institutions for academic events.
✓ Publication of student magazine	NIL

### **5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.**

The Entrepreneurial Cell of the college has been working. It organises workshops on Entrepreneurship Development on regular basis where students are provided with necessary information in the process. Meanwhile the Cell arranged a lecture session on stock market on 17. 11. 2015. Some eminent person from Bombay Stock Exchange delivered lecture on share market operation. The main objective of the discussion was to enlighten the Final year students of Commerce Department about share trading business so that they can get some input about this profession. We also organised a seminar on Micro-finance on 28.11.2015 where the founder-chairman of Bandhan Bank Shree Chandra Shekher Ghosh delivered the key-note address sharing his experience and knowledge with us in respect of promotion of new ventures where micro-finance can play a useful role in meeting financial needs of such ventures.

### **5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co- curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.**

The college offers various facilities for promoting students' participation in various extra-curricular and co-curricular activities as mentioned below:

- Indoor games
- Outdoor games
- Trekking & Rock climbing club
- Photography club
- Nature club
- Drama club
- Excursion
- Blood Donation Camp

### **Academic and other support and flexibility in examinations**

The college provides additional academic support to the students in the form of internet facility, book bank facility and personal guidance after regular classes. We are having sound system in most of the class rooms so that all students of the class who are present can listen the lecturers properly. The college encourages the students of final year to make power point presentation

of their project work. We are also going to introduce SMART class facility very shortly. Another significant reform introduced by the college is updating its website containing the Question Bank on different subjects. Students are encouraged to write answers to the questions as suggested by the teachers and get them checked online.

We also provide flexibility in the examination system in the form of open book test and arrangement of retest until any student attains the desired level of performance. For details please refer to the evaluative report of the departments.

#### **Support to students for sports**

There is provision of providing sports uniform and sports material to the students for which expenditure incurred during last four years are as follows:

<b>Year</b>	<b>Expenditure</b>
2011-12	650.00
2012-13	7680.00
2013-14	8950.00
2014-15	3750.00

#### **5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.**

<b>Examination</b>	<b>Remarks</b>
UGC-CSIR-NET examination UGC-NET UGC-SLET ATE CAT GMAT OTHERS	At present we do not have any arrangement to provide support and guidance to the students in preparing these competitive examinations. However, we are going to enter into an arrangement with ITES & Educare to provide specialised support and guidance to students for these kinds of competitive examinations. Students who have successfully completed Post-Graduate courses are eligible to appear in most of these examinations. Since our college offers only under graduate courses, it is not possible to keep record of students qualifying these examinations.

### 5.1.8 What type of counseling services are made available to the students (academic, personal, career, psycho-social etc.)

We are having following counselling Cells:

#### **Career Counselling:**

With a designated officer, the Career Counselling Centre has been functioning for a number of years. It provides necessary career guidance to the student. The various career counselling programmes undertaken by it in the recent past are as follows:

- Investor Awareness Programme by Accurate Advisors / Tiksha Mission Trust under National Stock Exchange on 13.10.15
- Bombay Stock Exchange Brokers' Forum held a seminar in the college on *Capital Market – basic concept and career option* on 13.10.15
- IMI, a R. P. Goenka Group organised career counselling programme and conducted a quiz and antakshari competition in 2014 and 2015
- Protex Institute of Technical Education conducted a designing competition in 2015 in our college and finally an inter-college competition (ARTISAN 2015) was held where 6 of our college students got prizes.
- Versicle Institute of Technology held a career counselling on Tally, an accounting software, and Teachers' Day Massage contest in 2014 and 2015.
- Aswani Bajaj, a faculty of St. Xavier's college, Kolkata, gave a presentation on various career options available to the students after completing graduation in commerce.
- Renaissance Institute of Modern Management held a career counselling programme in 2014.

Besides the above, we are going to organise the following career counselling programmes in the near future:

- ICICI Direct Centre for Financial Learning has proposed to hold a lecture talk with a view to making the students aware about having an account for mock trading so that they can learn about stock market operations.
- Renaissance Institute of Modern Management has proposed a career counselling programme which will be held shortly at convenient time.
- Some noted professional Institutes have recently proposed to hold career counselling programme in the campus. They include the



Institute of Company Secretaries of India, the Institute of Cost Accountants of India, CMC Academy, Frankfinn Institute of Air hostess Training, the Institute of Computer Accountants, ICAI Group, Heritage Institute of Technology, Pune Institute of Business Management, Calcutta Business School, Globsyn Group, Techno India University, Heritage Business School, Vision IAS.

- George ITES & Educare has offered to give specialised coaching to the students aspiring for GRE / GMAT etc.
- Wizemen consultancy Pvt. Ltd. has proposed to organise a training and placement programme in the campus.

### **Student Support Cell**

The Students Support Cell headed by Prof. Papia Sengupta renders assistance to the students in any academic and personal matters.

### **Psychological Counselling**

The college has a Psychological Counselling Cell. It is working under the supervision of Prof. Chhaya Banerjee. At present Mrs. Sreetama Ghosh, a noted psychologist, pays visit to the college once a week to provide Psychological counselling to the students.

### **5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).**

The Employment Cell headed by Prof. Sharmistha Dasgupta has been functioning for around last ten years. It regularly approaches prospective employers to conduct campus interview to recruit students of the college. Following organisations held campus placement programme over the last four years:

1. Wipro has been organising placement drive every year since 2012.
2. TCS organises "Employability Training programme" for 5 days in the college for 3<sup>rd</sup> year students where they give basic training for communication skill, group discussion, interpersonal communication, how to appear in interview etc. and also placement programme since 2012. It has also proposed to hold 'Campus to Corporate', a plan where it will train teachers to make the students ready for corporate world. The programme will be carried out from 2016.
3. Mind specs, Sun Knowledge Pvt. Ltd, Boston Solutions and ICICI Prudential Life Insurance held campus placement programm in 2014.
4. IBM India held campus placement in 2013 through 2 Coms, a recruitment consulting firm.

5. Institute of Quality Skill Training organised a placement drive in college and a job fair in Science City in 2015 where companies from different sectors such as Banking, IT, Hotel, Airlines , FMCG, etc. directly recruited students.
6. AZURE NICKSAT INFOTECH PVT LTD will conduct campus placement in 2015-16.
7. NASSCOM Foundation will conduct a seminar to let students know about their proposed programme. They will train students for 70-100 hours to make them ready for corporate world and will place them in GENPACT and other organisations.

ILEAP, a division of Pathfinder, registered students who are not economically sound and give them free coaching for clerkship exam. in collaboration with the youth dept, Govt. of W.B. in September, 2015.

The number of students selected during campus interview by different employers over the last four years is given below:

Name of the employers	2011-12	2012-13	2013-14	2014-15
Tata Consultancy Services	6	18	23	33
ICICI Prudential LIC Ltd.	-	-	-	16
IQST	-	-	-	26
WIPRO	10	15	15	8
IBM		18		
OTHERS			4	

**5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.**

Student Grievance Cell has been functioning for quite a number of years. The Cell consists of Prof. Indrani Mitra, Prof. Papia Sengupta and Prof. Lily Mukherjee.

**5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?**

The Women’s Cell consisting of Prof. Meena Murarka, Prof. Sarmistha Banerjee, Sharmistha Dasgupta and Prof. Lily Law has been assigned with the responsibility of sorting out issues pertaining to sexual harassment. No such incident has ever taken place in our college so far.

The functions of the committee include creating awareness amongst the staff and Students, thoroughly investigating grievances of this type (if any) and ensuring that justice is done. “*Vishakha Guidelines*” against Sexual

Harassment at the work place are displayed at prominent locations and discussed with the students and staff. This Cell organizes various awareness programmes in this regard.

**5.1.12 Is there any anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?**

The Anti-ragging Committee is there. Till date no incident of ragging has been reported.

**5.1.13 Enumerate the welfare schemes made available to students by the institution.**

The college is having following welfare schemes for the benefit of the students:

- Cheap canteen facilities
- Cheap Books Stores
- Medical Centre run by St. John' Ambulance
- Arrangement with a local hospital with repute for medical treatment on emergency
- Students' Mutual Benefit Fund for providing concession in tuition fees
- Separate Common Rooms for boys and girls for spending leisure time
- Indoor games
- Outdoor games
- Students excursion held yearly (a) by the Students Union and (b) different departments

**5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?**

The college has a registered Alumni Association established long back. The Association is committed to undertake following activities:

- Unification of past with the present
- Award scholarship and provide financial aid to poor but meritorious students
- Holding of Medical Camp in the college
- Holding Blood donation camp in the college
- Sponsoring sports material
- Organising Panel discussion to commemorate college Foundation Day
- Keeping track of the Ex-students of the college

## 5.2 Student Progression

### 5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

Student progression	2011-2012	2012-2013	2013-2014	2014-15
UG to PG	Data not available	Data not available	Data not available	Data not available
PG to M. Phil	Do	Do	Do	Do
PG to Ph.D.	Do	Do	Do	Do
Employed				
• Campus selection	16	51	42	83
• Other than campus recruitment	Data not available	Data not available	Data not available	Data not available

It is to be noted that as the college offers only Undergraduate courses to the students, it has become well-nigh impossible to keep track of their progression to higher education or employment other than campus selection. However, since a good number of students qualify with distinction, many of them, it is known, continue their study in higher education in Universities and Institutes of higher learning or get them employed in reputed organisation.

### 5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district. 2012

Examinations	Appeared	1 <sup>st</sup> class	2 <sup>nd</sup> class	Pass	% of success
B Com (Hons.)	661	224	397	16	96.37
B. A. ( Hons.)	60	-	32	28	100
B. Sc. ( Hons.)	22	-	15	7	100
B.Com (General)	197	-	23	111	68.02
B. A. (General)	32		1	19	62.50

B. Sc. ( General)	4		1		25.00
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### 2013

Examinations	Appeared	1 <sup>st</sup> class	2 <sup>nd</sup> class	Pass	% of success
B. Com (Hons. )	572	96	264	50	71.68
B. A. (Hons.)	54	-	37	16	98.15
B. Sc. (Hons.)	15	1	10	1	80.00
B. Com ( General)	165	1	24	64	53.94
B A. (General)	29	-	-	14	48.28
B Sc. (General)	14	-	1	7	57.14

### 2014

Examinations	Appeared	1 <sup>st</sup> class	2 <sup>nd</sup> class	Pass	% of success
B. Com (Hons.)	686	100	370	N. A.	68.51
B. A. (Hons)	56	2	42	10	96.43
B. Sc. (Hons)	32	2	11	19	100.00
B. Com (General)	310	1	43	103	47.42
B. A. (General)	36	-	1	23	66.67
B. Sc. (General)	8	-	2	6	100.00

### 2015

Examinations	Appeared	1 <sup>st</sup> class	2 <sup>nd</sup> class	Pass	% Of success
B.COM (Hons.)	804	104	573	N. A.	84.31
B. A. (Hons.)	79	2	56	15	95.52
B. Sc. (Hons.)	31	3	21	6	100.00
B. Com (General)	356	2	39	264	86.16
B. A. (General)	42	-	1	11	25.71
B. Sc. (General)	1	-	-	-	0.00

A comparative study of pass percentage of our institution with that of two Colleges, affiliated under the University of Calcutta, is given below:

Examinations	2012		2013		2014		2015	
	HCC	VC	HCC	VC	HCC	VC	HCC	VC
B.COM (Hons.)	96.37	96.2	71.68	95.8	68.51	66.9	84.31	56.3
B. A. (Hons.)	100	99.5	98.15	96.9	96.43	99.5	95.52	98.6
B. Sc. (Hons.)	100	97.8	80.00	96.5	100.00	98.3	100.00	98.6
B.Com (General)	68.02	87.7	53.94	68.6	47.42	39.5	86.16	38.0
B. A. (General)	62.50	76.9	48.28	53.6	66.67	47.2	25.71	35.2

B. Sc. (General)	25.00	86.2	57.14	74.2	100.00	74.4	0.00	82.4
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**Comparative study between Heramba Chandra College and Vivekananda College:**

HCC: Heramba Chandra College ; VC: Vivekananda College ( Taken from SSR Report)

**Comparative study between Heramba Chandra College and K K Das College:**

Examination	2012		2013		2014	
	HCC	KD	HCC	KD	HCC	KD
B.Com (Hons)	96.37	95.96	71.68	100	68.51	98.15
B. A. (Hons)	100	100	98.15	100	96.43	100
B.Sc. (Hons)	100	100	80	100	100	100
B Com (General)	68.02	84.21	53.94	73.26	47.42	98.15
B. A. (General)	62.5	86.72	48.28	83.59	66.67	99.28
B .Sc. ( General)	25	100	57.14	80	100	99.28

HCC : Heramba Chandra College ;

KKD: K K Das College

**5.2.3 How does the institution facilitate student progression to higher level of education and / or towards employment?**

The Student Support Committee of the college is committed to render necessary counselling to the students in respect of their progression to higher level of education. The Career Counselling Centre also exists in the college to provide guidance to the students towards employment. Moreover campus interviews are regularly held in the college so that students get opportunity of suitable employment.

**5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?**

We usually arrange special classes after the selection test of the college is over. This arrangement continues over a period of around two months before the University examination. Those special classes aims at nurturing the high order thinking skill of the students and enabling them to write and solve various critical and thought provoking questions on the subjects. Moreover we hold remedial classes after the normal class hours throughout the academic session.

We pride ourselves on the fact that not a single student belonging to our college has left studies midway because of financial constraints. To that end, we have a number of Fund as mentioned elsewhere to aid students coming from impecunious families.

### 5.3 Student Participation and Activities

#### 5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

	Details of participation
Indoor Games	<p><b>Badminton</b> The college team was Runners up in the year 2011-12 and 2012-13 and became champion in the year 2013-14 and 2014-15 in Calcutta University Inter College Badminton Championship.</p>
Outdoor Games	<p><b>Cricket</b> The college team became runners up in the year 2011-12, 2012-13 and 2014-15 in the Calcutta University Inter College Cricket Tournament.</p> <p><b>Football</b> The college became runners up in 2013-14 in the Calcutta University Inter College Football Tournament.</p>
Nature Club	<p>The Nature club of the college spreads awareness on various pressing environmental issues and provides students platforms to discuss, deliberate and provide appropriate solutions, wherever possible, towards combating these problems. The club organizes events to create awareness on campus, such as plantation drives, photography competitions, talks by noted speakers on Environmental concerns, quizzes, documentary screenings etc. As required under Calcutta University curriculum, the college organises visits of final year students in batches to different water bodies in and around Kolkata to enable them to study the surroundings and to make project reports of their findings in each year.</p>
Trekking & Rock climbing Club	<p>The Trekking and Rock club of the college has been formed with the objective of encouraging the students to accept the challenge and enjoy the adventure involved in trekking and rock climbing. It has made an arrangement with <i>Himapathik</i>, a well-known mountaineering institute to take our interested</p>

	<p>students to hills and mountains for trekking and rock climbing. For this necessary financial and other supports are given to the students. It also aims at organising film show and lectures on rock-climbing periodically for arousing the interest of the students in this adventurous co-curricular activity.</p>
Drama Club	<p>The Drama club has become a special attraction for the students as they get a wonderful avenue to release their stress involved in the timely completion of syllabus and examinations through acting. It provides them a platform to apply their thought and creativity in highlighting various issues and problems encountered by the society. It also often conducts drama composed by various celebrated theatrical personalities. It is worth mentioning that their performance in the <i>RaktaKarabi</i>, a well known drama composed by Rabindranath Tagore on 14.10.2015 earned a round of loud applause. In order to educate the students about drama and enable them to pursue acting as a profession, workshops and talks on drama by eminent actors and theatre personalities like Soumitra Basu, Debesh Roychoudhuty, Anandalal and others are periodically held.</p>
Photography club	<p>The Photographic club of Heramba Chandra College has attained a great popularity among students within a very short period since its inception on 3.10.15. Through its activities, the club has started giving an opportunity for the interested students to learn about photography, to share their views and to display their skills. It has organized many activities till date to promote the art of photography. 'PhotoWalk', which has been a popular activity of the club, is organized for the students to explore various landmarks in and around Kolkata through the lens. These walks have been conducted in Victoria Memorial Hall, Howrah Bridge, Vidyasagar Setu, Belur Math and Indian Museum, to name a few. In order to familiarize the students with photography as a profession and as an art, talks are organized regularly. Eminent photographers are invited to deliver lectures and share their experience.</p>

**5.3.2 Furnish the details of major student achievements in co- curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.**



Laurels achieved by students Union in various co-curricular, extracurricular and cultural activities during last four years are summarised below:

- 2<sup>nd</sup> position in antakshari competition in the Fest of Goenka college in 2013
- 3<sup>rd</sup> position in Solo singing in Fest of Heritage college in 2013-14
- 2<sup>nd</sup> position in quiz competition in the Xavullas Fest in 2013-14
- 2<sup>nd</sup> position in Bhawanipur Communiqué in 2013
- 2<sup>nd</sup> position in Throw ball competition in Shrikshayatan college 2014
- 1<sup>st</sup> position in Throw ball competition in Shrikshayatan college in 2015
- 2<sup>nd</sup> position in state level Debate competition held by Kolkata Day Students Home, Govt. of West Bengal in 2014
- 3<sup>rd</sup> position in Solo singing in National Medical college in 2014
- 3<sup>rd</sup> position in Solo singing in the Goenka College Fest 2015
- 2<sup>nd</sup> position in the quiz competition in Shrishikhsystan college in 2015
- Umang Fashion Show in 2012
- 1<sup>st</sup> position in Goenka Fashion Show in 2012
- 1<sup>st</sup> position in Debate Jashn on 29.1.15
- 1<sup>st</sup> position in Recitation Jashn on 29. 1. 15
- 3<sup>rd</sup> position in National level inter-college Economic quiz Quizonomics held at St. Xaviers College in September 2015
- 2<sup>nd</sup> position in inter college animation contest organised by ARTISAN'15 in 2015
- 3<sup>rd</sup> position in inter-college Fashion Designing contest organised by ARTISAN'15
- Runners up in quiz and antakshari competition organised by IMI, Kolkata of R P Goenka Group in 2015

### **5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?**

The college has provided Feedback form in its website for getting revered and distinguished opinion of its stakeholders with a view to ensuring the improvement in its overall performance and broadening its horizon.

### **5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.**

Students, under the guidance, supervision and encouragement of teachers take initiative in publication of wall magazines regularly in the college campus. On various occasions like seminar, cultural function etc, they take active interest in designing posters which were hailed with loud applause quite a number of times.

**5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.**

- a) **Selection:** The Students' Union is run by the students' representatives elected annually by the students.
- b) **Constitution:** Unlike many a colleges in West Bengal our college has Students' Union Constitution which governs election and funding of the Students' Union. All regular students are members of the Students' Union. They are entitled to cast vote in the process of selection of students' representative. Each class can send two representatives to the Student's Union. A student becomes eligible to contest Students' Union election provided he attends not less than 55% of classes held in his or her class for which he or she wants to represent.
- c) **Activities:** The Student's Union is supposed to
  - Assist the college administration in interacting with students;
  - Identify and seek to realize the legitimate demands of the students;
  - Try to find solutions to the grievances of students;
  - Look after the welfare of students;
  - Negotiate with the administration for better amenities to be made available for students;
  - Organize cultural functions, festivals, annual 'Socials' and cultural events to welcome new entrants into the college.
  - Organize participation in various games and tournaments and Annual Athletics Meet under the guidance of the Director of Games and Sports.
- d) **Funding:** The Students' Union is funded with the contribution of the students included in college fees. The college also provides annual grant to it. It has an annual budget.

**5.3.6 Give details of various academic and administrative bodies that have student representatives on them.**

Students have representatives in following academic and administrative bodies:

- Governing Body
- Admission Committee
- I Q A C

- Anti-ragging Committee
- Grievance Redressal Ccommittee

**5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.**

**Any other relevant information regarding Student Support and Progression which the college would like to include.**

- The college periodically interacts with Alumni members many of whom are now placed in the respectable positions of cultural, professional and academic fields to seek their suggestions and support regarding various matters such as up-gradation of teaching tool, infrastructural facility, arrangement of seminar and cultural programmes.
- The retired teachers are cordially invited to all cultural functions and seminars held by the college. Through such functions the present faculty members and students get an opportunity to interact with former faculty of the institution.

## **CRITERION VI GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 Institutional Vision and Leadership**

**6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?**

**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 Heramba Chandra 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:** to impart quality education by providing all students, irrespective of cast, 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 the suitable decision for their career and future life; help the students to strike the right balance between the decision about their future and caring for the society and the environment surrounding them.

**6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?**

The Principal acts as the secretary of the Governing Body. The Governing Body provides the general guidelines for quality policy in order to create a conducive learning environment and preserve the ethos of academic excellence set up by the college. The Governing Body is committed to effective governance. The Governing Body guides in planning, monitoring and evaluating mechanisms regarding administrative and academic processes.

IQAC provides facilitative and participative voluntary system for the sustenance of quality and enhancement measures. The Principal is the ex-officio chairman of IQAC and plays a significant role in ensuring proper communication and networking with the stakeholders. The IQAC prepares the plan for all the educational activities in consultation with all the Departmental Heads. The faculty is actively involved in decision making process through the Departments who are given responsibility to take all the necessary steps for successful implementation of the academic/activity plan.

### **6.1.3 What is the involvement of the leadership in ensuring: The policy statement and action plans for fulfilment of the stated mission.**

The leadership (top management and Principal) in collaboration with IQAC make sure that the policy statement and the action plans are aligned with the stated mission of the institute. The leadership reviews the policies/action plans from time to time. The faculty meetings are held periodically to discuss the issues related to the academic matters and give various suggestions and recommendations to the leadership for their implementation.

#### **Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan**

The institutional strategic plan is carefully prepared in consultation with the stakeholders. Suggestions and recommendations are used to review and revise the action plan periodically. Leadership considers the modifications in action plan and incorporates these into the strategic plan in consultation with Governing Body. IQAC and departmental committees initiate the necessary implementation of action plan for every academic year.

#### **Interaction with stakeholders**

The Principal follows a democratic and open door policy of leadership. Any stakeholder is free to come to the office of the Principal with grievances and constructive suggestions. The Principal interacts with stakeholders such as parents, students. This helps the college to ensure that its activities are as per the mission and vision of the college and in tune with the needs of the society. Various meetings and interactive sessions are arranged such as interaction with students through induction programme and during annual fests, interaction with heads of departments, Students' Union meetings and Teachers' Council meeting.

#### **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders**

The leadership understands the importance of dynamic policy and planning. A periodic need analysis is carried out with the help of key administrative and academic (Heads of departments and senior faculty members) personnel. The policies and plans are framed based both on the past experience and after assessing future needs. The management provides all the

necessary support (administrative, financial and logistic) for any new plans designed for the benefit of stakeholders.

#### **Reinforcing the culture of excellence**

The leadership is committed to reinforcing the culture of excellence in all the aspects for providing a dynamic learning environment on the campus. The leader as well as all the faculty members of the college endeavour to impart quality education through innovative teaching learning practices. Efforts are also made to provide a creative academic environment by encouraging independent thinking and exploration. Students are sensitized on relevant social issues and encouraged to participate in understanding and solving/ at least mitigating these in some measure through various activities both on and outside the campus. Students from the college have always been in the forefront when it comes to the arena of sports and culture.

#### **Champion organizational change**

The leadership plays a critical role in formulation and implementation of policy/ action plan as per the current trends and requirements. The principal through IQAC compiles the suggestions from the stakeholders in formal or informal ways for formulation of policies and action plan. After finalization of the action plan a conscious effort by the leadership generates the positive forward momentum needed to bring about change and maintain the reputation of the college.

#### **6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?**

With the advent of technological era and competitive environment, the institute has identified the need to change the method of monitoring and evaluating policies and plans. The general procedure adopted by the institute to monitor and evaluate policy and plans for effective implementation and improvement is described below:

- For a given quality policy or plan, the institute collects the feedback information online from its students and alumni for monitoring the policy/plan.
- It analyses the information and evaluates the policy / plan. Analysis might provide the best-case scenario and worst-case scenario for each policy or plan.
- In case of worst case scenario, it identifies the problem and develops actions that can be
- taken to reduce losses.
- It strives to improve the quality of policy / plan based on the analysis of the feedback information. The college has made consistent efforts towards enhancing the overall quality of academics and administration.

### **6.1.5 Give details of the academic leadership provided to the faculty by the top management.**

The Governing Body has given freedom to the Principal and the faculty to develop the academic leadership. The faculty is given a free hand to work as conveners, coordinators, secretary or members of the organizing committees of various academic events organized by the college. The Heads of departments are given freedom to administer their respective departments, plan and execute academic programs. The Departments take all the necessary steps in their respective fields for successful implementation of the academic plan and provide the feedback in the faculty meeting.

### **6.1.6 How does the college groom leadership at various levels?**

The college grooms leadership at three main levels: teaching faculty, students and administrative and support (non-teaching) staff levels. The procedure adopted for creating leaders at different levels is described below.

- Identify various activities / tasks to be implemented for every academic year according to the plan of the institute.
- Circulate the list of activities / tasks amongst the faculty, staff and students.
- Assign responsibilities by providing freedom and necessary support for implementation.
- Appreciate the innovative ideas and leadership qualities shown by members.

The head is given the responsibility of handling some of the administrative tasks at the departmental level. All teachers take various curricular, extracurricular and administrative responsibilities.

The student leadership is groomed through the Students' Union which is formed every academic year. For every class, a class representative is selected. All class representatives are members of the Students' Union. They work in coordination with the Principal for planning and implementation of annual festivals and extracurricular activities. Many co-curricular and extra-curricular activities of the college are planned and executed with the help of students including seminars, workshops and conferences.

### **6.1.7 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?**

For the development and governance to be fully responsive and representational, the authorities have empowered Heads of the departments and provide administrative as well as academic autonomy for effective governance. The departmental Heads have autonomy in designing and evaluation of internal examination schedule and pattern, and other administrative and academic matters. Academic planning, assignment of

workload to teachers are done at the departmental level by Heads of the department. Each department plans and organizes the academic activities related to their subject. Department is given freedom to frame time table for identifying and inviting visiting faculty or guest speakers, assigning projects, deciding the theme for workshops and seminars. The college has formulated various committees to facilitate smooth functioning and conduct of all the activities in the college. Each Committee has a “Coordinator”/ “Convener” who co-ordinates the meetings/ proceedings of the work of the committee including assigning responsibility to every member of the Committee.

**6.1.8 Does the college promote a culture of participative management? If ‘yes’, indicate the levels of participative management.**

Yes, the college is committed to a culture of participative management. The Principal and IQAC coordinator is responsible for academic and administrative leadership of the college. The Principal meets periodically with Heads of departments to discuss academic or administrative issues. The IQAC meets periodically to discuss the points related to the quality policy and plans. The Governing Body has representatives from teaching as well as non teaching staff. All the issues regarding academics, administration and enhancement of infrastructure, sanctioning of study leave etc., are decided by the Governing Body.

The IQAC includes faculty members for the policy / plan formulation and its implementation. Faculty members from IQAC play an active role in the management of academic activities of the college. Students actively participate in various curricular, co-curricular and extra- curricular activities.

**6.2 Strategy Development and Deployment**

**6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?**

Yes. The college has a quality policy oriented towards achieving the mission. The Quality Policy” of the college is implemented by the teaching and non teaching staff of the college and also by our students. The deployment of “Quality Policy” is channelized through:

- Providing motivation, encouragement and appreciation to the teachers for their contribution in college activities.
- Providing a platform of opportunities to enhance their competency levels. Taking a formal feedback on teaching-learning process of all the programmes.
- Addressing the issues related to recruitment of teachers, their workload and teaching plans for each academic year.
- Providing infrastructure in terms of learners’ needs.



- Supporting teachers and students for establishing College-Community neighbourhood network.
- Focusing on overall development of students.

The quality policies are reviewed during the meetings with the heads, IQAC. The review of the “Quality Policy” is done as per the changing needs of higher education policies.

**The “Quality Policy” focuses on**

- Providing a frame work for developing and delivering quality education and maintaining substantial academic standards.
- Augmenting co-curricular activities to strengthen the academic participation.
- Strengthening regular feedback system for improvement of academic performance.
- Setting higher goals which give an ideal platform to unleash creativity for attaining greater standards of innovation.
- Mobilizing resources and create/ rennovate present infrastructure and relocate spaces for academic and administration for congenial teaching-learning facilities.
- Providing open environment to share resources and views and improve teaching-learning on the campus.
- Providing special support for differently abled students to cater to their special needs.
- Inculcating moral and ethical values among staff and students. Preparing global citizens that are physically strong, mentally alert, intellectually sound, socially balanced.

**6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.**

The college has no perspective plan as such.

**6.2.3 Describe the internal organizational structure and decision making processes.**

The internal organizational structure is as follows:

Bramo Samaj Education Society (BSES) is the parent body of Heramba Chandra college.

The Governing Body consists of one Chairperson (BSES), nine members from BSES, Principal as Secretary, two teachers’ representatives, two Principals from sister concerns, invitee members such as Bursar, Head Clerk, two Non-teaching staff representatives, General Secretary (Students’ Union).

The Principal of the college heads both the academic as well as the administrative sections and is overall in charge of the college.

The college office mainly looks into the matters related to admissions, eligibility, and examinations. It also provides clerical support required for maintaining records and for interaction with government, university, parents and students.

Various committees in the college help in monitoring and facilitating several administrative functions and thus make administration open and transparent. The decentralization of power is evident from these committees. The list of committees is given below:

- Admission Committee
- Academic Committee
- Career Counselling and Placement Cell
- Grievance Redressal Cell
- Games and Sports
- Internal Quality Assurance Cell
- Information Cell
- Library Committee
- NSS
- Psychological Counselling Cell
- Seminar and Publication Committee
- Students Support Cell
- SC/ST Cell
- Routine Committee
- Women Cell

**Internal Quality Assurance Cell:**

The IQAC has to ensure that whatever is done in the institution for education is done efficiently and effectively. In order to do this, the IQAC has established procedures and modalities to collect data and information on various aspects of institutional functioning. The Director of the IQAC has a major role in implementing these functions. The IQAC derives major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions adapt them to suit their specific needs.

**6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following:**

**Teaching and Learning**

One of the strategies for quality improvement in teaching and learning is to make the learning more student-centric. IQAC frequently collects and analyses the feedback of students on the quality of teaching-learning and provides some suggestions for the improvement. Other initiatives to improve the quality of teaching-learning processes in the college are as follows:

- (a) Providing LCD projector
- (b) Exposure of Students to short term project.

- (c) Extension lectures / Seminars/ workshops for students.
- (d) Integration of field studies with practical.
- (e) Facilities like INFLIBNET for teachers.
- (f) Increasing number of teaching days by using vacation time.
- (g) Remedial classes for slow learners.
- (h) Improving teaching learning by introducing subject quiz.
- (i) Introducing in-house inter-departmental lecture by teachers.
- (j) Encouraging departmental seminars among students.
- (k) Improving teacher-student relationship.

#### **Research and Development**

Nothing in particular

#### **Community Engagement**

Students from NSS and Students Union conduct several programmes for the benefit of the society like Blood donation camp, cancer awareness, Anti ragging etc.

#### **Human Resource Management**

The college management has undertaken some measures relating to human resource management. These are :

- a) Implementation of attendance norms.
- b) Benefits of contributory EPF and Pension Fund extended to casual employees/guest faculty/part- time and contractual teachers for ensuring security in super annulated life

#### **Industry Interaction**

Please refer to 1.1.5

#### **6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the to review the activities of the institution?**

The Principal ensures that adequate information is communicated to the top management. The Principal collects information through various meetings like IQAC, as well as from the minutes of meetings of different committees. This information is placed before the Governing Body of the college. The college uses the data and information obtained from the feedback in decision making and performance improvement.

#### **6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?**

The staff is entrusted the responsibility for different tasks such as college admissions, examinations, document verifications, form collection, handling the university/government correspondence. In addition to the involvement of faculty members in the various academic and administrative

committees, there is always a representation and support of the non-teaching staff for all these activities.

**6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.**

Once the IQAC, was formed on 23.11.2011, delayed by more than 5 years, the Governing Body of the College has been taking note of the programme and policies formulated by the IQAC and has been making it appraised of the quality enhancement initiatives taken by the IQAC. During last one year IQAC came up with a number of proposals which require resolutions to be made by the Governing Body:

1. Development of Integrated Office Software
2. Local Networking of All Computers.
3. Installation of KOHA in the Library and Introduction of OPAC
4. Undergoing Environment Audit
5. Creating Wi-Fi environment
6. Capacity expansion by purchasing Land and constructing additional space
7. Modification of Online Admission System
8. Introduction of EPF and ESI.

The Governing Body made many other resolutions on the appointment of Guest faculty, day to day running of the College.

All resolutions made are followed up by the Governing Body in its subsequent meeting as matters arising. Till the resolution is either carried out the monitoring is continued.

**6.2.8 Does the affiliating university make a provision for awarding the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?**

Yes. But the institution has not taken any such effort so far.

**6.2.9 How does the Institution ensure that grievances /complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?**

The college formed one committee to address grievances /complaints and resolve them. This committee addresses grievances of both teaching and non teaching staff and students. The mechanism to handle grievances by the Grievance Redressal Committee is:

- (a) Receive the grievance from Head of the Institute.
- (b) Take cognizance of the grievance(s).

(c) Settle the grievances as early as possible.

**6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?**

No.

**6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?**

Yes. The college IQAC has designed a feedback form on teaching. This feedback is taken at the end of each academic session for all the programmes. There is a well established mechanism to implement this activity. The parameters on which the teachers are assessed are:

(a) Teachers are assessed on the parameters of Communication Skills, Quality of teaching,

Content and Method of Delivery, Resourcefulness and Readiness, Accessibility and Availability to students.

(b) After the feedback, the report that is generated is analysed by the IQAC. The IQAC then arranges an interaction meeting with the teachers and seeks improvement in their classroom performance.

(c) IQAC takes feedback from teachers on various aspects like performance of the various Committees, suggestions for improvement in the "Teachers' Diary", reviewing the requirements (with regard to infrastructure in general, equipments etc.) that has helped in avoiding duplication of facilities and has also helped in maintenance of instruments/ equipment.

### **6.3 Faculty Empowerment Strategies**

**6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non-teaching staff?**

The college grants special study leave for teachers who wish to avail of training like refresher course/orientation and research programmes at various institutions/centres/universities and research institutes. The college grants leave for teachers who participate as resource persons in seminars, conferences etc. For non-teaching staff no such efforts have been worked out.

**6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?**

The institution holds meetings, informal discussions, interaction between teachers of different disciplines, and facilitates interdisciplinary seminars which motivates the teachers about their roles and responsibilities. Faculty members are granted duty leave / special study leave for participating in Orientation / Refresher / Training programmes/ courses as a part of retraining programme for their professional development.

**6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.**

The college has no such performance appraisal system. However, each teacher has recently started maintaining a teacher's diary to keep records of daily activities.

**6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?**

Not applicable

**6.3.5 What are the welfare schemes available for teaching and non-teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?**

The college has no such welfare schemes for teaching and nonteaching staff.

**6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?**

The college has no such measure. The permanent faculty is entirely recruited by the College Service Commission.

**6.4 Financial Management and Resource Mobilization**

**6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?**

Financial Resources of the college are generated/ come from ---

1. Fees received from the students.
2. Salary Grant received from the Government of West Bengal.
3. Grants received from the University Grants Commission.
4. Interest on Fixed Deposits.

So far as salary grant is concerned the college has to disburse it among the employees for whom those grants are received.

UGC grants are received against projects or proposals submitted to the commission. Those grants are also earmarked for specific purposes mentioned in the grant sanction memo. Thus the financial resources so obtained are spent on those purposes or projects within the specific time frame mentioned in the sanctioned memo. Moreover, while submitting such proposal or projects, departments are asked to submit their requirements about research projects or assets or books. Usually the departments make plans of proposals on the basis of last sanction granted. A finance committee, formed by the governing body, monitor such proposals before submission to UGC, and a consolidated proposal is submitted. Sometimes, departmental proposals or individual proposal regarding seminar, conferences or research projects are vetted by the finance committee for submission to the UGC. In the basis of finance committee recommendations, purchase committee finalises purchasing of equipments and a library committee decides on purchasing books.

The financial resources generated internally from no.1 and no.4 mentioned above are utilised for day to day activities of the college and for creation of assets. Creation of assets is monitored by governing body, through the finance committee. On the basis of requisitions placed before the finance committee by different departments/functionaries, a budget is prepared and purchases are made time to time on the basis of the budget. Whenever surplus fund is accumulated fixed deposits are made.

**6.4.2 What are the institutional mechanisms for internal and external Audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.**

There is no system of Internal Audit.

External auditor is appointed by the Director of Public Instruction, Government of West Bengal.

The last audit, for the year 2013-14 has been done and 2014-15 is in progress. In the audit of 2013-14, major audit objection was about non maintenance of fixed assets register, which is being complied with during the audit of 2014-15.

**6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.**

The major sources of institutional receipts/funding have been stated in 6.4.1 above.

The college did not have a deficit in the last four years, after considering fees received from the students. If, any deficit is anticipated small raises in fees are done to cop up with the situation. See Annexure-V for Audited income expenditure statement

#### **6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).**

The college has established a computer centre, named AACII (Arun Sen Computer Information Institute). The centre is run in collaboration with the institute of computer engineers (India). They share a portion of fees from the students, enrolled with them. We also charge fees to the different counselling and guidance centre that use our college campus to market their activities. All these lead to additional fund generated for asset creation. The scope of asset creation emerges at a certain point of time. Such accumulated fund, along with the corpus fund generated from the income over expenditure remains deposited in the bank till scope for the creation of asset emerges.

The college has been looking for purchasing space for expanding its activities for quite some time. Recently, a piece of land measuring approximately 17,000 sq, ft has been purchased by utilising Rs.2.3cr approximately. Alongside the college building is been considered for extension for which approximately Rs.1cr as one-third share may be utilised. In near future construction of college building on the newly purchased land will also be made.

#### **6.5 Internal Quality Assurance System (IQAS)**

##### **6.5.1 Internal Quality Assurance Cell (IQAC)**

**a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes' what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?**

Yes.

The college has established an Internal Quality Assurance Cell (IQAC) on 23/11/2011. The IQAC has played an instrumental role in designing/ framing and implementing the policies of the college. The plans of action framed by IQAC towards quality assurance are:

- Computerisation of the office process.
- Increasing number of teaching days by using vacation time /holidays.
- Remedial classes for slow learners.
- Improving teaching learning by introducing subject quiz/visuals.
- Introducing in-house inter departmental lecture by teachers.
- Encouraging departmental seminar.
- Encouraging teachers to act as resource persons /paper presenters, to involve in literary activities.
- Improving teacher-student relationship.



- Initiating punctuality in attendance.
- Making the admission transparent and hassle free
- Initiating campus placement.
- Initiating gender sensitization campaign.
- Introducing partial online Students Union
- Activating the alumni.
- Activating Grievance Redressal mechanism.
- Developing integrated office automation software.
- Bringing all computers under LAN so that administrator may get all information centrally.
- Library to be integrated and made open access.
- Undertaking environment audit.
- Initiating wi-fi environment.
- Expanding capacity.
- Feedback generation.
- Question Bank for each department
- Modernization of evaluation/assessment at the college level.
- Continuation of classes during vacation
- Co-curricular activities.
- Organising different departmental seminar.
- Introducing inter-college academic-cultural festival in building among three colleges in all spheres – students, teachers and non-teaching employees.
- Introducing employees Provident Fund and Employees State Insurance Scheme for all employees.
- Encouraging further innovation in teaching learning.

**b. How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?**

The college IQAC and the Management interact regularly with regard to academics as well administration. There is also considerable time spent on discussing and implementing new schemes for teachers and students. Most of the decisions have been approved by the management. Among these plans 30 plans have been implemented and some plans are in the process of implementation and few plans could not be implemented.

**c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.**

Yes.

The IQAC has two external members in its composition. One of them informs us about various seminars / conferences to be attended by the faculty and also he help us in holding seminars and conferences in our college.

**d. How do students and alumni contribute to the effective functioning of the IQAC?**

The present students give direct feedback (although in an informal way) on the academic and infrastructural needs. This feedback is shared with the Principal and Management and has helped in enhancing their standard. The alumni are not directly involved in the functioning of IQAC.

**e. How does the IQAC communicate and engage staff from different constituents of the institution?**

The IQAC is responsible for monitoring all the institutional processes. The IQAC communicates with the different academic Committees and also evaluates their performance. If need arises, the composition of certain committees is altered for achieving the objectives of the committee. It also communicates with the Departmental Heads and participates in academic and administrative decision making process. Procedural and practical support to teachers is provided to teachers in any academic and administrative process/procedure. The IQAC also maintains a close association with office staff and supports the office with regard to Accounts and Audit, providing data on various aspects of the college.

**6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.**

Yes.

The institute has an integrated framework for quality assurance and sustenance of academic and administrative activities. Internal coordination of various activities of the college is done through the Departmental Heads. Certain issues needing wider consultations and deliberations are sorted out in the Teachers' Council meeting. The IQAC meets time to time to take stock of academic and administrative matters to ensure monitoring of the programmes and to ensure sustenance and enhancement of the quality of higher education. The college Governing Body guides in planning, monitoring and evaluation mechanisms regarding academic and administrative processes.

**6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.**

No. There is no such training programme.

**6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If ‘yes’, how are the outcomes used to improve the institutional activities?**

No.

**6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies / regulatory authorities?**

There is no such mechanism.

**6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?**

The following steps are taken by the institution to review teaching learning process:

- Preparation of Academic Calendar /Activity Plan
- Preparation and execution of teaching plan
- Calculation of number of lectures/practical available in each term for effective delivery of course content.
- Time table preparation and daily entry of academic activities in teachers’ diary.
- Periodic review of syllabus in departmental meetings.

**6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?**

The institution communicates its quality assurance policies, mechanism and outcomes to stakeholders through:

- Teachers’ Council meeting
- Special meetings of heads of department
- Meetings with committee coordinators and other constituents of the college Office.
- Notice/ Circulars/ E-mails to respective departments/ units of the college.
- College website.

## CRITERION VII INNOVATIONS AND BEST PRACTICES

### 7.1 Environment Consciousness

#### 7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

Yes, the college conducted a Green Audit in the campus in 2015. This was done jointly with Sivanath Sastri College and the audit was entrusted to DNV GL Business Assurance India Private Limited, an internationally renowned firm. The objective was to assess the overall environmental performance and impact of the college and to know about the areas of improvement and to put a step forward towards carbon neutrality.

#### 7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

**Energy conservation:** The College is planning to phase out and replace the conventional bulbs and tube lights with energy saving LEDs and the old fans with new ones. A floor-wise monitoring of load will be introduced. The students and staff as well are made aware and monitored continuously to put off the lights and fans while leaving the rooms. As per the environment audit report, the college also plans to monitor and reduce per capita energy consumption to control carbon foot-print.

**Use of renewable energy:** There is no provision of use of renewable energy at present but the installation of a roof top solar panel is under planning.

**Water harvesting:** A reservoir has been constructed for the rain water harvesting process, as the rooftop of the college has immense space for collecting rainwater which will supply water for gardening in summer. This is only a preliminary step. The whole rooftop has not yet been utilized and in future the college has the plan to store more water and utilize it in other ways like washing and use in toilets (after purification).

**Check dam construction:** Not applicable

**Efforts for Carbon neutrality:** No other steps apart from those already mentioned.

**Plantation:** The playground of the college has been surrounded by plants and saplings. The garden in the front of the college building has a good collection of well maintained rare plants. The nature club of the college has the plan to plant more trees in the college campus as well as in the neighbouring areas. It has been proposed by the eminent scientist Dr Abhijit Mitra, who came as a resource person in a seminar held by the Geography Department and the Nature Club, to ascertain the carbon intake of the plants in the campus and issue identity cards to the plants accordingly.

**Hazardous waste management:** There is no hazardous waste generated in the college campus as such. But still, in case of disposing the solid waste generated, specially bulbs, tube lights and plastic bottles, it may become hazardous while coming in contact with the soil in the ground. To reduce the risk, specific areas are earmarked for such waste disposal and they are monitored for proper disposal through authorized municipal agencies.

**e-waste management :** In case of machine film disposal and the inventory of e-waste generated from office and IT Lab, the college follows a conservative approach of monitoring and disposing the waste through authorized municipal agencies or to take the help of the service provider.

The other initiatives taken by the college to make the campus eco friendly are:

- A Nature Club has been formed where the students along with the teachers conduct seminars and celebrates events to make people aware and environment conscious.
- Waste disposal bins have been installed and segregated for biodegradable wastes and non-biodegradable wastes.
- The new generation machines are purchased.
- Emergency Preparedness Plan: A group of teachers and students attended a workshop – Readiness for an Emergency-Disaster Awareness Workshop, a capacity building program for disaster response organized by Kolkata Municipal Corporation in December 2014. A similar program has been planned to be organized in the college campus to make all the teachers, staff and students aware and prepare them to face an emergency situation.

## 7.2 Innovations

### 7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

#### 2011-12

- Students' Union Constitution.
- Improved process of Online admission.

#### 2012-13

- Vacation teaching
- Remedial classes

#### 2013-14

- Use of projector in teaching
- Use of corporate database in project

#### 2014-15

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

### 7.3 Best Practices

#### 7.3.1 Elaborate on any two best practices which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.

##### **BEST PRACTICE I**

**Title:** “Online Admission” Process.

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

1. Remove the difficulties of the students/guardians in collecting forms and submission of those in the time of admission.
2. The college authorities were concerned to stick to a fair and transparent admission process, where all applicants would be equally dealt with and admission will be made on the basis of marks secured in the school leaving examinations.
3. 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 application forms were received online. The lists were published online but the students were needed to get the enrollment forms queuing up before the college counter. As the college used to face tremendous problems due to high demand ratio because for collection of forms, students used to queue up overnight in front of the college resulting in rise of intermediaries and coercion of the intending applicants online admission went a long way to eradicate that problem.

In the above mentioned process merit lists were published online but students, who were issued forms against those lists, were to collect enrollment forms manually by queuing up before the college counter. This also created a situation of commotion and interference by others. So, the college wanted to do away with such manual issue and collection of enrollment forms.

**The Practice:** Heramba Chandra 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, Heramba Chandra college took a pioneering initiative eight years before.

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. From 2007 onwards not much modification in the process was made.

In this academic year (2011 – 2012), 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 collection of fees during admission was conducted through Indian Overseas Bank, situated across the city of Kolkata.

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.

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.

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. However, a small section of students from remote areas faced problems related to internet access, were helped by the college authorities. The college had to open a help desk, supervised by senior teachers.

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.

**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.

## **BEST PRACTICE II**

**Title: Finalisation of Students' Union Constitution.**

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

1. Introduce a constitution for election, operations and effectiveness of the students' union of the college.
2. Give up outside interference in the operation of the students' union of the college.
3. Establish a system where the students' union would be run by regular students of the college who are regular in attendance too.
4. Follow Lyngdoh committee recommendation as far as practicable.



**Context:** Operation and activity of Students' Union in India in general and in West Bengal in particular is a contentious issue. Because of wide spread hooliganism seen at the time of Students' Union elections and controlling of the union by outsiders, Students' Union is seen as a devil and not as a co-operator in college operations.

The college believes that Students' Union is a part and parcel of the college. Communications to students need to be made continuously for effective college operation. It is not possible to convey important messages individually to more than 3000 students, for which students' representatives are pre-requisite. Students' Union act as an important bridge between students and the college.

So, the college requires an operational guideline to elect students' representatives in a democratic manner and to manage students' activities in a creative method. These guidelines are framed in the Heramba Chandra College Students' Union constitution, drafting of which took place during 2011-12.

**The Practice:** Heramba Chandra College stands out as one of the rare institutions to make such a successful experiment in the sphere of Students' Union activity. Drafting of the Students' Union constitution was started under the guidance of the Governing Body of the College. The College permits different students' organizations to open their units in the college. Usually those organizations are followers of different political parties in West Bengal. As a result outside political influence in the Students' Union of the colleges in West Bengal is almost a rule rather than an exception.

In this college, Students' Union election is based on individual nominations without mention of any name of the organization to which the students belong. As a result no students' organization could claim to hold the union as theirs. But in reality the organization which controls the majority of the elected representatives claim to hold the union. In most of the cases, it is found that the representatives hardly attend classes. Thus the students are not represented by attending representatives. So, regular students interest is not served. The students' union constitution drafted by the college emphasizes on this and introduced a clause where regular students attending less than 50% of the classed would not be allowed to contest elections.

Secondly as there were no rules and regulations for the operation of the students' union and there was no earmarked responsibility and authority of the office bearers of the students' union the college needed a students' union constitution to spell out those authority and responsibility.

Moreover, the Students' Union inserted a clause by which online method can be followed at any level, wherever feasible, of the election like issue and receipt of nomination forms, or scrutiny thereof, or publication of results and lists. The college drafted a students' union constitution on those lines and incorporated as much democratic norms as possible in it.

**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 over students' union election in our college took place once we drafted the Students' Union constitution. The practice gave a message that the institution attributes much importance to transparency and fairness in election and operation of the Students' Union. It was also a hassle free election process. In



fact, election system previously was prone to interference of the outsiders, which could be done away with. Teaching and non-teaching staff did not face any hazards as the rules and regulations for the elections and constitution were displayed in the college website.

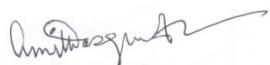
As a consequence of such a transparent and fair practice, the college was able to elect students without any hassle.

**Problems Encountered & Resources Required:** Though the college has introduced attendance norms for being eligible to be elected as a representative, the attendance of the students did not improve. Instead some classes remained unrepresented as no students fulfilling the attendance norms were interested in getting elected.

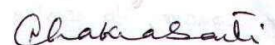
Moreover, in West Bengal, it is observed, that no students' organizations other than followers of the ruling party continue their units in the Colleges. As a result, however democratic the constitution may be, elections get uncontested.

If online election, including online voting, could be introduced, the election would become hassle free, fair and transparent.

**Notes:** The College believes that transparent fair and democratic election of students representative will go a long way to build a beautiful academic environment. And that could be achieved if a concerted effort by all the colleges together be undertaken.



(AMIT KUMAR DASGUPTA)  
Coordinator  
NAAC Steering Committee



(NABANITA CHAKRABARTI)  
Principal & Chairperson  
NAAC Steering Committee

### Evaluative Report of the Department of Bengali

1. **Name of the department:** Department of Bengali
2. **Year of Establishment:** 1999
3. **Names of Programmes /Courses offered ( UG, PG, M.Phil., Ph. D., Integrated Masters; Integrated Ph.D., etc.):**  
B.A. Honours Course in Bengali
4. **Names of interdisciplinary courses and the departments/ units**  
Nil
5. **Annual/semester/choice based credit system (programme wise)**  
Annual University examination system
6. **Participation of the department in the courses offered by other departments:** Nil.
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.:** Nil
8. **Details of courses/programmes discontinued (if any) with reasons:**  
Nil.
9. **Number of teaching posts:**

Teaching Post	Sanctioned	Filled
Professors	NA	01
Associate Professors	NA	Nil
Asst. Professor	03	00

10. **Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)**

Name	Qualification	Designation	Specialization	No. of Years of Experience	No of Ph.D Students guided for the last 4 years
Dr. Nabanita Chakrabarti	M.Phil, Ph.D	Professor	Novel and short story	21 yrs	NA
Tanushree Hansda	M.A., B.ED	Assistant Professor	Drama	10 months	NA
Reshmi Mitra	Ph.D, B.Ed.	Part Time Lecturer	Drama	10yrs	NA
Sabita Mondal	M.A., B.ED	Part Time Lecturer	Rabindra Nath Tagore	8yrs	NA
Ananya Sankar Debahuti	M.A. M.Phil. B.Ed	Guest Lecturer	Drama	6yrs	NA

**11. List of senior visiting faculty:**

Nil.

**12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty**

75%

**13. Student -Teacher Ratio (programme wise)**

Level of Study	Ratio
B.A. (Honours)	25:1

**14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:**

NA

**15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.**

Sl. No	Name of Teachers	Academic Qualification
1.	Nabanita Chakrabarti	M.Phil., Ph.D
2.	Tanushree Hansda	M.A., B.Ed
3.	Reshmi Mitra	Ph.D., B.Ed
4.	Sabita Mondal	M.A., B.Ed
5.	Ananyasankar Debabhuti	M.Phil., B.Ed

**16. Number of Faculty with ongoing projects from**

a) National b) International funding agencies and grants received:

Nil.

**17. Departmental projects funded by DST – FIS-UGC.**

Nil

**18. Research Centre /facility recognized by the University:**

NA

**19. Publications: 2010-2015**

Name of Teacher	Journal with ISSN	ISSN No.	Journal Without ISSN	Chapters in Books with ISBN	Chapters in Books without ISBN	Books/Books Edited With ISBN	Books/Books Edited Without ISBN
Nabanita Chakrabarti	00		04	00	01	03	02
Tanushree Hansda	00			00		00	--
Sabita Mondal	--		02	--		00	--
Reshmi Mitra	00		01	--	01	01	--
Ananyasankar Debabhuti	01	09	05	02	--	01	--

- The department has an in-house periodical named *Ucchaisroba* since 2004.

**20. Areas of Consultancy and income generated:**

Nil.

**21. Faculty as members in**

- a) National committees b) International Committees c) Editorial Boards....

Name of Faculty	Membership
1.AnanyaSankar Debabhuti	Paschimbanga Natya Academi

**22. Student projects :**

- a) Percentage of students who have done in-house projects including inter departmental/programme:  
 b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies :  
 NA

**23. Awards / Recognitions received by faculty and students:**

Nil

**24. List of eminent academicians and scientists / visitors to the department:**

	Name	Institute
1.	Prof. Pabitra Sarkar	Jadavpur University
2.	Dr. Soumitra Basu	Sisir Kumar Bhaduri Adhyapak, Rabindra Bharati University
3.	Binayak Bandopadhyay	Renowned poet, Bangla Sahitya Academi

**25. Seminars/ Conferences/Workshops organized & the source of funding**

- a) National: NIL  
 b) International: NIL

**26. Student profile programme/course wise :**

Year	Name of the Course / Programme	Applications Received	Selected	Enrolled		Pass Percentage
				M	F	
2015	B.A.	303	25	09	16	100
2014	Honours in	100	23	06	17	100
2013	Bangla	205	19	10	09	100
2012		129	26	15	11	100

**27. Diversity of Students :**

Name of the Course	% of Students from the same state	% of students from other States	% of Students From Abroad
B.A. Honours	100%	--	--

**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc. :**

Data not available.

**29. Student progression**

Student Progression	Against % enrolled
UG to PG	85%
PG to M.Phil	NA
Ph.D. to Post-Doctrol	NA
Employed <ul style="list-style-type: none"> <li>• Campus Selection</li> <li>• Other than Campus recruitment</li> </ul>	NA
Entrepreneurship	NA

**30. Details of Infrastructural facilities**

- a. **Library:** Apart from the Central Library the department has a seminar library for honours courses which is quite rich in collection of classics and reference books and journals. Seminar library has 1205 books and Central library has 101 books which students can use freely.
- b. **Internet facilities for Staff & Students:** integrated Wi-Fi system for students and staff.
- c. **Class rooms with ICT facility:** LCD projector.
- d. **Laboratories:** Not Applicable.

**31. Number of students receiving financial assistance from college, university, government or other agencies:**

Financially challenged students get concession on tuition fees from college fund. Apart from that all students belonging SC/ST or minority class receiving scholarships from Govt. Moreover eligible girl students get special scholarship under Kanyashree Prakalapa of West Bengal Government.

**32. Details on student enrichment programmes (special lectures / workshops / seminar/street drama on social system/debate on educational system) with external experts:**

- a) The department organizes Inter Departmental Special Lectures for students. Professors from other colleges deliver lectures on various topics. Occasional seminars and workshops are also organized by the departments where the students get to interact with eminent professors.
- b) Cinemas that are classics or based on literature are often shown to the students and the department encourages the students to watch contemporary dramas of their interest.
- c) Educational tours are organized every alternate year to enrich the students' knowledge. Bengali department, along with Education department went to Shantiniketan in January 2013 and to Bishnupur in January 2015.

**33. Teaching methods adopted to improve student learning:**

- Student centric Teaching- Learning process.
- Lecture Method.
- Power point projections.
- Remedial, Special Classes, Tutorials
- Theatrical class

**34. Participation in Institutional Social Responsibility (ISR) and Extension activities:**

- Students and Faculty members regularly participate in NSS activities.
- Students' Union organizes Free Medical Camp, Blood donation Camp and recently more than 15 students signed the pledge to donate their eyes and other body organs after their death

**35. SWOC analysis of the department and Future plans:**

- **Strength:** Teacher student relationship.
- **Weakness:** Full time teacher's posts are lying vacant for many years which makes it a difficulty to manage the department properly.
- **Opportunities:** We have teachers who are actively involved in various armature stage performances. They always try to integrate the curriculum with their practical experience on stage. Thus learning in classroom becomes interesting and attractive to the students.
- **Challenges:** Majority of students in this department belongs to middle class or lower middle class family. For this sometimes they face difficulties to continue the study for three years.

**Future Plans:**

Department wants to expand its teaching in a practical way. It wants to join with different cultural clubs. It also wants to use the technology for teaching in regular basis.

### Evaluative Report of the Department of Education

1. **Name of the department :** Department of Education
2. **Year of Establishment:** Honours department opened in 2002.
3. **Names of Programmes/Courses offered (UG, PG M.Phil, Ph.D., Integrated Masters; Integrated Ph.D., etc.)**  
UG
4. **Names of Interdisciplinary courses and the departments/units involved**  
N.A
5. **Annual/ Semester/Choice based Credit system:**  
Annual University examination system.
6. **Participation of the department in the courses offered by other departments:**  
N.A
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.**  
N.A
8. **Details of courses/programmes discontinued (if any) with reasons**  
N.A.
9. **Number of teaching posts**

Posts	Sanctioned	Filed
Professors	Nil	Nil
Associate Professors	Nil	1
Asst. Professors	2	

\*Post is filled through promotion as per U.G.C.norms.

**10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.)**

Name	Qualification	Designation	Specialization	No. of Years of experience	No. Of Ph.D students guided
<b>Chhaya Banerjee</b>	M.A, B.Ed.	Associate professor	Mental hygiene	28+ years	
<b>Sanchita Das</b>	M.A	Guest Lecturer	Environmental education and curriculum	4 years	
<b>Dipankar Das</b>	M.A, M.Phil/ Pursuing Ph.D	Guest Lecturer	Environmental Education & Teacher Education	2 Years	
<b>Pranab Mondal</b>	M.A, B.Ed.	Guest Lecturer	Environmental Education & Special Children with diverse needs	1 year	
<b>Gargi Sengupta</b>	M.A, B.Ed.	Guest Lecturer	Mental hygiene and teacher education.	5 months	
<b>Sarmistha Bhattacharya</b>	M.A, B.Ed.	Guest Lecturer	Environmental Education.	5 months	

- 11. List of Senior visiting faculty**  
Nil
- 12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty**  
71%
- 13. Student -Teacher Ratio (programme wise)**  
27 : 1 for Honours.
- 14. Number of academic support staff (technical) and administrative staff; sanctioned and filled**  
N.A.
- 15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.**  
05 PG, 01 M.Phil.
- 16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received**  
Nil
- 17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received**  
Nil
- 18. Research Centre /facility recognized by the University**  
Nil
- 19. Publications**  
Nil
- 20. Areas of consultancy and income generated**  
Nil
- 21. Faculty as members in**  
**a) National committees b) International Committees c) Editorial Boards**  
None
- 22. Student projects**  
a) Percentage of students who have done in-house projects including inter departmental/programme:  
(1) Projects done by 100% of the B.A 3<sup>rd</sup> year students forenvironmental studies.  
(2) Each student of the department takes part in project work by collecting relevant data from neighbouring schools and by analyzing the data.  
b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies  
Nil
- 23. Awards / Recognitions received by faculty and students**  
Nil
- 24. List of eminent academicians and scientists / visitors to the department**

<b>Name and Designation</b>	<b>Institution</b>
Dr. Debasree Banerjee H.O.D. Department of Education	University of Calcutta.
Dr. Indrani Nath, Assistant Professor, Head, Department of Education	Behala Sarsuuna college



**25. Seminars/ Conferences/Workshops organized & the source of funding**

a) National  
Nil

b) International  
Nil

**26. Student profile programme/course wise:**

Name of the Course/Program me (B.A. Hons)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
2012	134	29	15	14	100
2013	153	27	9	18	90
2014	119	28	6	22	100
2015	142	28	11	17	100

\*M = Male \*F = Female

**27. Diversity of Students**

Name of the course	% of students from the same state	% of students from other states	% of students from abroad
B.A.(Honours)	100		

**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?**

Data not available.

**29. Student progression**

Student progression	Against % enrolled
UG to PG	Not available
PG to M.Phil.	Not available
P.G to Ph.D	Not available
Ph.D to Post-Doctoral	Not available
Employed <ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	Not available
Entrepreneurship/ Self-employment	Not available

**30. Details of Infrastructural facilities**

a) **Library:** The College has two libraries- one is seminar library and other one is Central library. Total books in these two libraries are 676. Faculty of the department has access to the web data base INFLIBNET.

b) **Internet facilities for Staff & Students:** Integrated Wi-Fi system for students and staff has been made available in the College.

c) **Class rooms with ICT facility:** At present we don't have such facility. However we are going to introduce such facility shortly.

d) **Laboratories:** Not applicable.

**31. Number of students receiving financial assistance from college, university, government or other agencies:**

1. All students belonging to SC, ST categories receive scholarships from the state Government.
  2. Students coming from weaker financial background obtain tuition waiver, railway concessions etc.
  3. Female students belonging to the lower financial strata receive grant through the Government of West Bengal's 'Kannysree' project.
- The records are kept for all such students at the college level, but no departmental record is kept separately.

**32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts:**

Department occasionally organized special lectures in different topics. This lectures gives students opportunity to interact with experts from the filled of academics. Recently departments organizes special lectures on "**Emotional Intelligence**". Lecture delivered by Dr. Debasree Banerjee, Head of the Department of Education, University of Calcutta.

Educational tours are organized every alternate year to enrich the students' knowledge. The department of Education, along with the department of Bangla, went to Shantiniketan in January 2013 and to Bishnupur in January 2015.

**33. Teaching methods adopted to improve student learning:**

The students are primarily taught through class lecture method. While delivering lectures we strive to enable the students to develop their critical thinking skills related to their studies. And others methods we have followed such as Question- Answer Method, Discussion and Debate, Interaction, Remedial teaching, senior students presentation of various topics in the classroom. In twenty first century we adopted educational taxonomy in the classroom teaching. Educational Taxonomy can be a powerful tool to transform teaching and learning. It focuses attention away from content and instruction, and instead emphasizes the "cognitive events" in the mind of a student. It was developed to provide a common language for teachers to discuss and exchange learning and assessment methods. The taxonomy has three parts. The Cognitive domain made up of the intellect where knowledge is stored and thinking takes place. The affective domain embodies feelings, emotions, and behaviours giving students attitudes and the psychomotor domain consists of skills or tasks students do manually. The cognitive domain has six parts-there are remembering, understanding, applying, analyzing, evaluating and creating. The remember stage the students will asked spelling of the word educational psychology. Then the stage of understanding the students will predict the meaning of the word of educational psychology based on its use in the text then clarifyits meaning with the dictionary definition of educational psychology. They will implement it into a sentence showing that they actually know how it's

used in applying stage. In analyzing stage students will distinguish its use by seeing how it's used as an educational field. Then students will judge whether or not the word educational psychology is used correctly within a given text in evaluating period. Students will **construct** their own idea of educational psychology (or psychology of education or difference meaning of educational psychology and psychology of education) using the word correctly in its three different forms.

#### **34. Participation in Institutional Social Responsibility (ISR) and Extension activities**

- Distribution of books and stationaries to the students of a local primary school on 27.6 2015 as a programme of NSS
- Blood Donation camp on the same day as part of programme of NSS
- Organising NSS camp for the poor people of the flood affected village Subhasgram on 14.8.2015
- Organising skin protection and skin care treatment programme on 8.9 2014 and 14,12.2014 conducted by Micro Lab
- Cancer awareness programme held on 13.01,2015 by Dr. Ramdas Chatterjee of Chittaranjan National cancer Institute.
- Students' Union organises Free Medical Camp, Blood donation Camp on regular basis each year and recently more than 15 students signed the pledge to donate their eye and other body organs after their death.
- Faculty and students have made contribution to P.M's relief fund for different natural disaster happened in India and neighbouring country.

#### **35. SWOC analysis of the department and Future plans:**

##### **Strength-**

- A very good teacher- student relationship,
- Good stock of books in library
- Student teacher ratio.

##### **Weakness-**

- Space Problem
- Shortage of ICT facility

##### **Opportunities-**

Multiple Career opportunities for the students with their graduation in Education as their special subject viz. teaching competitive exam, School inspector, B.Ed.

##### **Challenges-**

Using ICT in teaching.  
Competition with other subjects.

##### **Future plan:**

We contemplate to have separate room and graph board for practical classes. We need more classrooms and library books in number.

## Evaluative Report of the Department of English

1. **Name of the department:** Department of English
2. **Year of Establishment:** Introduction of Honours Course-1961
3. **Names of Programmes/Courses offered ( UG, PG, M.Phil., Ph. D., Integrated Masters; Integrated Ph.D., etc.):**  
UG .
4. **Names of interdisciplinary courses and the departments/ units involved:** NA.
5. **Annual/ semester/choice based credit system (programme wise)**  
Annual examination system conducted by the University of Calcutta.
6. **Participation of the department in the courses offered by other departments:**

Course offered	Department
Communicative English	Commerce
Compulsory English	All Departments
Alternative English	Arts Departments

7. **Courses in collaboration with other universities, industries, foreign institutions, etc.:**  
NA
8. **Details of courses/programmes discontinued (if any) with reasons:**  
NA
9. **Number of teaching posts:**

Teaching Post	Sanctioned	Filled
Professors	NIL	Nil
Associate Professors	Nil	02*
Asst. Professor	03	Nil

\*Posts are filled through promotions as per UGC norms.

10. **Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)**

Name	Qualification	Designation	Specialization	Yrs of Experience	No of Ph.D Students guided
Lily law	M.A. Ph.D	Associate Professor	Renaissance Literature.	25	NA
Reena Sinha	M.A. M.Phil	Assistant Professor	Modern Fiction	24	NA
Sudeshna Basu	M.A.	Part Time Teacher	Indian Writing in English.	10	NA
Amrapali Bose	M.A.	Guest	Modern and Post-modern Literature. American Literature.	2.	NA
Sanjay Dey	M.A.	Guest	Modern and Post-modern Literature. Psychoanalytic theory.	1	NA

- 11. List of senior visiting faculty:** NA
- 12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:** 42.85 %.
- 13. Student -Teacher Ratio (programme wise):**
- |                |         |
|----------------|---------|
| Level of Study | Ratio   |
| B.A.(Honours)  | 21.42:1 |
- 14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:**
- NA

**15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.**

Sl. No	Name of Teachers	Academic Qualification
1.	Lily Law	M.A.Ph.D
2.	Reena Sinha	M.A., M.Phil
3.	SudeshnaBasu	M.A.
4.	Amrapali Bose	M.A.
5.	Sanjay Dey	M.A.

**16. Number of Faculty with ongoing projects from a)National b) International funding agencies and grants received:**

NIL

**17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received:**

NIL

**18. Research Centre /facility recognized by the University:**

NIL

**19. Publications: 2010-2015**

Name of Teachers	Journal with ISSN	Journal Without ISSN	Chapters in Books with ISBN	Chapters in Books without ISBN	Books/ Books Edited With ISBN	Books/Books Edited Without ISBN
Lily Law	--	--	--	--	--	--
Reena Sinha	-	--	--	--	--	--
Sudeshna Basu	--	--	--	--	--	--
Amrapali Bose	--	--	01	--	--	--
Sanjay Dey	--	--	--	--	--	--

**20. Areas of Consultancy and income generated:**

NA

**21. Faculty as members in**

- a) National committees b) International Committees c) Editorial Boards:

NIL

**22. Student projects:**

- a) Percentage of students who have done in-house projects including inter departmental/programme:
- Projects done by 1<sup>st</sup> year and 2<sup>nd</sup> year students of 2015-2016 session (in both the cases 100 %) as a part of innovative mid-term evaluation programme, conducted by the department.
  - Projects done by the 3<sup>rd</sup> Year Students (100%) for Compulsory Paper on Environmental Studies.
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies:  
NIL.

**23. Awards / Recognitions received by faculty and students:**

NIL

**24. List of eminent academicians and scientists / visitors to the department:**

Name	Institute	Year of visit
Dr. Ananda Lal.	Professor of English, Coordinator of two UGC centres: The Rabindranath Studies Centre and The Centre of Advanced Study in English, Jadavpur University.	2015
Dr. Oindrila Ghosh	Professor, School of Humanities. Netaji Subhas Open University	2015
Dr. Sreemati Mukherjee	HOD Basanti Devi College.	2015
Dr. Siddhartha Biswas	Dean of Post Graduate studies, St. Paul's Cathedral Mission College	2015
Prof. Salil Biswas	Ex-HOD, ex-Teacher-in-charge, Heramba Chandra College	2015

**25. Seminars/ Conferences/Workshops organized & the source of funding**

- a) National: NA  
b) International: NA

**26. Student profile programme/course wise :**

Name of the Course/ programme	Application received	Selected	Enrolled		Pass Percentage	
			Male	Female		
B.A. Hons.	2012	778	21	10	12	100%
	2013	765	27	10	17	100%
	2014	455	25	05	20	100%
	2015	713	33	12	21	100%

**27. Diversity of Students :**

Name of the Course		% of students from the same state	% of students from other states	% of students from abroad
<b>B.A. Honours Course</b>	2012-13	95.23	4.7	--
	2013-14	96.3	3.7	--
	2014-15	96	4	--
	2015-16	97	--	3%

**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ?:**

Data not available.

**29. Student progression:**

Student Progression	Against % enrolled
UG to PG	DATA NOT AVAILABLE
PG to M.Phil	DATA NOT AVAILABLE
Ph.D. to Post-Doctoral	DATA NOT AVAILABLE
Employed <ul style="list-style-type: none"> <li>• Campus Selection</li> <li>• Other than Campus recruitment</li> </ul>	DATA NOT AVAILABLE
Entrepreneurship	DATA NOT AVAILABLE

**30. Details of Infrastructural facilities**

- a. **Library:** Apart from the Central Library the department has its seminar library which is quite rich in collection of books and journals.
- b. **Internet facilities for Staff & Students:** Integrated Wi-Fi system for students and staff. Faculties of the department have access to Inlibnet.
- c. **Class rooms with ICT facility:** LCD projector used as per requirement.
- d. **Laboratories:** Not Applicable.

**31. Number of students receiving financial assistance from college, university,****government or other agencies:**

- All students belonging SC/ST receiving scholarships from Govt. All students belonging to SC/ST categories receive scholarships from the state Government.

- Students coming from weaker financial background obtain tuition waiver, railway concessions etc.
- Female students belonging to the lower financial strata receive grant through the Government of West Bengal's 'Kannyashree' Project.

The records are kept for all such students at the college level, but no departmental record is kept separately.

**32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts:**

College and Department organize Special Lectures with eminent professor and organize cultural programmes etc every year.

Date	Topic	Type	Speakers
28.02.2015	Thomas Hardy and Bibhutibhushan Bandhopadhyay: A Comparative Approach	Departmental Seminar	Dr. Oindrila Ghosh Prof. Salil Biswas
01.12.2015	Interactive Session: Curriculum Design, Syllabus, Teaching Methodology, Assessment and Evaluation	Workshop on Quality Improvement in Higher Education- U.G. Level	Dr.Sreemati Mukherjee
08.12.2015	Modern Theatre: Realism and Beyond	Seminar in collaboration with IQAC	Dr. Ananda Lal Dr.Siddhartha Biswas Dr. Nishi Pulugurtha Prof. Amrapali Bose

**33. Teaching methods adopted to improve student learning:**

- Student centric Teaching- Learning process.
- Lecture Method.
- Power point projections.
- Remedial, Special Classes, Tutorials

**34. Participation in Institutional Social Responsibility (ISR) and Extension activities:**

- Distribution of books and stationaries to the students of a local primary school on 27.6 2015 as a programme of NSS
- Blood Donation camp on the same day as part of programme of NSS
- Organising NSS camp for the poor people of the flood affected village Subhasgram on 14.8.2015
- Organising skin protection and skin care treatment programme on 8.9 2014 and 14,12.2014 conducted by Micro Lab



- Cancer awareness programme held on 13.01,2015 by Dr.Ramdas Chatterjee of Chittaranjan National cancer Institute.
- Students' Union organises Free Medical Camp, Blood donation Camp on regular basis each year and recently more than 15 students signed the pledge to donate their eye and other body organs after their death

### **35. SWOC analysis of the department and Future plans:**

#### **Strength:**

- Personal and cordial relation among the students and teachers.
- Good understanding between the teachers and non-teaching staff.
- Inspiring academic atmosphere.
- Efficient, dedicated and quality faculty with proper teaching learning infrastructural facilities like seminar library and internet facilities through Wi-Fi.
- There are 857 English literature books in the seminar library.

#### **Weakness:**

- Shortage of Space
- Lack of good quality journals.

#### **Opportunities:**

- Separate classrooms for Honours courses.
- Extension lecture by eminent professors.

#### **Challenges:**

- To develop infrastructural facilities of the department. Motivate and guide students for higher studies.
- Huge difference in intellectual capacity among the students.

#### **Future Plans:**

- To conduct UGC sponsored seminar.
- To publish good quality referred Journal with ISSN no.
- To conduct entry level test to assess advanced and slow learners.
- Subject-Quiz
- Self-evaluation.
- Dual-evaluation
- Continuous evaluation process.

## Evaluative Report of the Department of History

1. **Name of the department:** Department of History
2. **Year of Establishment:** 1961
3. **Names of Programmes/Courses offered (UG, PG, M.Phil., Ph. D., Integrated Masters; Integrated Ph.D., etc.):**  
UG.
4. **Names of interdisciplinary courses and the departments/ units involved:**  
NA
5. **Annual/ semester/choice based credit system (programme wise):**  
Annual
6. **Participation of the department in the courses offered by other departments:**  
NA
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.:**  
NA
8. **Details of courses/programmes discontinued (if any) with reasons:**  
NA
9. **Number of teaching posts:**

Teaching Post	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	01*
Asst. Professor	04	01

\*post are filled through promotion as per UGC norms.

10. **Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.):**

Name	Qualification	Designation	Specialization	No. of Years of Experience	No of Ph.D Students guided
Raktim Sur	M.A.	Associate Professor	Ancient India	18	NA
Achintya Mandal	M.A.	Assistant Professor	Modern Europe	9	NA
Sukanya Basu	M.A.	Part Time Teacher	Economic History of India	14	NA
Mahuya Roy	M.A.	Part Time Teacher	Modern European History	12	NA
Upama Biswas	M.A.	Part Time Teacher	Ancient History of India.	10	NA
Arunita Chandra	M.A.	Guest Lecturer	Early Medieval History of India.	2	NA

**11. List of senior visiting faculty:**

NA

**12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:**

43% (Approx)

**13. Student -Teacher Ratio (programme wise):**

Level of Study                      Ratio  
B.A.( Honours)                      29:1

**14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: NA**

**15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG:**

Sl. No	Name of Teachers	Academic Qualification
1.	Raktim Sur	M.A.
2.	Achintya Mandal	M.A., CCHR
3.	Sukanya Basu	M.A.
4.	Mahuya Roy	M.A.
5.	Upama Biswas	M.A.
6.	Arunita Chandra	M.A.

**16. Number of Faculty with ongoing projects from a) National b) International funding agencies and grants received:**

NA

**17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received:**

Nil.

**18. Research Centre /facility recognized by the University: NA**

**19. Publications: 2010-2015**

Name of Teachers	Journal with ISSN	Journal Without ISSN	Chapters in Books with ISBN	Chapters in Books without ISBN	Books Published/ Books Edited With ISBN	Published/ Books Edited without
Raktim Sur	--	01	02	--	--	--
Achintya Mandal	01		06		01	01
Sukanya Basu	--	--	--	--	--	--
Mahuya Roy	--	--	--	--	--	--
Upama Biswas	01	--	02	--	--	--
Arunita Chandra	--	--	--	--	--	--

**Cross Current, A in - house Journal of Economics and History Department**

**20. Areas of Consultancy and income generated:**

NA

**21. Faculty as members in**

a) National committees b) International Committees c) Editorial Boards:

Name of Faculty	Membership
Raktim Sur	1. Member, Paschimbanga Itihas Samsad
Achintya Mandal	1. Editorial Board Members of an ISSN Journal "Nabyasrote". 2. Member, Paschimbanga Itihas Samsad

**22. Student projects :****a. Percentage of students who have done in-house projects including inter departmental/programme:**

Projects done by 100% of the third year Students for Compulsory Paper on Environmental Studies

**b. Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies:**

Nil

**23. Awards / Recognitions received by faculty and students:**

Nil

**24. List of eminent academicians and scientists / visitors to the department:**

	Name	Institute
1.	Prof. Mahuya Sarkar	Professor, Jadavpur University
2.	Dr. Supratim Das	Associate Professor, Scottish Church College ,Kolkata
3.	Dr. Souvik Mukherjee	Associate Professor, University of Calcutta.
4.	Dr. Swati Biswas	Associate professor, University of Calcutta.

**25. Seminars/ Conferences/Workshops organized & the source of funding:**

Nil

**26. Student profile programme/course wise:**

Name of the Course/ programme	Application received	Selected	Enrolled		Pass Percentage	
			Male	Female		
B.A. Honours	2012	147	38	28	10	100%
	2013	100	31	22	9	100%
	2014	89	46	27	19	100%
	2015	130	47	28	18	100%

**27. Diversity of Students :**

Name of the Course		% of Students from the same state	% of students from other States	% of Students From Abroad
B.A. Honours Course	2012-13	100%	- -	- -
	2013-14	96.7%	3.23%	--
	2014-15	100%	--	--
	2015-16	100%	--	--

**28. How many students have cleared national and state competitive examinations such**

**as NET, SLET, GATE, Civil services, Defence services, etc.?:**

Data not available

**29. Student progression:**

Student Progression	Against % enrolled
UG to PG	Data not available.
PG to M. Phil	NA
Ph.D. to Post-Doctrol	NA
Employed <ul style="list-style-type: none"> <li>• Campus Selection</li> <li>• Other than Campus recruitment</li> </ul>	NA
Entrepreneurship	NA

**30. Details of Infrastructural facilities:**

- a. **Library:** Apart from the Central Library, the department has books in Seminar Library which is quite rich with a collection of 843 books. Additional 26 books have been added to the collection of Central Library in last five years. Data for previous years is not available from the Central Library. An order of Rs. 10000/- (approx.) has been placed for procuring books of the department for the year 2014-15. The college has facility of INFLIB-NET online books and research publications.
- b. **Internet facilities for Staff & Students:** integrated Wi-Fi system for students and staff.
- c. **Class rooms with ICT facility:** At present the college has no smart classes, but the college has LCD projector which can be used by the department when required.
- d. **Laboratories:** Not Applicable.

**31. Number of students receiving financial assistance from college, university, government or other agencies:**

All students belonging SC/ST receive scholarships from Government. Girl students are enrolled in *Kanyashree* scheme. The College provides financial assistance to needy students. However, data is maintained centrally by the College, not by the departments.

**32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts:**

The department organizes special lectures by eminent professors.

**33. Teaching methods adopted to improve student learning:**

Apart from traditional lecture method the department has adopted following methods to improve learning.

- Power point presentations.
- Special Remedial Classes for slow learners.
- Capsule teaching for third year students to encourage them for self-study as a preparation for post-graduate study.
- Preparation of answers in the class following workshop model/group assignments.
- Involving senior grade students in teaching process to enable them to go deep into the subject and create more relaxing and open class room environment for the juniors for asking questions freely.

**34. Participation in Institutional Social Responsibility (ISR) and Extension activities:**

- Students and Faculty members regularly participate in NSS activities.
- Students' Union organizes Free Medical Camp, Blood donation Camp, eye testing camp and recently more than 15 students signed the pledge to donate their eye and other body organs after their death.

**35. SWOC analysis of the department and Future plans:**

**Strength:**

- Personal and cordial relation between the students and teachers.
- Ideal student-teacher ratio.
- Efficient and dedicated faculty.
- A library with 800+ books and open learning facility through Wi-Fi.

**Weakness:**

- Shortage of classroom.
- Lack of good quality journals in library.
- No exclusive departmental room.
- Vernacular background of majority of students makes it difficult for them to consult English reference books.

**Opportunities:**

- The library of Ramakrishna Mission Institute of Culture with a vast collection of reference books and standard journals is located a few metres away from the college.
- Inquisitive Students who are eager to learn beyond the syllabus.

**Challenges:**

- To cope with the problem of insufficient number of classroom.
- To make the classroom teaching more attractive to the students.
  
- To motivate and guide students for self-study.
- To resolve huge difference in intellectual capacity among the students.
- To complete the syllabus within time.

**Future Plans:**

- To organise seminars.
- To publish a referred Journal of the department.
- To conduct entry level test to assess advanced and slow learners.
- To take up departmental projects with active participation of students.

**Evaluative Report of the Department of Political Science**

1. Name of the department:

Department of Political Science

2. **Year of Establishment:** Introduction of Honours Course-1961
3. **Names of Programmes/Courses offered ( UG, PG, M.Phil., Ph. D., Integrated Masters; Integrated Ph.D etc.) :**  
UG
4. **Names of interdisciplinary courses and the departments/ units involved:**  
Not Applicable.
5. **Annual/semester/choice based credit system(programme wise):**  
Annual university examination system.
6. **Participation of the department in the courses offered by other departments:**  
NA
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.:**  
NA
8. **Details of courses/programmes discontinued (if any) with reasons:**  
NA
9. **Number of teaching posts**

Teaching Post	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	02*
Asst. Professor	04	01

\*posts are filled through promotion as per UGC norm

10. **Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)**

Name	Qualification	Designation	Specialization	No. of Years of Experience	No of Ph.D Students guided
Lily Mukhopadhyay	M.A. M.Phil	Associate Professor	Research Methodology	26	NA
Sarmistha Banerjee	M.A. M.Phil, Ph.D	Associate Professor	Local Government	26	NA
Papia Sengupta	M.A. M.Phil, Ph.D	Assistant Professor	Public Administration	16	NA
Chirasree Mukherjee	M.A. M.Phil	Guest lecturer	Peace, Conflict and Security		NA

11. **List of senior visiting faculty:**  
NA



**12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty**

14%

**13. Student -Teacher Ratio (programme wise)**

Level of Study	Ratio
B.A. (Honours)	25:1

**14. Number of academic support staff (technical) and administrative staff; sanctioned**

and filled:

NA

**15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.**

Sl. No	Name of Teachers	Academic Qualification
1.	Lily Mukhopadhyay	M.A., M.Phil
2.	Sarmistha Banerjee	M.A., M.Phil, Ph.D
3.	Papia Sengupta	M.A.,M.Phil, Ph. D
4.	Chirasree Mukherjee	M.A., M.Phil

**16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:**

Nil

**17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received:**

College funded project is going to be started.

**18. Research Centre /facility recognized by the University:**

Nil

**19. Publications: 2010-2015**

Name of Teachers	Journal with ISSN	Journal Without ISSN	Chapters in Books with ISBN	Chapters in Books without ISBN	Books Published/ Books Edited With ISBN	Books Published/ Books Edited without ISBN
Lily Mukhopadhyay	--			--	--	--
Sarmistha Banerjee						--
Papia Sengupta	01		--	--	--	--
Chirasree Mukherjee		02	--	--	--	--

**20. Areas of Consultancy and income generated:**

NA

**21. Faculty as members in**

**a) National committees b) International Committees c) Editorial Boards**

Name of Faculty	Membership
Papia Sengupta	Life member of Comparative Education Society of India.(CESI)

**22. Student projects :**

a) Percentage of students who have done in-house projects including inter departmental/programme:

Projects done by 100% 3<sup>rd</sup> Year Students for Environmental Studies.

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies :

Nil

**23. Awards / Recognitions received by faculty and students:**

Nil

**24. List of eminent academicians and scientists / visitors to the department:**

Name	Institute
Dr. Sourish Jha	Dept. of Political Science Rabindra Bharati University
Prof. Shyamalendu Majumder	Shivanath Sastri College

**25. Seminars/ Conferences/Workshops organized & the source of funding**

a) National:

Nil

b) International:

Nil

**26. Student profile programme/course wise :**

Name of the Course/ programme	Application received	Selected	Enrolled		Pass Percentage	
			Male	Female		
B.A. Hons.	2012	136	26	16	10	100%
	2013	118	43	26	17	100%
	2014	92	28	26	15	85%
	2015	206	54	33	21	75%

**27. Diversity of Students:**

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A Honours	100%		

**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc. :**

Data not available.

**29. Student progression**

Student Progression	Against % enrolled
UG to PG	Data not available
PG to M.Phil	NA
Ph.D. to Post-Doctoral	NA
Employed <ul style="list-style-type: none"> <li>• Campus Selection</li> <li>• Other than Campus recruitment</li> </ul>	NA
Entrepreneurship	NA

**30. Details of Infrastructural facilities**

- a. The college has two libraries –one is Central library and the other is Seminar Library. Total books in these two libraries are 1425. Faculties of the department have access to the web data base and INFLIBNET .
- b. Internet facilities for Staff & Students: Integrated Wi-Fi system for students and staff.
- c. Class rooms with ICT facility: The college has no ICT facility. However such facility is proposed to be introduced.
- d. Laboratories : Not Applicable.

**31. Number of students receiving financial assistance from college, university, government or other agencies:**

- All students belonging to SC/ST categories receive scholarships from the state Government.
- Students coming from weaker financial background obtain tuition waiver, railway concessions etc.
- Female students belonging to the lower financial strata receive grant through the Government of West Bengal's 'Kanyashree' Project.

The records are kept for all such students at the college level, but no departmental record is kept separately.

**32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts:**

College and Department organize Special Lectures with eminent

professor and organize cultural programmes etc every year.

**33. Teaching methods adopted to improve student learning:**

- Student centric Teaching- Learning process.
- Lecture Method.
- Power point projections.
- Remedial, Special Classes, Tutorials (for slow learners).
- Special lecture session by visiting professor(for advanced learners).
- Discussion & debate
- Classroom interaction
- Black-board teaching
- Question-answer method
- Open book test, intra-class student presentations (power point presentation)on various topics from the syllabi, group discussion, debate etc.

**34. Participation in Institutional Social Responsibility (ISR) and Extension activities**

- Distribution of books and stationeries to the students of a local primary school on 27.6 2015 as a programme of NSS
- Blood Donation camp on the same day as part of programme of NSS
- Organising NSS camp for the poor people of the flood affected village Subhasgram on 14.8.2015
- Organising skin protection and skin care treatment programme on 8.9 2014 and 14,12.2014 conducted by Micro Lab
- Cancer awareness programme held on 13.01,2015 by Dr. Ramdas Chatterjee of Chittaranjan National cancer Institute.
- Students' Union organises Free Medical Camp, Blood donation Camp on regular basis each year and recently more than 15 students signed the pledge to donate their eye and other body organs after their death
- The faculty has made contribution PM's Relief Fund for different natural disaster in India and neighbouring countries.

**35. SWOC analysis of the department and Future plans:**

**Strength:**

- Conducive work environments – a healthy, social work environment helps the department to energetically focus on academic affairs.
- A very cordial student teacher relations.
- Good work ethics and dedicated faculty.
- Student-teacher relations outside classroom.
- Apart from Central Library there is a Seminar Library with a good number of text and reference books.

**Weakness:**

- Lack of space.
- lack of ICT facilities.

- In a 3 shift college system in the same building, our college, suffers from time constraint and many other constraints.

#### **Opportunities**

- Multiple career opportunities for the students with the graduation in Political Science as their special subjects, like, competitive examinations, journalism and media, social work , teaching and research.
- Providing useful career advice to students.

#### **Challenges**

- Developing practical application based modules.
- Taking initiative for doing research.
- Ensuring that all students graduate with the competence and maturity as an educated person in society.

#### **Future Plans**

- Organise a national seminar .
- Conduct regular visit to the State Assembly or Parliament or local self
- Governing institutions.
- Organizing mock parliament.
- Community development programme.
- Planning to publish an interdisciplinary journal.

### **Evaluative Report of the Department of Commerce**

1. **Name of the department :** Commerce Department

2. **Year of Establishment:** 1955
3. **Names of Programmes / Courses offered:**  
UG
4. **Names of Interdisciplinary courses and the departments:**  
NA
5. **Examination System followed:**  
Annual University examination system
6. **Participation of the department in the courses offered by other departments:**  
NA
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.:**  
NA
8. **Details of courses/programmes discontinued (if any) with reasons:**  
NA
9. **Number of teaching posts:**

<b>Posts</b>	<b>Sanctioned</b>	<b>Filled</b>
Professor	Nil	Nil
Associate Professor	Nil	4* (including one lien)
Asst. Professor	6	0

\* Posts are filled through promotion as per UGC norms

10. **Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.) :**

Name	Qualification	Designation	Specialization	No. of Years of Experience	No of Ph. D Students guided
Amal Krishna Roy	M.Com, Ph.D PGDCA	Associate Professor	Accounting and Finance	25	
Jayanta Ghosh	M.Com,M.Phil,Ph.D,CMA	Associate Professor		20	
Bhaskar Purkayastha ( on lien)	M. Com, LLB, Ph.D.	Associate Professor		29	
Sarmistha Dasgupta	M.Com,M.Phil, ACA	Associate Professor		18	
Debasree Basu	M.Com, M.Phil	Part Time Teacher		22	
Amal Ghosh Roy	M.Com, C.M.A	Part Time Teacher		23	
Shyamal Kumar Ghosh	M. Com, B.Ed	Part Time Teacher		21	
Subhro Ghosh	M.Com,M.Phil, B.Ed	Part Time Teacher		18	
Abhra Palit	M.Com, CA(Inter)	Part Time Teacher		15	
Mahua Mukherjee	M.Com,M.B.A,B.Ed,CMA (Inter),PGDCA,UGC-NET	Part Time Teacher		15	
Ranjan Sensharma	M.Com, B.ED	Part Time Teacher		12	
Soumita Chatterjee	M.Com	Part Time Teacher		12	
Archiman Lahiri	M.Com	Part Time Teacher		11	
Sibasish Dutta	M. Com	Part Time Teacher		10	
Oindrila Bhattacharya	M.Com, PGDFM, PGDIM	Guest Lecturer		6	
Joydeep Charkraborty	M. Com, M. Phil	Guest Lecturer		2	
Amit Kr. Roy	M.Com,CMA (Inter)	Guest Lecturer		2	
Neha Das	M.Com	Guest Lecturer		1	
Sirsha Biswas	M.Com,ACS	Guest Lecturer		2	
Sreetama Ghosh	M.Com,M.Phil,B.Ed	Guest Lecturer		1	
Abhishek Sengupta	M.Com, CMA(Final)	Guest Lecturer		2 mth	
Debasish Biswas	M.Com, M.Phil	Guest Lecturer		6 mth	
Priyanka Banik	M.Com	Guest Lecturer		1	
Asish Pal	M.Com, B.Ed	Guest Lecturer		1	
Ishika Ghosh	M.Com, (C.A)Inter	Guest Lecturer		2 mth	
Sahita Mitra	M.Com	Guest Lecturer		2 mth	
Aditya Das	M.Com	Guest Lecturer		3 mth	
Mousumi Basu	M.Com	Guest Lecturer		3 mth	
Shaunak Roy	M.Com (Marketing)	Guest Lecturer	Marketing	3 mth	
Rana Ghosh	M.Com,M.Phil,MBA	Guest Lecturer		4	
Souvik Mazumder	MCA	Guest Lecturer	Information Technology	2 & ½	
Palash Kundu	MCA, ME,UGC-NET	Guest Lecturer		1& ½	
Subhojit Debnath	MCA, MTech,	Guest Lecturer		1& ½	

11. List of senior visiting faculty  
NIL

**12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:**

40% (approximately)

**13. Student -Teacher Ratio (programme wise):**

75: 1

**14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:**

NA

**15. Qualifications of teaching faculty with DSC/ D.Litt/ Ph.D/ MPhil / PG.**

Total no. of teachers	36
Teachers with Ph. D. as highest qualification	3 (including 1 on lien)
Teachers with M. Phil as highest qualification	5
Teachers with PG or equivalent as the highest qualification	28

**16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:**

NIL

**17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received:**

NIL

**18. Research Centre /facility recognized by the University:**

NIL

**19. Publications:**

Name of Teacher	Journal with ISSN	Journal Without ISSN	Chapters in Books with ISBN	Chapters in Books without ISBN	Books Published/ Books Edited With ISBN	Books Published/ Books Edited without ISBN
Jayanta Ghosh	00	00	00	00	01	00
Bhaskar Purkayastha			02		04	
Shaunak Roy	11	06			01	--
Mahua Mukherjee	04	01			00	--
Debasish Biswas	09					
Rana Ghosh	03	--	--		00	--
Palash Kundu	00	00	04			--
Aditya Das		02				

**20. Areas of consultancy and income generated:**

NA

**21. Faculty as members in**

a) National committees: Nil



- b) **International Committees:** Nil  
 c) **Editorial Boards....:** Nil
22. **Student projects:**  
 a) **Percentage of students who have done in-house projects including inter departmental/programme:**  
 100% of third year B.Com Honours have done in-house projects as per B.Com Honours curriculum. 100% students of third year B.Com Honours and General have done project work on Environmental Studies.  
 b) **Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies:**  
 Nil
23. **Awards / Recognitions received by faculty and students:**
- Two students received award in fashion designing, one in interior designing and one in animation in the contest *ARTISAN,2015* organised by Profex Institute of Design.
  - In the quiz and antakshari competition organised by IMI, Kolkata of RP Goenka Group in 2015 our students got the Runners up prize.
24. **List of eminent academicians and scientists / visitors to the department:**
- Dr Sudipti Banergea, Professor, Department of Commerce, University of Calcutta.
  - Prof. Shubhayan Basu, Visiting faculty, Department of Commerce, University of Calcutta.
25. **Seminars/ Conferences/Workshops organized & the source of funding**  
 a) **National:** Nil  
 b) **International:** Nil
26. **Student profile programme/course wise:**

Name of the course / programme	Application received	Selected	Enrolled		Pass percentage
			M	F	
<b>B. Com (Hons.)</b>					
2012	4445	923	638	285	96.37
2013	4293	829	605	224	71.68
2014	3213	781	548	233	68.51
2015	5400	817	612	205	84.31
<b>B. Com ( General)</b>					
2012	1549	189	127	62	68.02
2013	1673	167	124	43	53.94
2014	1243	153	87	66	47.42
2015	1056	158	108	50	86.16

\*M = Male \*F = Female

## 27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B. Com (Hons)			
2012	99.57	0.43	-
2013	99.40	0.60	-
2014	99.49	0.51	-
2015	99.27	0.73	-
B. Com (General)			
2012	98.94	1.06	-
2013	98.80	1.20	-
2014	98.69	1.31	-
2015	98.74	1.26	-

**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc. :**

Data not available.

**29. Student progression**

Student Progression	Against % enrolled
UG TO PG	Data not available
PG TO M PHIL	Data not available
PG TO PH. D.	Data not available
PH. D. to post Doctoral	Data not available
Employed	
• Campus selection	83
• Other than Campus recruitment	Data not available
Entrepreneurship/self-employment	Data not available

**30. Details of Infrastructural facilities**

- a) **Library:** The college has two libraries – one is Seminar library and the other one is Central library. The Department does not have separate library of its own. It has facility of INFLIBNET online books and Research Publications which can be accessed by teachers.
- b) **Internet facilities for Staff & Students:** Three computers with internet facility, one in the Teachers' Room and two in the IQAC Room, are shared by all Departments. Computer Centre has computers with internet facility which can be availed of by the students. The college has also subscribed to the software Prowess, which provides a huge database of financial information related to companies, which the students and teachers can avail of. Apart from this, online EPW and EPWRF- India Time Series Data Base are available for the teachers. The College also has integrated Wi-Fi system.

c) **Class rooms with ICT facility:** At present we do not have such facility. However we are going to introduce such facility shortly.

d) **Laboratory:** The Commerce laboratory is in the process of installation. It is being developed on the basis of the recommendation of the National Curriculum Framework, 2005, which states that the students' life at the institution must be linked with their life outside the institution. It marks the departure from the legacy of bookish learning. The idea of commerce laboratory attempts to discourage rote learning and maintaining sharp boundaries between different subject areas. It is hoped that this initiative will take us significantly further in the direction of a student centred system of education as outlined in the National Policy on Education (1986).

The Laboratory will aim at showing:

- The accounting cycle by selecting a few companies and developing the cycle from Journal to Final Accounts and its analysis.
- Emergence of accounting profession from 4000 B.C. till now.
- Currency, Index and share price fluctuation.
- Latest Policy announcements of the Ministry of Trade and Commerce.
- Latest amalgamation and mergers.

**31. Number of students receiving financial assistance from college, university, government or other agencies:**

Students of the college get financial assistance from college and Government. Department wise data is not available.

**32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts:**

- Investment awareness programme held by Accurate Advisors / Tiksha Mission Trust on 13. 10.15;
- A seminar on Capital Market by Bombay Stock Exchange Brokers' Forum held on 17. 11.15
- Tata Consultancy Ltd. Regularly organises 'Employability Training ' for 5 days in college for 3<sup>rd</sup> year students where they give basic training for communication skill, group discussion, how to appear in interview etc.
- The college made arrangements for free coaching classes to marginal students for clerkship examination organised by ILEAP, a division of Pathfinder, in collaboration with the Youth Department, Govt. of W.B. in September, 2015.
- Regular career counselling held by the college ( please refer to Point No. 5.1.9 of SSR)

**33. Teaching methods adopted to improve student learning:**

The students are primarily taught through class lecture method. While

delivering lectures we strive to enable the students to develop their critical thinking skills related to their studies. We adhere to following levels of teaching with some definite objectives as stated under *Bloom's Taxonomy*:

1. **Primary level:** At this level we aim at developing the basic concepts of the students about the subjects so that they can establish foundation of knowledge.
  2. **Comprehension level:** Once the students establish foundation of knowledge, they are encouraged to demonstrate what they understand about the topic. Students are required to explain the matter in their own words.
  3. **Application level:** Once the students are able to comprehend the information, they are encouraged to apply the concepts to different situations. They are taught to translate and interpret problems and how to solve them.
  4. **Analysis level:** At this level students are taught how to make analysis of different practices followed in real life situation.
  5. **Evaluation level:** At this level the teaching aims at enabling the students to form their own opinion and explain their reasoning behind their opinion. For example, students are able to evaluate financial statements and use pertinent information to rate companies.
  6. **Create level:** Finally students are able to make judgement and recommend a plan of action. For example, in accounting students are required to evaluate the company's position based on its annual report and make suggestion for improvement.
34. **Participation in Institutional Social Responsibility (ISR) and Extension activities:** The Department individually does not discharge Social responsibility. However, students of the Department along with the students of other departments render various social responsibilities. Various social responsibilities discharged by the students during the last year include –
- Organising blood donation camps.
  - Organising N.S.S. camp for the poor people in the flood affected village of Subhasgram .
  - Organising skin protection and skin treatment programme conducted by MicroLab.
  - Cancer awareness programme held by Dr. Ramdas Chatterjee of Chittaranjan National Cancer Institute.
  - Distributions of books and stationeries to the students of a local Primary school.
35. **SWOC analysis of the department and Future plans:**

**Strength:**

- Cordial relation between teachers and students
- Goodwill enjoyed by the Department which attracts brilliant students for seeking admission
- Advantageous location of the college with good ambience
- Faculty blended with experience and young talent

**Weakness:**

- Paucity of space hindering expansion of the Department
- Adverse teacher-students ratio resulted from huge rush for admission which is often compounded by pressure from different quarters
- Shortage of full-time teachers in the faculty
- Time bound college hours due to sharing of college building with other two colleges
- Inability to frame independent curriculum and admission policy because of affiliation to University of Calcutta

**Opportunities:**

- Opportunity of opening new Honours courses in Taxation as per Calcutta University curriculum
- Opportunity of sharing knowledge with the Commerce Departments of other two colleges housed in the same premises as was done on 29.12.2014 on newly introduced Companies Act, 2013.

**Challenge:**

- Maintaining quality of teaching due to vacuum caused by retirement and lien taken for better opportunity.
- Upgradation of knowledge in the backdrop of rapidly changing curriculum
- Making the students good citizens of the country in view of the growing degradation of culture and ethics in the society.

**Future plan:**

- Opening up Postgraduate course in Commerce when the new the campus of the college will be ready for operation
- Making some class rooms equipped with ICT facility
- Introducing continuous evaluation process

**Evaluative Report of the Department of Economics**

1. **Name of the department:** Department of Economics
2. **Year of Establishment:** Introduction of Honours Course -1999
3. **Names of Programmes/Courses offered (UG, PG, M.Phil., Ph. D., Integrated Masters; Integrated Ph.D., etc.):**  
UG
4. **Names of interdisciplinary courses and the departments/ units involved:**  
NA
5. **Annual/ semester/choice based credit system (programme wise)**  
UG: B.Sc. – Annual examination system conducted by the University of Calcutta.
6. **Participation of the department in the courses offered by other departments:**  
Name of the Course: Business Economics  
Department involved: Commerce
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.:**  
NA
8. **Details of courses/programmes discontinued (if any) with reasons:**  
NA
9. **Number of teaching posts:**

Teaching Post	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	03*
Asst. Professor	04	00

\*Posts are filled through promotions as per UGC norms.

10. **Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)**

Name	Qualification	Designation	Specialization	No. of Years of Experience	No of P.hD Students guided
Indrani Mitra	M.A., M.Phil., Ph.D	Associate Professor	Microeconomic Theory, Macroeconomic Theory, International Economics	30	NA
Amit Dasgupta	M.A., Ph.D., ACA, AICWA	Associate Professor	West Bengal Economy	30	NA
Subir Maitra	M.Sc.	Associate Professor	Microeconomic Theory, Mathematical Economics	18	NA
Susmita Roy Chowdhury	M.Sc.	Part Time Teacher	Development Economics	15	NA
Mahuamita Deb	M.Sc. PhD	Part Time Teacher	Environmental Economics	10	NA
Arpita Banerjee	M.Sc., M.A., PhD	Assistant Professor	Macroeconomic Theory, Development Economics, Political Economy	7	NA
Angana Chatterjee	M.Sc.	Guest Lecturer	Microeconomic Theory, Public Economics	6	NA
Indrani Chakraborty	M.A.	Guest Lecturer	Econometrics	3	NA
Suravi Kar Roy	M.Sc., M.Phil.	Guest Lecturer	Econometrics, Mathematical Economics	9	NA
Moumita Bhattacharya	M.Sc.	Guest Lecturer	Urban Economics, Operations Research	3	NA
Sravaitri Chaudhuri	M.Sc., M.Phil.	Guest Lecturer	International Economics	1	NA

**11. List of senior visiting faculty:**

NA

**12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:**

B.Sc. – 34.3% %

B.Com. – 72.7%

**13. Student -Teacher Ratio (programme wise):**

Level of Study	Student – Teacher Ratio
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B.Sc. Honours in Economics	23:1
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**14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:**

NA

**15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.:**

1. Indrani Mitra	M.A., M.Phil., Ph.D
2. Amit Dasgupta	M.A., Ph.D., ACA, AICWA
3. Subir Maitra	M.Sc.
4. Arpita Banerjee	M.Sc., M.A., PhD
5. Susmita Roy Chowdhury	M.Sc.
6. Mahuamita Deb	M.Sc. PhD
7. Angana Chatterjee	M.Sc.
8. Indrani Chakraborty	M.A.
9. Suravi Kar Roy	M.Sc., M.Phil.
10. Moumita Bhattacharya	M.Sc., B.Ed.
11. Sravaitri Chaudhuri	M.Sc., M.Phil.

**16. Number of Faculty with ongoing projects from a) National b) International funding agencies and grants received:**

Nil

**17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received:**

Nil

**18. Research Centre /facility recognized by the University:**

Nil

**19. Publications: 2010-2015**

Name of Faculty	Journal with ISSN	Journal Without ISSN	Chapters in Books with ISBN	Chapters in Books without ISBN	Books/ Books Edited With ISBN	Books/Books Edited Without ISBN
Indrani Mitra	01	--	--	--	--	--
Amit Dasgupta	01	50	--	--	03	--
Subir Maitra	01	01	--	--	02	--
Arpita Banerjee	04	18	--	--	02	--
Susmita Roy Chowdhury	--	--	--	--	--	--
Mahuamita Deb	--	--	02	--	--	--
Angana Chatterjee	--	--	--	--	--	--
Indrani Chakraborty	--	--	--	--	--	--
Suravi Kar Roy	--	--	--	--	--	--
Moumita Bhattacharya	--	--	--	--	--	--
Sravaitri Chaudhuri	--	--	--	--	--	--

**Cross Current:** Inter-disciplinary magazine published in collaboration with the Department of History.

**20. Areas of Consultancy and income generated:**

NA



**21. Faculty as members in**

- a) National committees b) International Committees c) Editorial Board.**

<b>Name of Faculty</b>	<b>Membership</b>
Amit Dasgupta	<u>Editor:</u> Vernacular Non-fiction Journal – ‘Deshabrati’, ‘Nabanna’
Subir Maitra	Life Member: Comparative Education Society of India (CESI), New Delhi
Arpita Banerjee	<u>Editorial Committee Member:</u> 1. World Development 2. African Journal of Agricultural Economics 3. International Journal of Interdisciplinary Economics 4. Dollars and Sense <u>Member:</u> 1. International Association for Feminist Economists <u>Economics Honor Society:</u> 1. Omicron Delta Epsilon

**22. Student projects :**

- a) Percentage of students who have done in-house projects including inter departmental/programme:**

- 6 students have written and presented independent research papers during JASHN, a three college Economics seminar organized by the Bramho Samaj Education Society, 2015.
- Economics Research Projects done by 100% of the 3<sup>rd</sup> Year Students as a mandatory requirement of Honours programme.
- Projects done by 100% of the 3<sup>rd</sup> Year Students for Environmental Studies.

- b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies**

Nil

**23. Awards / Recognitions received by faculty and students:**

Name of Students	Details of Awards
Avijit Bardhan and Anubhab Deb (2 <sup>nd</sup> year)	Ranked 3 <sup>rd</sup> in National Level Inter College Economics Quiz, <i>Quizonomics</i> , held at St. Xaviers College, Kolkata, September 2015.
Snehadeep Das (2 <sup>nd</sup> year)	Ranked 2 <sup>nd</sup> in Inter-College Animation Contest organized by ARTISAN '15 in collaboration with The Telegraph, 2015.
Tiyasa Das (3 <sup>rd</sup> Year)	Ranked 3 <sup>rd</sup> in Inter-College Fashion Designing Contest organized by ARTISAN'15 in collaboration with The Telegraph, 2015.

**24. List of eminent academicians and scientists / visitors to the department:**

	Name	Institute	Type of Programme
1.	Prof. Sugata Marjit	Vice-Chancellor, University of Calcutta	Seminar
2.	Mr. Chandra Shekhar Ghosh	Founder, MD and CEO, Bandhan Bank	Panel Discussion
3.	Prof. Achin Chakraborty	Director, Institute of Development Studies, Kolkata	Seminar
4.	Prof. Indraneel Dasgupta	Professor, Economic Research Unit, Indian Statistical Institute, Kolkata	Seminar
5.	Prof. Saibal Kar	Associate Professor, Center for Studies in Social Sciences, Kolkata	Seminar
6.	Prof. Ratan Khasnobis	Professor (retd.), University of Calcutta	Seminar
7.	Prof. Subhanil Chowdhury	Assistant Professor, Institute of Development Studies, Kolkata	Seminar
8.	Prof. Satyajit Ghosh	University of Scranton, Pennsylvania, USA	Seminar
9.	Prof. Sukanta Bhattacharya	University of Calcutta	Panel Discussion
10.	Prof. Simantini Das	Rabindra Bharati University	Panel Discussion

**25. Seminars/ Conferences/Workshops organized & the source of funding**

a) National:

- UGC Sponsored National Seminar on “Growth and Inequality:

Critical Perspectives on Indian Experience”, December, 2015.

- IQAC of Heramba Chandra College sponsored Panel Discussion on “Microfinance and Its Impact on the Indian Economy:, 28<sup>th</sup> November, 2015.

b) International:

- UGC Sponsored International Seminar on “Our Economy, Their Economies”, on 15<sup>th</sup> January, 2015.

**26. Student profile programme/course wise :**

Name of the Course / programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
2015	166	43	27	16	100
2014	133	36	22	14	78
2013	189	37	25	12	100
2012	188	32	16	16	100

**27. Diversity of Students :**

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
2015	90	10	Nil
2014	96	4	Nil
2013-14	100	Nil	Nil
2012-13	100	Nil	Nil
2011-12	100	Nil	Nil

**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?** : Data not available.

**29. Student progression:**

Student Progression	Against % enrolled
UG to PG	
2014-15	83%
2013-14	50%
2012-13	Data not available
2011-12	Data not available
PG to M.Phil	Data not available
Ph.D. to Post-Doctrol	Data not available
Employed	Most of our students, who are not pursuing PG courses, have attained employment, with and/or without a PG degree.
<ul style="list-style-type: none"> <li>• Campus Selection</li> <li>• Other than Campus recruitment</li> </ul>	
Entrepreneurship	Data not available

**30. Details of Infrastructural facilities**

**a. Library:**

- There are two libraries in the college, the Central Library

and the Seminar Library. There are 1050 Economics books in the Seminar library and one journal subscribed in hard copy format. We have acquired 50 Economics books in the Seminar Library in the past five years. Record for the books that were acquired before 2011 has not been maintained.

- Faculties of the department have access to the web version of the journal Economic and Political Weekly and INFLIBNET.

**b. Internet facilities for Staff & Students:**

Integrated Wi-Fi system for students and staff has been made available in the college.

**c. Class rooms with ICT facility:**

LCD projector facility has been made available when required in the classroom.

**d. Laboratories:**

NA.

**31. Number of students receiving financial assistance from college, university, government or other agencies:**

- All students belonging to SC/ST categories receive scholarships from the state Government.
- Students coming from weaker financial background obtain tuition waiver, railway concessions etc.
- Female students belonging to the lower financial strata receive grant through the Government of West Bengal's 'Kannyashree' Project.

The records are kept for all such students at the college level, but no departmental record is kept separately.

**32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts:**

- The College and the Department organize Special Lectures by eminent professor and organize cultural programmes every year.
- One national and one international level seminar have been organized, where students got involved and enriched themselves through the interactions with the resource persons.
- SPREAD, the Economics students club takes active part in such programmes.
- Workshops are going to be undertaken for the students, especially on research methodology, in collaboration with the leading research institutes of Kolkata.

**33. Teaching methods adopted to improve student learning:**

- Students are encouraged to do classroom exercises in a group, through productive discussions.

- Faculty of the Economics department prefer classroom discussions over lectures, to break the monotony and ineffectiveness of passive learning.
- Students are often guided through the real-world economic problems, by utilising the theories and tools they learn in the classroom.
- Weaker students receive special attention in the form of special one-on-one teaching, tutorial classes, explanation using vernacular language etc.
- The department has started to rethink about the evaluative methods, and it already has started with open-book examinations, without scrapping the traditional closed-book examinations.
- Regular hand-outs on graphical relationships, data tables are given to them to show the applicability of the theories taught in class.

#### **34. Participation in Institutional Social Responsibility (ISR) and Extension activities**

- Distribution of books and stationeries to the students of a local primary school on 27.6.2015 as a programme of NSS
- Blood Donation camp on the same day as part of programme of NSS
- Organising NSS camp for the poor people of the flood affected village Subhasgram on 14.8.2015
- Organising skin protection and skin care treatment programme on 8.9.2014 and 14.12.2014 conducted by Micro Lab
- Cancer awareness programme held on 13.01.2015 by Dr. Ramdas Chatterjee of Chittaranjan National cancer Institute.
- Students' Union organises Free Medical Camp, Blood donation Camp on regular basis each year and recently more than 15 students signed the pledge to donate their eye and other body organs after their death

#### **35. SWOC analysis of the department and Future plans:**

##### **Strength:**

- Personal and cordial relationship between teachers and students
- Good result of the Department which attracts students for seeking admission
- Highly energetic and qualified faculty
- Comparatively good quality of students
- Two departmental Publications:
  1. Cross Current :Departmental Journal of Economics and History
  2. Budding Economists: Departmental publication of Project work by 3<sup>rd</sup> Year students.
- SPREAD: Special Platform for Research in Economics And Development, a Economics students club, where students organize seminars (for example, the international seminar on “Our

Economy, Their Economies” were organized by this club), shows documentary films on Economic issues etc.

**Weakness:**

- Paucity of rooms to conduct 3<sup>rd</sup> year classes on regular basis.
- Scarcity of space for the teachers to concentrate in their studies during off periods
- Too short a period to cover the entire syllabus designed by Calcutta university as Calcutta University holds six Examinations during the day time, from April to July of each year
- Since the syllabus is prescribed by the University of Calcutta and the examinations are conducted by the University on that syllabus, we cannot introduce any innovations into the curriculum on our own.

**Opportunities:**

- Locational advantage with good ambience
- Ample scope of relating theory with practice through Project work
- Arrangement of extension lectures in regular intervals
- Favourable student-teacher ratio

**Challenges**

- To motivate the students to think, to look into the real cause of different economic problems in real life through Project work.
- To create interest in the subject through extension lectures on different spheres of economics
- To take care of the students who are lagging behind

**Future Plans:**

- To give the students exposure in data handling, conducting field surveys for the different projects run by Research Institution
- To create a departmental data base to maintain relation between current student and faculty members with the alumni
- To organize seminars and publish contributions of the students on a more regular basis
- To build a separate dedicated space for the department of Economics at the newly proposed second campus of the college, where we can materialize our plan of opening post-graduate courses, host regular seminars, extension lectures, workshops, conferences etc. without hampering the regular classes.

**Evaluative Report of the Department of Geography**

1. **Name of the department:** Department of Geography
2. **Year of Establishment:** 2001
3. **Names of Programmes/Courses offered (UG, PG, M.Phil., Ph. D., Integrated Masters; Integrated Ph.D., etc.):**  
UG.
4. **Names of interdisciplinary courses and the departments/ units involved:**  
NA
5. **Annual/ semester/choice based credit system (programme wise):**  
Annual
6. **Participation of the department in the courses offered by other departments:**  
NA
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.:**  
NA
8. **Details of courses/programmes discontinued (if any) with reasons:**  
NA
9. **Number of teaching posts:**

Teaching Post	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professor	02	00

\*post are filled through promotion as per UGC norms.

10. **Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.):**

Name	Qualification	Designation	Specialization	No. of Years of Exp.	Ph.D. Students
Bhaswati Bhattacharya	M.Sc, B.Ed	Part Time Teacher	Geolithology & Fluvial morphology	15	00
Basabdutta Ghosh Chowdhury	M.Sc, B.Ed	Part Time Teacher	Geolithology & Fluvial morphology	14	00
Jayeeta Bagchi	M.Sc, Ph.D.	Contractual Whole-time teacher	Cartography & Industrial Geography	10	00
Moumita Ghosh	M.Sc, B.Ed	Contractual Whole-time teacher	Population Geography Population Geography	05	00
Indrajit Roychowdhury	M.Sc, B.Ed M.Ed Ph.D	Guest Faculty	Regional Planning & urban Geography	6 mth	00
Puja Prasad	M.Sc, B.Ed	Guest Faculty	Regional Planning & urban Geography	6 mth	00

11. **List of senior visiting faculty:**

NA

**12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty**

100%

**13. Student -Teacher Ratio (programme wise)**

Level of Study                  Ratio  
B.A.( Honours)                  19:1

**14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:**

NA

**15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG:**

Sl. No	Name of Teachers	Academic Qualification
1.	Bhaswati Bhattacharya	M.Sc, B.Ed
2.	Basabdutta Ghosh Chowdhury	M.Sc, B.Ed
3.	Jayeeta Bagchi	M.Sc, Ph.D.
4.	Moumita Ghosh	M.Sc, B.Ed
5.	Indrajit Roy Chowdhury	M.Sc, B.Ed, M.Ed, Ph.D.
6.	Puja Prasad	M.Sc, B.Ed

**16. Number of Faculty with ongoing projects from a) National b) International funding agencies and grants received:**

NA

**17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received:**

Nil.

**18. Research Centre /facility recognized by the University:**

NA

**19. Publications: 2010-2015**

Name of Teacher	Journal with ISSN	Journal Without ISSN	Chapters in Books with ISBN	Chapters in Books without ISBN	Books Published/ Books Edited With ISBN	Books Published/Books Edited without ISBN
Bhaswati Bhattacharya	00	00	00	00	00	00
Basabdutta Ghosh Chowdhury	00	00	00	00	00	00
Jayeeta Bagchi	03	00	01	00	00	00
Moumita Ghosh	00	00	00	00	00	00
Indrajit Roy Chowdhury	05	06	02	02	00	00
Puja Prasad	00	00	00	00	00	00

**20. Areas of Consultancy and income generated:**

NA



**21. Faculty as members in**

**a) National committees b) International Committees c) Editorial Boards:**

Name of Faculty	Membership
Indrajit Roy Chowdhury	1.Geographical Society of India 2.International Geographical Union 3.International Science Congress Association 4.International Cartographer Association

**22. Student projects:**

**a. Percentage of students who have done in-house projects including inter departmental/programme:**

Projects done by 100% of the third year Students for Compulsory Paper on Environmental Studies

**b. Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies:**

Nil

**23. Awards / Recognitions received by faculty and students:**

Dr. Indrajit Roy Chowdhury has awarded International Best Young Scientist award in oral presentation, Kathmandu, Nepal

**24. List of eminent academicians and scientists / visitors to the department:**

Name	Institute
Dr. D.P. Duari	M.P Birla Foundation of Fundamental Research
Dr. A. Mitra	Faculty, Department of Marine Science, University of Calcutta

**25. Seminars/ Conferences/Workshops organized & the source of funding:**

Application of Remote Sensing on various dimension of contemporary dynamics, held on 27<sup>th</sup> November 2015.

**26. Student profile programme/course wise:**

Name of the Course/ programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
2015	311	23	12	11	100
2014	402	25	14	11	100
2013	508	22	12	10	58
2012	582	22	13	09	100

**27. Diversity of Students :**

Name of the Course		% of Students from the same state	% of students from other States	% of Students From Abroad
B.A. Honours Course	2012-13	100%	--	--
	2013-14	100%	--	--
	2014-15	100%	--	--
	2015-16	100%	--	--

**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.?:**

Data not available

**29. Student progression:**

Data not available

**30. Details of Infrastructural facilities:**

- Library:** Total no of books : 789 (including Departmental, Seminar and Central library). Faculty of the department has access to the web data base INFLIBNET.
- Internet facilities for Staff & Students:** integrated Wi-Fi system for students and staff.
- Class rooms with ICT facility:** At present the college has no smart classes, but the college has LCD projector which can be used by the department when required.
- Laboratory:** Well equipped laboratory with required instruments, maps, rocks and minerals, models and charts

**31. Number of students receiving financial assistance from college, university, government or other agencies:**

All students belonging SC/ST receive scholarships from Government. Girl students are enrolled in *Kanyashree* scheme. The College provides financial assistance to needy students. However, data is maintained centrally by the College, not by the departments.

**32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts:**

Data not available

**33. Teaching methods adopted to improve student learning:**

Apart from traditional lecture method the department has adopted following methods to improve learning.

- Power point presentations.
- Special Remedial Classes
- Preparation of answers in the class following workshop model/group assignments.

**34. Participation in Institutional Social Responsibility (ISR) and**

**Extension activities:**

- Students participate in various programmes organised by Student's Union or college itself.

**35. SWOC analysis of the Department and Future plans:**

**Strength:**

- Personal and cordial relation between the students and teachers.
- Ideal student-teacher ratio.
- Efficient and dedicated faculty.
- A library with 782 books and open learning facility
- Exclusive Departmental room and laboratory

**Weakness:**

- Lack of good quality journals and books in library.
- Vernacular background of majority of students makes it difficult for them to consult English reference books.

**Opportunities:**

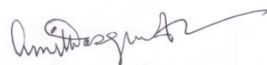
- The library of British Council, National Library, Ballygunge Science College with a vast collection of reference books and standard journals is located a few metres away from the college.
- Inquisitive Students who are eager to learn beyond the syllabus.

**Challenges:**

- To cope with the problem of insufficient number of classroom.
- To make the classroom teaching more attractive to the students.
- To motivate and guide students for self-study.
- To resolve huge difference in intellectual capacity among the students.

**Future Plans:**

- To organise seminars.
- To publish a referred Journal of the department.
- To conduct entry level test to assess advanced and slow learners.



(AMIT KUMAR DASGUPTA)  
Coordinator  
NAAC Steering Committee



(NABANITA CHAKRABARTI)  
Principal & Chairperson  
NAAC Steering Committee

**SUBSIDIARY DEPARTMENTS**

<b>Department</b>	<b>Name</b>	<b>Qualification</b>	<b>Designation</b>	<b>Specialization</b>
<b>Hindi</b>	<b>Meena Murarka</b>	M.A. (Gold Medalist), M.Phil	Associate Professor	Poetry
<b>Mathematics</b>	Arup Kr. Mallick	M.Sc, M.C.A	Part Time Teacher	
	Subhankar Baidya	M.Sc, M.Ed	Guest Lecturer	
	Animesh Sinha	M.Sc, B.Ed	Guest Lecturer	
<b>Statistics</b>	Pritam Sarkar	M.Sc(Statistics)	Guest Lecturer	
	Chandra Mani Kumar	M.Sc(Statistics)	Guest Lecturer	



ब्रह्मविद्या लभते ज्ञानम्

## Herambachandra College

A co-education college run by Brahma Samaj Education Society

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### DECLARATION BY THE HEAD OF THE INSTITUTION

I do, hereby, certify that the data and information provided in this Self Study Report (2015) are true to the best of my knowledge.

The Self-Study Report, 2015 has been prepared by the NAAC Steering Committee on the basis of discussion among them and with other teaching and non-teaching members of the institution and no part has been outsourced.

I am aware that the peer team will validate the information produced in the Self Study Report, 2015 during their visit to the Institution.

January 29, 2015  
Institution: herambachandra College,  
Kolkata, West Bengal  
Place: Kolkata- 700029



*Chakrabarti*

(Dr Nabanita Chakrabarti)

Principal

Principal

Heramba Chandra College  
Kolkata-700 029



श्रद्धावान् लभते ज्ञानम्

## Herambachandra College

A co-education college run by Brahma Samaj Education Society

### CERTIFICATE OF COMPLIANCE

This is to certify that Heramba Chandra College, Kolkata, West Bengal fulfils all norms:

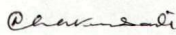
1. Stipulated by the University of Calcutta, Kolkata and/or
2. Regulatory Council/Body (Such as UGC, NCTE, AICTE, MCI, DCI, BCI etc)
3. The affiliation and recognition are valid as on date.

In case of affiliation and/or recognition are conditional, a detailed enclosure with regard to the compliance of conditions by the institute will be sent.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once that institution loses its University affiliation or recognition by the Regulatory Council (University Grants Commission, as the case may be.

In case the undertaking submitted by the institution is found to be false, the accreditation given by NAAC is liable to be withdrawn. It is also agreed that the undertaking given to NAAC will be displayed on the College website.

Date: January 29, 2015  
Institution: Heramba Chandra College,  
Kolkata, West Bengal  
Place: Kolkata- 700029, West Bengal

  
(Dr Nabanita Chakrabarti)  
PRINCIPAL



Principal  
Heramba Chandra College  
Kolkata-700 029



ANNEXURE – I  
CERTIFICATE OF ACCREDITATION:

  
**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद**  
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान  
**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**  
An Autonomous Institution of the University Grants Commission

*Certificate of Accreditation*

*The Executive Committee of the  
National Assessment and Accreditation Council  
on the recommendation of the duly appointed  
Peer Team is pleased to declare the*

**Heramba Chandra College**  
*Sariahal Road, Kolkata, affiliated to University of Calcutta, West Bengal as*

**Accredited**  
*at the B<sup>+</sup> level.*

**CERTIFIED TRUE COPY**  
*Chandra*  
Principal  
Heramba Chandra College  
Kolkata-700 029

*Unwal*  
Director

Date: *May 20, 2005*



• This certification is valid for a period of Five years with effect from May 20, 2005  
• An institutional score (%) in the range of 55-60 denotes C grade, 60-65-C<sup>+</sup> grade, 65-70-C<sup>++</sup> grade,  
70-75-B<sup>-</sup> grade, 75-80-B<sup>+</sup> grade, 80-85-B<sup>++</sup> grade, 85-90-A<sup>-</sup> grade, 90-95-A<sup>+</sup> grade, 95-100-A<sup>++</sup> grade

## Quality Profile

Name of the Institution : Heramba Chandra College  
Place : Gariahat Road, Kolkata, West Bengal

Criterion	Criterion Score (Ci)	Weightage (Wi)	Criterion X Weightage (Ci x Wi)
I. Curricular Aspects	80	10	800
II. Teaching-learning and Evaluation	81	40	3240
III. Research, Consultancy and Extension	66	05	330
IV. Infrastructure and Learning Resources	63	15	945
V. Student Support and Progression	75	10	750
VI. Organisation and Management	76	10	760
VII. Healthy Practices	80	10	800
		100	$\sum C_i W_i = 7625$

$$\text{Institutional Score} = \frac{\sum C_i W_i}{\sum W_i} = \frac{7625}{100} = 76.25$$

CERTIFIED TRUE COPY

*Chakrabarti*  
Principal  
Heramba Chandra College  
Kolkata-700 029

*Aravind*  
Director

EC/36/065



## **DRAFT REPORT ON INSTITUTIONAL ACCREDITATION OF HERAMBA CHANDRA COLLEGE, KOLKATA**

### **SECTION - I : INTRODUCTION**

The Heramba Chandra College volunteered to be assessed by the National Assessment and Accreditation Council (NAAC) and submitted the Self-Study Report to NAAC in December, 2004. A Peer Team was constituted by the Council to visit the institution and validate the Self-Study Report. The Peer Team, consisting of Prof. K.M. Pathak, former Vice-Chancellor, Tezpur University as Chairperson, and Prof. S.P. Pani, Director, Directorate of Distance & Continuing Education, Utkal University, as member Co-ordinator and Prof. S.V. Subrahmanya Sastry as Members visited the institution for 2 days, from 17.03.05 to 18.03.05.

The Heramba Chandra College, Kolkata, was established in the year 1961. The college's genesis can be traced to the City School which was founded in 1879 by the Sadharana Brahmo Samaj. In 1881 the F.A. classes were started and the school was raised to the rank of a college and in 1884 B.A. classes were opened. In 1946 this City College opened a branch in South Kolkata, it subsequently became a separate college. From 1946 to 1961 the college operated with three branches, one morning, one day and another evening. And since 1961 the day college has become a separate entity under the name of Heramba Chandra College. The college is affiliated with the Kolkata University. It is a non-autonomous affiliated, grant-in-aid college with UGC recognition under 2(f) and 12B. The century old Brahmo Samaj Education Society manages the college. The college has the mission of promoting education in its highest and widest sense and to train mind, heart and body founded on theistic basis to promote good of man and glory of God. The college offers 10 Under Graduate programmes under the faculty of Science, Arts and Commerce. The college located in one of the 5 metros of India has a three storied building with a campus area nearly 11000 sqft. There are 9 Under Graduate departments namely Commerce, Economics, Geography, Bengali, Education, English, History, Political Science and Hindi. The college follows an annual temporal plan. The total number of students in the college are 3553. The college has 255 working days out of which 160 are teaching days. The library works for 255 days. The pass percentage on an average is 90.5%. The unit cost of education comes to Rs. 705/- per month excluding of salary component of all the employees and Rs. 1492/- excluding salary component borne by the State Government but including salary borne by management. Otherwise the Unit cost of Education is Rs.4354/-. In the last 50 years the college has gradually come out of its initial confinement to commerce education, new subjects like Bengali,

Economics, Education, English, Geography etc. have been added. Over the years it has produced a very large number of graduates who are now placed throughout the country and outside.

The number of teachers at present is 76, of which 24 are permanent, and the remaining 52 are temporary. Out of the 24 permanent faculty members, 08 are Ph.D degree holders, 11 M.Phil and 05 are P.G. holders. Again, out of the 63 part timers, 02 are with Ph.D. degree, 06 are with M.Phil degree, and the remaining 45 teachers are P.G. degree holders. There are 36 Administrative Staff members, and 03 technical staff.

Currently the college has an enrolment of 3553 students, of which 1211 are female, and 2342 are male. Every year the college admits, on the average, nearly 1100 students in all the three faculties.

The college has the following support services : Central Library, Sports facilities, Canteen, Grievance Redressal Cell, Women's Cell, Career Counselling as well as Psychological counselling cell.

The college is managed by the Governing Body which is composed of seven members nominated by the BSES, the Principals of all the three colleges housed in the same building, the Vice-Principal of the college, two teachers' representatives, two members of the non-teaching staff as well as one member of the students' union. The Principal is the secretary of the Governing Body. The College endeavours to fulfill the following objectives :

- (i) To impart quality education by providing all students, irrespective of caste or creed, with opportunities to acquire knowledge ;
- (ii) To assist the students in preparing adequately for the academic courses they opt for ;
- (iii) To inculcate values that promote mutual understanding among people and communities and
- (iv) To 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.

The Peer Team carefully pursued and analysed the self-study report submitted by the institution. During institutional visit, the Team went through all the relevant documents and visited the various departments and the facilities. The academic, co-curricular, extra curricular, sports and extension facilities of the institution were visited. The Peer Team also interacted at length with the Governing Body, Head of the institution, faculty, non-teaching staff, students, parents and

alumnae of the institution. Based on the above exercise, and keeping in mind the seven criteria identified by NAAC, the assessment of the institution under various criteria, the commendable features of the institution as well as the issues of concern are given in the following pages.

## **SECTION - I : CRITERION-WISE ANALYSIS**

### **CRITERION - I : CURRICULAR ASPECTS**

The college offers Under Graduate courses under the faculty of Arts / Science and Commerce. In the commerce faculty it offers Honours in Accountancy and Marketing Management besides a pass course. Under the Science faculty it offers Honours in Geography and Economics. Under the Arts faculty it offers Honours in Bengali, Education, English, History and Political Science. All these except Geography, English, Bengali and Hindi are also offered as general course. As the college is a non-autonomous one, it has little freedom in terms of curriculum development, flexibility time frame and horizontal mobility etc. However under the Kolkata University number of options are available for pass / general subject selection. In the last 3 years the college has succeed in introducing Honours in Education, Geography and Marketing Management. The college teachers participate in seminars on curriculum conducted by the Calcutta University and various teachers organisations. The college plans to start self financing certificate courses in Communicative English, Tax Consultancy, Tourism Management and Master of Business Management; concrete steps are awaited to translate these goals into reality. The University has not carried out any academic audit of the college. Excepting Geography Honours and Accountancy / Marketing Management Honours skill component is almost absent from the courses of study.

The Calcutta University is yet to introduce University examination at the end of first year for the three year degree course. The University does not allow students to pursue two courses simultaneously. There is a felt need for P.G. Education for Commerce and business Administration. The college may explore the possibility of opening M.A. in English also. There is no project component prescribed by the University. The College has of its own introduced project component for Management Honours and Economics Honours in a modest way. The Calcutta University does not prescribe any practical component for Education Honours.

### **CRITERION - II : TEACHING LEARNING AND EVALUATION**

The college has a transparent admission process and admits the students through academic record and Entrance Test. For BA English and

B.Sc.Economic Entrance Test is conducted. For others admission is through purely career marking. The college conducts some aptitude test within one month of admission to facilitate choice of subjects. The English department conducts remedial classes. Out of the total 255 working days the college has 160 teaching days. The number of days used for examination, and other functions comes to 75 days approximately. As a whole teachers have a workload of 13 lecturers per week on an average. And about 60% of the classes are engaged by full time faculty, rest are engaged by part time faculty. The college follows conventional class room teaching mechanism through chalk and talk only. The college has prepared some computer aided teaching material. Though no detailed teaching plan is prepared by the teachers, unitisation has taken place. Number of classes required for specific units have been identified. The teachers are recruited through West Bengal College Service Commission. Both for Full -Time and Part-Time teachers the UGC norms in terms of qualifications are applicable. About 20 teachers have attended National and International level Seminars. The college has also a self appraisal format for the teachers. Students feedback on teachers have also been introduced recently. The college has innovatively allowed advanced students to engage classes. Advance learners are also involved in evaluating answer scripts of college examination. Both these happen under strict scrutiny of senior faculty members. Teachers serve various committees and contribute to the overall progress of the institution. The University conducts two examinations one at the end of 2nd year and the other at the end of 3rd year for the 3 year Degree course. The college conducts Unit Tests before University examinations. Tutorial classes are held. A Dummy Test before one month of the Part- I examination is also held by the Economics Department. To meet the remedial needs additional tutorial classes are conducted after the Test Examination. As the University Examination for three Colleges are conducted in one building there is no possibility of holding simultaneous classes for others. The Courses are covered. The departmental Teachers' Council reviews course coverage periodically.

The students feedback has been analysed. The major findings are as follows :

- ◆ The syllabus is quite challenging.
- ◆ Internal assessment conducted by the College is helpful.
- ◆ Additional IT input in Curriculum would be helpful.
- ◆ Student Teacher relation is excellent.
- ◆ Office administration needs to be toned up.

### **CRITERION - III : RESEARCH, CONSULTANCY AND EXTENSIONS**

The college is offering only Under Graduate courses ; it faces severe space crunch and finds it difficult to promote research and consultancy. The falling number of permanent teachers is also a constraint for research activity. The college teachers of various departments have been greatly encouraged to make publications. The English department started publishing a journal in 1999 and till date has published 15 issues. Bengali, Commerce and Economics and History departments jointly have started publishing journals. The college teachers have published as many as 20 text books , few creative literary writings and some reference books. The publications of Commerce, English, Education and Bengali departments deserves special mention. The college has succeeded in organising a number of extension activities. It has organised awareness programme for AIDs and Thalassaemia, a Free Eye Testing camp, few Blood Donation Camps etc. Workshops on gender discrimination and Relevance of Psychological counseling have been held. Girls students have been given a training in self defence. The College has a very active and committed unit of St. John Ambulance corps which has won laurels over years.

### **CRITERION - IV : INFRASTRUCTURE AND LEARNING RESOURCES**

Located in Metropolitan city, the college has great difficulty in expanding its infrastructure. It is located in a campus of nearly 11000 sqft only. Of course the building has 4 floors ( i.e. G + 3). It has 24 number of class rooms besides two number of labs and other rooms. Separate rooms have been provided for Library, Computer , Canteen, Cycle Stand, Student Union Office, Common Room for Boys and Girls. Generator etc. A small green patch at the center is also maintained. There is a well equipped hall with a stage in the 2nd floor. The open terrace has also been covered with corrugated asbestos partly and put to use. The building is used in the morning and evening by two other educational institutes. The infrastructure is put to optimum utilisation. The college Library is well stocked with 35851 number of books ( Central Library : 25366 plus Seminar Library : 1485). The college is a member of the British Council Library and subscribes to on-line Cyber Library , Questia. The college also uses INFLIBNET. It also subscribes to Indiastat.com. The college Library has reprographic facility and computer. Computerisation of Library has begun in a modest way. Each department has a seminar library. There is a reading room with sitting capacity of 20 number of students. Only Geography Department has a Computer of its own, others use the common facility. The college has a tie up with a private computer education firm. A small playing facility

for Basket Ball and Volley Ball has been provided within the college and the students use the playground of a nearby local club. The University ground is also used for matches. The college is planning to acquire additional space in near future.

### **CRITERION - V : STUDENTS' SUPPORT AND PROGRESSION**

The college has a very marginal and insignificant dropout rate. It has a pass rate of 90.5% . Out of 1010 number of students who appear at the 3 year degree programme examination 966 number of students have passed out in the year 2003-04. Nearly 150 students receive financial aid over a year. SC/ST students obtain Government scholarship. The alumnae association of the college was established way back in 1989 but has become active only in the recent past. It has organised cultural programme, Eye Testing Camp and Union functions. Nearly 30% students progress to higher education and a fair number are employed otherwise.

The College publishes its prospectus every year with a clear information regarding the fee structure, no. of courses offered, syllabi, rules and regulations, library facilities, details of teaching staff ; Governing body, prizes and awards etc.

The alumni of the college are occupying prominent positions like Ministers, Film Actors, Executives, Government Functionaries etc. it includes a representative of India on WHO and distinguished Citizen of India.

In addition to the scholarships sanctioned by the government (1) SC, ST scholarships (2) National Scholarships (3) Sports Scholarships (4) Physically Handicapped Stipend, the college has been sanctioning some scholarships from their end. 40 students received Merit scholarship in 2002-03 and 39 in 2003-04. Sports Scholarships are 7 in 2002-03 and 3 in 2003-04. There are considerable merit-cum-mean scholarships received by the students during the last two years.

- (i) Students' Mutual Development Fund for poor & meritorious students.
- (ii) P.C. Roy Fund for the poor and meritorious students.
- (iii) Asoke Maitra Memorial Fund : to give prizes to the students topping in college and University examinations.
- (iv) Library Benevolent Fund for the needy students to purchase books.

Placement and Career Counseling Cell have started very recently. A few organisations started approaching the cell to conduct campus

interviews. The College has very successfully organised two Career Counseling Fairs in which a number of business houses have participated. The college has opened a psychological counseling center to deal with the psychological matters of the students.

Career vision motivated the students towards self employment.

Alumni Association is also active and helping to develop the infrastructure of the college in addition to other useful activities.

Recreational and leisure time facilities like Indoor Games, Outdoor Games, Students Magazines, Cultural Programmes, and Photography club are available to the students.

### **CRITERION - VI : ORGANISATION AND MANAGEMENT**

The College is managed as per the rules and norms of the West Bengal Government for management of private aided colleges. There is a well defined organisational flow chart. A number of committees with participatory approach assist the Principal for the management of the college. The process of selection of teachers and others are transparent and as per norms. On an average a Commerce Honours students pay only around Rs. 1600/- , Arts Hons. students pay around Rs. 1500/- and Science Hons. students pay around 2000/- .The pass students pay little less ( Approximately Rs. 300/-). There has been no increase in the tuition fees in the last 5 years. The major portion of the salary component comes from the State Government amounting to Rs.1.07 crore. The college meets the expenditure on part time faculty members totalling to nearly Rs. 18 lakhs per annum. The total expenses besides the salary component comes to about Rs. 13 lakhs. However the college is run on excess budget. There is a grievance redressal cell and it meets at least once in a month. The purchase procedure is as per the State Government norms. The college account is regularly audited and are maintained properly.

The Institution has an inbuilt mechanism to check the quality of functioning of the college. The office monitoring cell sits regularly to review the day to day work with Principal and Vice-Principal cum bursar besides internal and academic audit.

Since all the courses are supported by the Government, the college fixes the fee in conformity with the lowest amount determined by the State. The college is at liberty to fix higher fees.

The college is not running any self financial courses.

The college has various committees like Academic Calendar Committee, Office monitoring Cell, Grievance and Redressal Cell,



Women's Cell, Library Committee, Students Support Committee, Admission Committee Career Vision 2004 Committee.

The college has the following welfare programme to cater to the needs of the non-teaching staff.

- (i) City College Commerce Department Provident Fund.
- (ii) City College Co-operative Credit Society Ltd.
- (iii) Staff Benevolent Fund.

### **CRITERION - VII : HEALTHY PRACTICES**

The college has succeed largely in creating his positive academic ambiance in the last half a century. There is an all round urge to achieve excellence and to suitably adapt to the changing scenario. The following healthy practices of the college are noted :-

- ◆ Regular conduct of extra curricular activities.
- ◆ Annual parent teacher meeting.
- ◆ Tie up arrangement with British Council Library and other Cyber Libraries.
- ◆ Promoting sports personalities.
- ◆ Consitituting Women's Cell and conducting workshop on self-defence techniques.
- ◆ Establishing Literary Club and Photo Club.
- ◆ Establishment of Psychological Counselling Cell for students.
- ◆ Successful conduct of Career Counselling Cell.
- ◆ Effective creation of social responsibility amongst students through St. John Ambulance Corps.

### **SECTION - II : OVERALL ANALYSIS**

The Peer Team , after perusing the Self Study Report and assessing the college during its visit, notes with satisfaction that sincere efforts are being made by the college to translate its vision and mission into academic realities in the midst of odds and challenges to vast magnitude. It is encouraging to note that the college is quite aware of its limitations, and has fully realized while preparing the SSR and it needs to take up more proactive steps not only to keep up with time but also to improve qualitatively and substantially in several aspects. It is a fact that since establishment the college has been functioning under many limitations, the first and foremost being constraints of space. The college also labours under a severe staff shortage, both teaching and



non-teaching, being dependent on the state Government for such appointments.

### **COMMENDATIONS**

The Peer Team would like to commend the college on the following aspects :

- The Unitization of the syllabi in all the departments and introduction of a unit based internal assessment system.
- Attempts to introduce some employment oriented skill - based courses of study in immediate future.
- Action taken for full computerization of the library . provision for Internet Access via broadband to users in the library. Availability of fully functional Local Area Network facilities in the computer lab.
- Availing the British Council Library facilities by enrolling itself as an institutional member.
- Introduction of an Admission Helpline via Cell phone for the benefit of thousands of candidates.
- An active unit of St. John Ambulance.
- Establishment of a Women's Cell to sensitize students and members of the staff to gender issues and Women's rights.

### **RECOMMENDATIONS**

1. All the stake holders at the College , the management, the teaching and non-teaching staff, students, University, Government and society at large should look beyond the past conflicts and work unitedly with focus for reaching heights and for translating opportunities into reality.
2. The College should explore possibility of opening of PG course in Commerce, Management, Insurance Finance Control and Business Economics in view of its resources in terms of library and faculty. The College should also introduce M.A. in English. The College may use hired infrastructure for this purpose. The College should introduce Certificate Courses as planned.
3. There is a felt need for introducing preparatory courses for qualifying in various entrance test for higher and professional courses in Management / Accountancy.
4. Establishment of Women's Hostel, initially in a rented accommodation would also go a long way.
5. Computerization of entire office process and library operation would increase efficiency and foster better management.
6. Greater supervision and control over office is called for. The College Management may evolve a job description for the Vice-Principal. Institutionalized delegation would promote efficiency.

College may evolve greater professional interpersonal relation going beyond present excellent interpersonal relation amongst the key functionaries.

7. The library may concentrate on weeding out dated text books and acquiring larger number of titles. Standard encyclopedias in CD form should be acquired. College may scan the rare titles in its possession and start CD library to deal with space constraints.
8. Establishment of modern gym with assistance from Ministry of HRD and surplus from the College management would go a long way in meeting the needs of Physical Education.
9. The College may gradually increase its fees to create a substantial corpus to take care of its future needs. The resources generated should be retained by the College for its own use, loans may be recovered.
10. The Calcutta University may consider introduction of annual University examination at the end of each year for three year degree course, allowing students at 3 year Degree course to pursue a diploma professional course simultaneously and introducing greater functional language skills both in Bengali and English etc. The Netaji Subhas Open University of West Bengal may also explore possibility of establishment study centers in affiliated Colleges of Calcutta University to bring in need based courses in emerging careers.
11. Full time qualified librarian if necessary on contract basis may be appointed for the Seminar / Central Library.
12. Establishment of NSS, NCC, Scouts and Guide and Redcross Units may be explored for developing the personalities of students.
13. The College may establish links with industrial and business concerns of Kolkata.
14. The management may encourage the teachers for applying for research projects funded by various bodies like UGC, ICSSR, ICHR etc. The College should also avail funds from UGC for conduct of Seminars and Conferences.

The Peer Team thanks the Principal, College Co-ordinator and the members of the Governing Body for the untiring efforts they have made for making this visit a success. The Peer Team also places on record, its appreciation and thanks the teachers, students, non-teaching staff, parents and Alumnae for interacting with them. The Team wishes the very best for Heramba Chandra College, Kolkata in its endeavour for quality Higher Education in coming years.

**Prof. K. M. Pathak**  
Chairperson

**Prof. S.P. Pani**  
Member Coordinator

**Prof. S.B. Subrahmanya Sastry**  
Member

**I agree with the Report.**

**Prof. Amitabha Basu**  
Principal

#### **PROFILE OF THE INSTITUTION**

<b>Name of the College</b>	<b>:</b>	<b>HERAMBA CHANDRA COLLEGE KOLKATA, WEST BENGAL.</b>
<b>University affiliated to</b>	<b>:</b>	<b>Calcutta University.</b>
<b>Status of the College</b>	<b>:</b>	<b>Affiliated.</b>
<b>Financial Category</b>	<b>:</b>	<b>Grant – in – aid.</b>
<b>No. of Department</b>	<b>:</b>	<b>Nine (9)</b>
<b>No. of Programmes</b>	<b>:</b>	<b>Ten (10)</b>
<b>Year of Establishment</b>	<b>:</b>	<b>1961.</b>
<b>Recognition under UGC 2(f) 12B</b>	<b>:</b>	<b>1961.</b>
<b>Location of the College</b>	<b>:</b>	<b>Metro</b>
<b>Area of the Campus</b>	<b>:</b>	<b>11000 sq. feet.</b>
<b>No. of Teachers</b>	<b>:</b>	<b>Twenty-four(24) Permanent and Fifty-two (52)Part-Time.</b>
<b>No. of Ph.D. Degree Holders</b>	<b>:</b>	<b>Eight(8) Permanent.</b>
<b>No. of Non-Teaching Staff</b>	<b>:</b>	<b>Thirtynine (39)</b>
<b>No. of Students</b>	<b>:</b>	<b>3553</b>
<b>Drop out Rate</b>	<b>:</b>	<b>2.5%</b>
<b>Pass Percentage</b>	<b>:</b>	<b>90.5%</b>
<b>Unit Cost of Education</b>	<b>:</b>	<b>Rs. 4354/- including salary and Rs. 705/- excluding Salary.</b>

**ANNEXURE – II**  
**PUBLICATIONS**

**Publication per Faculty:**

<b>Name</b>	<b>Number of Publications</b>
Indrani Mitra	2
Amit Dasgupta	74
Prof. Nabanita Chakrabarti	8
Subir Maitra	4
Raktim Sur	3
Jayanta Ghosh	1
Papia Sengupta	1
Bhaskar Purakayastha	6
Jayita Bagchi	4
Achintya Mandal	8
Arpita Banerjee	24
Upama Biswas	4
Debasish Biswas	9
Joydip Chakraborty	8
Palash Kundu	4
Mahuamita Deb	2
Mahua Mukherjee	5
Amrapali Bose	1
Sabita Mondal	2
Shaunak Roy	18
Chirasree Mukherjee	2
Reshmi Mitra	3
Rana Ghosh	3
Ananya Shankar Debabhuti	9
Aditya Das	2
Indrajit Roy Chowdhury	5

Number of Papers Published by Faculty and Students in Peer-Reviewed Journals (National/International)

<b>Name</b>	<b>Number of Publications in Peer-Reviewed Journals</b>
Indrani Mitra	1
Subir Maitra	1
Papia Sengupta	1
Jayita Bagchi	3
Achintya Mandal	1
Arpita Banerjee	4
Upama Biswas	1
Debasish Biswas	9
Joydip Chakraborty	7
Mahua Mukherjee	4
Shaunak Roy	11
Chirasree Mukherjee	2
Rana Ghosh	3
Indrajit Roy Chowdhury	5
Ananya Shankar Debabhuti	1

Number of Publications Listed in International Database: Nil.

**Monographs:**

Name	Number of Monographs
Amit Dasgupta	73
Prof. Nabanita Chakrabarti	4
Subir Maitra	1
Raktim Sur	1
Sabita Mondal	2
Achintya Mandal	1
Arpita Banerjee	18
Joydip Chakraborty	1
Mahua Mukherjee	1
Shaunak Roy	6
Reshmi Mitra	1
Ananya Shankar Debabhuti	5
Aditya Das	2
Upama Biswas	1

**Chapter in Books**

Name	Chapter in Books
Raktim Sur	2
Bhaskar Purakayastha	2
Prof. Nabanita Chakrabarti	1
Achintya Mandal	5
Upama Biswas	2
Palash Kundu	4
Mahuamita Deb	2
Amrapali Bose	1
Reshmi Mitra	1
Ananya Shankar Debabhuti	2
Jayita Bagchi	1

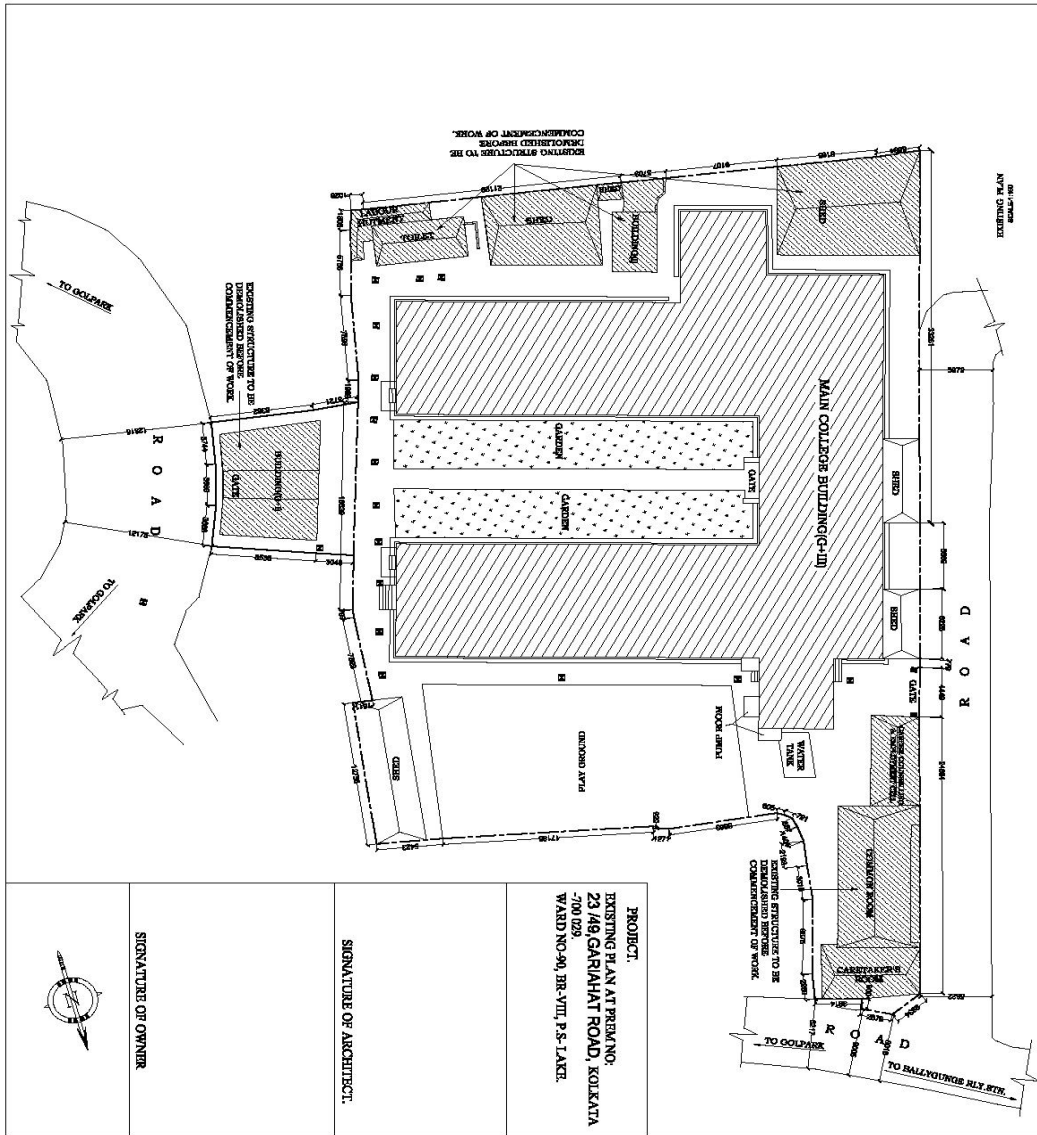
**Books Edited:**

Name	Number of Publications
Indrani Mitra	1
Prof.Nabanita Chakrabarti	3
Achintya Mandal	1

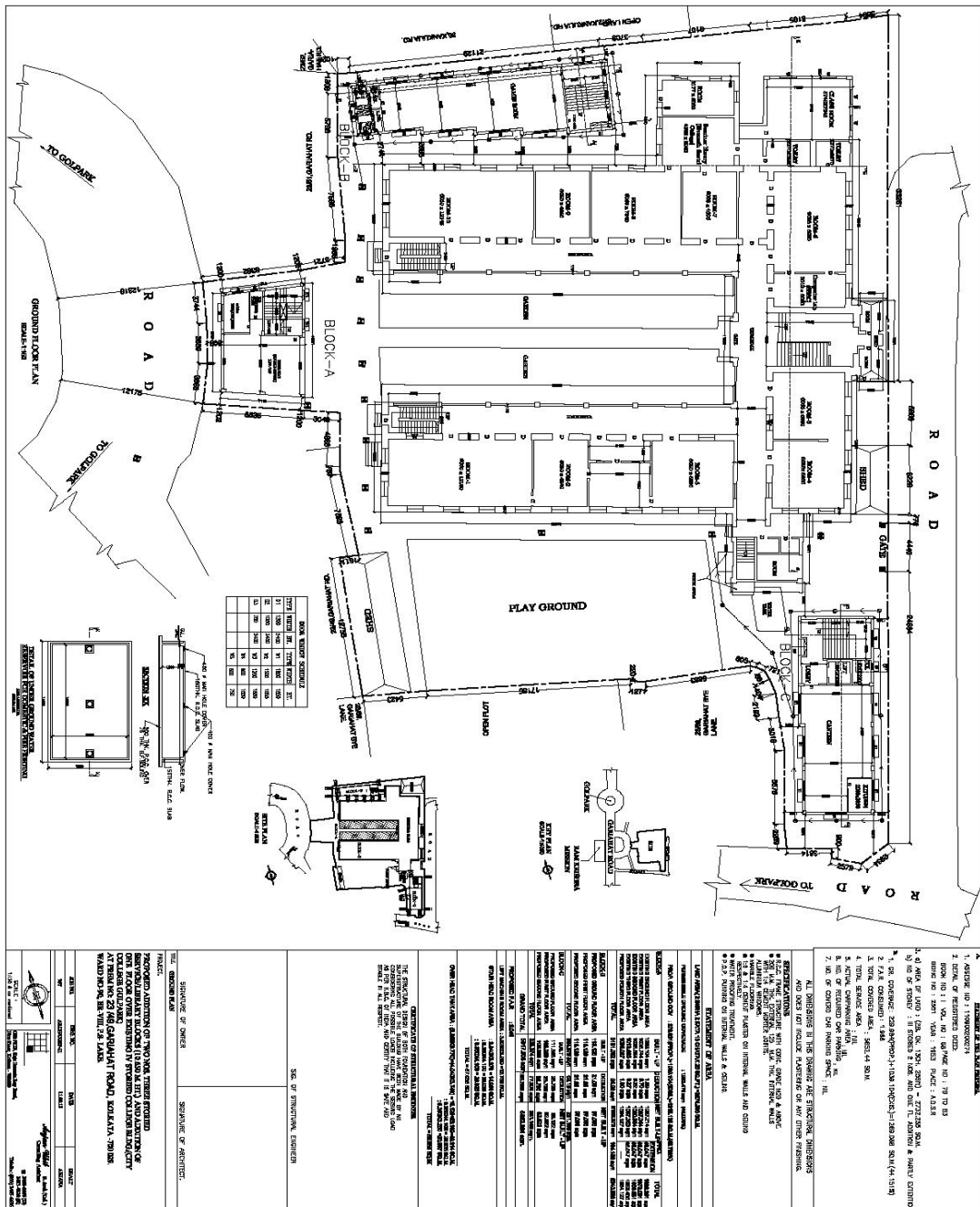
**Books with ISBN (with details of Publisher)**

Name	Number of Publications
Amit Dasgupta	1 (Vrinda Publishing)
Prof. Bhaskar Purakayastha	4 (Excel India Publishers, SBs Education India Pvt. Ltd., Law Point, Das Printers)
Subir Maitra	2 (Access Publishing, New Delhi)
Jayanta Ghosh	1 (Elegant Publication)
Arpita Banerjee	2 (Chhaya Prakashani)
Shaunak Roy	1 (Research India Publications)
Reshmi Mitra	1 (Ekush Shatak)
Ananya Shankar Debabhuti	1 (Pustak Bipani)

**ANNEXURE – III**  
**EXISTING PLAN**



## ANNEXURE – IV PROPOSED PLAN





**ANNEXURE – V**

**HERAMBA CHANDRA COLLEGE  
23/49, GARIAHAT ROAD  
KOLKATA - 700 029**

**BALANCE SHEET AS ON 31ST MARCH, 2012**

<u>LIABILITIES</u>	<u>Schedule No.</u>	<u>Amount (Rs.)</u>	<u>ASSETS</u>	<u>Schedule No.</u>	<u>Amount (Rs.)</u>
Capital Fund	A	65734349.50	Fixed Assets	E	1733313.45
Subsidiary & Others Fund	B	1443376.43	Loans & Advance	F	2960193.56
Special Fund	C	205288.00	Investments	G	49329573.00
Liability & Others	D	255162.57	Cash & Bank Balance	H	13615096.49
		<u>67638176.50</u>			<u>67638176.50</u>

Schedule - A to H forms an integral part of accounts

As per our attached Report of even date

Dated : 10th May, 2013  
Place: KOLKATA



For SUNIL KEDIA & CO.  
CHARTERED ACCOUNTANTS

CA SUNIL KEDIA  
Partner

Accountant  
Heramba Chandra College  
Kolkata-700 029

BURSAR  
Heramba Chandra College  
Kolkata-700 029

Teacher-in-Charge  
Heramba Chandra College  
Kolkata - 700 029



**HERAMBA CHANDRA COLLEGE**  
**23/49, GARIAHAT ROAD**  
**KOLKATA - 700 029**

**Income & Expenditure Account for the period ended 31st March, 2012 (01.07.11 to 31.03.12)**

<u>EXPENDITURE</u>	<u>Amount(Rs.)</u>	<u>INCOME</u>	<u>Amount(Rs.)</u>
<b>ADMISSION FEES</b>		<b>Fees Collection</b>	
Admission Fees Refund	20000.00	Admission Fees	2766000.00
Centre Fees paid to University	149610.00	Building Maintenance Fees	275700.00
Diploma Fees paid to University	90.00	Casual Registration Fees	340500.00
Condonation Fees paid to University	62100.00	Centre Fees	83130.00
Laboratory Fees Refund	1800.00	Condonation Fees (SP)	64900.00
Migration Fees paid to University	1900.00	College Examination Fees	275700.00
Practical Fees paid to University	9075.00	Development Fees	1106400.00
Registration Fees paid to University	124300.00	Educational Excursion (Geo)	45000.00
Review Fees paid to University	64015.00	Electricity Fees	551400.00
Session Fees Refund	9200.00	Fine	14171.00
Tuition Fees Refund	29640.00	Incidental Charges	6980.00
University Examination Fees	740700.00	Information Technology	367920.00
University Form Fees	77980.00	Laboratory Fees	51000.00
Sports Fees paid to University	45040.00	Right to Information Fees	2880.00
	<b>1335450.00</b>	Library Fees	275700.00
<b>OTHER EXPENSES</b>		Migration Fees	83680.00
Advertisement	5479.00	Practical Fees	25,845.00
Audit Fees	3933.00	Printing & Stationary	890865.00
Certification Charges	16001.00	Registration Fees	94160.00
Bank Charges	35252.00	Review Fees	64395.00
General Expenses	141813.00	Searching Fees	17750.00
Cheep Canteen	6300.00	Session Fees	1271110.00
Conveyance	58629.00	Sports Fees	175425.00
Educational Excursion (Geo)	51421.00	Students' Aid Fees	124065.00
Legal Expenses	15773.00	Transfer Fees	68500.00
Office Maintenance	83965.00	Tuition Fees	3376900.00
Maintenance to SCACC	387894.34	University Examination Fees	793610.00
Miscellaneous Expenses	341362.50	University Form Fees	68740.00
P.F. Maintenance	22000.00		<b>13282426.00</b>
Postage	694.00		
Sports Development & Students Care	72216.00	Salary & Allowance (Pay Packet)	16777614.00
Stationary & Printing	293212.00	Add: Receivable	1725870.00
Student Mutual Benefit Fund	82000.00	Salary Contractual & Part Time (Govt.)	18503484.00
Right to Information paid to University	2880.00	Centre Charges	3925050.00
Telephone Charges	19915.00	Clerical Charges	75120.00
		Computer Royalty	182835.00
<b>STAFF EXPENSES</b>		Interest on Fixed Deposit	47595.00
Additional Allowance	57350.00	Miscellaneous Receipts	968328.00
Allowance	117300.00	Bank Charges	206430.00
Conveyance Allowance	28600.00	Bank Interest	336.00
Casual	130200.00		6247.00
Clerical, Incidental, Searching	297550.00		
Puja Relief	625540.00		
Part time / Casual staffs remuneration	7877898.00		
Shift Allowance	2250.00		
Salary & Allowance (Pay Packet)	9136688.00		
	<b>18503484.00</b>		
<b>Depreciation on Fixed Assets</b>			
Library Books @ 10%	100340.00		
Computer & Equipment @ 60%	101327.00		
Furniture & Fixtures @ 10%	26980.00		
	<b>228647.00</b>		
<b>Balance being excess of Income over expenditure</b>	<b>6352842.16</b>		
	<b>37197851.00</b>		<b>37197851.00</b>



Accountant  
 Heramba Chandra College  
 Kolkata-700 029

Dated : 10th May, 2013  
 Place: KOLKATA

BURSAR  
 Heramba Chandra College  
 Kolkata-700 029

As per our attached Report of even date

For SUNIL KEDIA & CO.  
 CHARTERED ACCOUNTANTS  
 Kolkata - 700 029

SUNIL KEDIA  
 Partner



**HERAMBA CHANDRA COLLEGE**  
**23/49, GARIAHAT ROAD**  
**KOLKATA - 700 029**

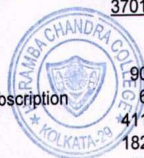
**RECEIPTS & PAYMENTS ACCOUNT FOR THE PERIOD ENDED 31ST MARCH, 2012**

<u>RECEIPTS</u>		<u>PAYMENTS</u>	
<b>CASH IN HAND</b>		Admission Fees	20000.00
Cash in hand	7506.00	Centre Fees	149610.00
<b>Cash at Bank</b>		Diploma Fees	90.00
Canara Bank, CA 93	2303637.51	Condonation Fees	62100.00
Canara Bank, S/B 10962	159922.15	Laboratory Fees	1800.00
Indian Overseas Bank CA432	6569463.00	Library Deposit	3650.00
Punjab National Bank CA433	245944.37	Migration Fees	1900.00
UCO Bank, CA 912	43372.95	Practical Fees	9075.00
State Bank of India, Salary A/c	<u>821160.40</u>	Registration Fees	124300.00
	10143500.38	Review Fees	64015.00
		Session Fees	9200.00
		Sports Fees	45040.00
		Tuition Fees	29640.00
		University Examination Fees	740700.00
		University Form Fees	<u>77980.00</u>
			1339100.00
<b>STUDENT FEES</b>		Additional Allowance	57350.00
Admission Fees	2766000.00	Allowance	117300.00
Building Maintenance Fees	275700.00	Casual	130200.00
Casual Registration Fees	340500.00	Clerical, Incidental, Searching	297550.00
Centre Fees	83130.00	Co-Operative Loan	74964.00
College Examination Fees	275700.00	Conveyance Allowance	28600.00
Condonation Fees	64900.00	Employees Union Subscription	6085.00
Development Fees	1106400.00	Festival Advance	502000.00
Educational Excursion	45000.00	Group Insurance	17956.00
Electricity Fees	551400.00	House Building Loan	40000.00
Fine	14171.00	Income Tax	1848812.00
Information Technology	367920.00	Thrift Fund	48800.00
Library Fees	275700.00	Life Insurance Premium	78727.20
Laboratory Fees	51000.00	Other Advance	904300.00
Right to Information Fees	2880.00	Personal Loan	422295.00
Migration Fees	83680.00	P.F. Loan	123613.00
Printing & Stationary	890865.00	P.F. Subscription	1406194.00
Practical Fees	25845.00	Professional Tax	104005.00
Registration Fees	94160.00	Professor Union Subscription	52048.00
Review Fees	64395.00	Puja Relief	625540.00
Searching Fees	17750.00	Salary Advance	32000.00
Session Fees	1271110.00	Salary & Allowance (Pay Packet)	18506727.00
Sports Fees	175425.00	Salary Out of College Fund	7877898.00
Student Aid Fees	124065.00	Shift Allowance	<u>2250.00</u>
Transfer Fees	68500.00		33305214.20
Tuition Fees	3376900.00		
University Examination Fees	793610.00		
University Form Fees	<u>68740.00</u>		
	13275446.00		
<b>FIXED DEPOSIT</b>		<b>INVESTMENT</b>	
F.D. Canara Bank	0.00	F.D. Canara Bank	19708.00
F.D. Indian Overseas Bank	7049120.00	F.D. Indian Overseas Bank	7687892.00
F.D. UCO Bank	<u>3701696.00</u>	F.D. Uco Bank	<u>4011544.00</u>
	10750816.00		11719144.00
<b>STAFF</b>			
Co-Operative Loan	90036.00	Certification Charges	16001.00
Employees Union Subscription	6070.00	Co-operative Dividend	4150.00
Festival Advance	411400.00	Library UGC Fund	111901.45
Clerical Charges	182835.00	Library College Fund	61992.40
Group Insurance	19206.00		

*[Signature]*  
 Accountant  
 Heramba Chandra College  
 Kolkata-700 029

*[Signature]*  
 BURSAR  
 Heramba Chandra College  
 Kolkata-700 029

*[Signature]*  
 Teacher-in-Charge  
 Heramba Chandra College  
 Kolkata - 700 029





**RECEIPTS**

House Building Loan	40000.00	
Income Tax	1848812.00	
Life Insurance Premium	87568.00	
Other Advance	280925.00	
Professor Union Subscription	36832.00	
Professional Tax	115735.00	
Personal Loan	425183.00	
P.F. Loan	125989.00	
P.F. Subscription	1538639.00	
Salary Advance	32000.00	
Salary & Allowance (Pay Packet)	16777614.00	
Salary Contractual (Govt.)	385200.00	
Salary Part-Time (Govt.)	3539850.00	
Thrift Fund	<u>54800.00</u>	25998694.00

**INTEREST**

Interest From Bank	6247.00	
Interest on F.D.	968328.00	
Bank Charges	<u>336.00</u>	974911.00

**OTHER**

Library College Fund		211.00
Laboratory Deposit		3000.00
Library Deposit		280900.00
Scholarship & Stipend		244200.00
N.S.S.		0.00
Incidental Charges		6980.00
Computer Royalty		47595.00
Miscellaneous Receipts		206430.00
Centre Charges		75120.00
Co-Operative Dividend		4150.00

**PAYMENTS**

Equipment College Fund	1800.00
Equipment UGC Fund	113829.00
Furniture & Fixture	7000.00
Audit Fees Payble	3861.00
General Expenses	141813.00
Conveyance	58629.00
Office Maintenance	83965.00
Maintenance Charges to SCACC	387894.34
P.F. Maintenance	22000.00
Miscellaneous Payment	341362.50
Bank Charges	35252.00
Advertisement	5479.00
Educational Excursion	51421.00
Legal Expenses	15773.00
Postage	694.00
N.S.S	10884.00
Students Activity	0.00
Student Mutual Benefit Fund	82000.00
Sports Development & Students Care	72216.00
Stationery & Printing	293212.00
Telephone Charges	19915.00
UGC Other	0.00
Scholarship & Stipend	88680.00
Cheap Canteen	6300.00
Right to Information Fees	2880.00

**Cash & Bank Balance**

Cash in hand		74984.50
<b>Cash at Bank</b>		
Canara Bank, CA 93	3374210.11	
Canara Bank, S/B 10962	166169.15	
Indian Overseas Bank CA432	1539617.66	
Punjab National Bank CA433	25213.92	
UCO Bank, CA 912	2024435.95	
State Bank of India, Salary A/c	<u>6410465.20</u>	13540111.99

62,019,459.38

62,019,459.38

As Per our attached Report of even date.

For **SUNIL KEDIA & CO.**  
CHARTERED ACCOUNTANTS

*Sunil Kedia*  
CA **SUNIL KEDIA**  
Partner



Dated : 10th May, 2013  
Place: KOLKATA



*Arund*  
Accountant  
Heramba Chandra College  
Kolkata-700 029

*Arund*  
BURSAR  
Heramba Chandra College  
Kolkata-700 029

*Prasanta Ghosh*  
Teacher-in-Charge  
Heramba Chandra College  
Kolkata - 700 029

**HERAMBA CHANDRA COLLEGE**  
**23/49, GARIAHAT ROAD**  
**KOLKATA - 700 029**

**SCHEDULE - A**

**CAPITAL FUND**

As per last Account	59155877.94
<b>Add:</b>	
" UGC grant 11th Plan	225629.40
" Excess of Income over expenditure (Transferred from Income & Expenditure)	6352842.16
	<b><u>65734349.50</u></b>

**SCHEDULE - B**

**SUBSIDIARY & OTHERS FUND**

Ashok Memorial Fund		178276.43
Library Deposit	969650.00	
Add: Received	280900.00	
Less: Refund	<u>3650.00</u>	1246900.00
Laboratory Deposit	15200.00	
Add: Received	<u>3000.00</u>	18200.00
		<b><u>1443376.43</u></b>

**SCHEDULE - C**

**SPECIAL FUND**  
**(Government & other grants)**

Misc. Stipend		5984.50
Scholarship Stipend	18490.00	
Add: Received	244200.00	
Less: Payment	<u>88680.00</u>	174010.00
SC/ST Stipend		25293.50
UGC 11th Plan	225629.40	
Less: Utilised	<u>225629.40</u>	0.00
		<b><u>205288.00</u></b>

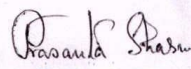
**SCHEDULE - D**

**OTHERS' LIABILITIES**

Audit fees (2010-2011, 2011-2012)	7793.00
Cheap Stores	6920.00
Employees Union Subscription	1265.00
Group Insurance	1430.00
Life Insurance Premium	8914.40
N.S.S.	<u>31308.00</u>

  
 Accountant  
 Heramba Chandra College  
 Kolkata-700 029

  
 BURSAR  
 Heramba Chandra College  
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 Teacher-in-Charge  
 Heramba Chandra College  
 Kolkata - 700 029





Professional Tax	11990.00	
Provident Fund Subscription	139216.00	
Professor Union Subscription	5658.41	
Co-Operative Loan	15072.00	
Provident Fund Loan	2376.00	
Thrift Fund	6000.00	
Staff Benovelant Fund	17219.76	
	<u>255162.57</u>	

**SCHEDULE - E**

**FIXED ASSETS**

**LIBRARY BOOK**

Balance as per last Account	1202169.60	
Add : Purchased this year	<u>173893.85</u>	
	1376063.45	
Less: Disposal	211.00	
Less: Depreciation @ 10%	<u>100340.00</u>	1275512.45

**COMPUTER & EQUIPMENTS**

Balance as per last Account	110742.00	
Add : Purchased this year	<u>115629.00</u>	
	226371.00	
Less: Depreciation @ 60%	<u>101327.00</u>	125044.00

**FURNITURE & FIXTURES**

Balance as per last Account	352737.00	
Add : Purchased this year	<u>7000.00</u>	
	359737.00	
Less: Depreciation @ 10%	<u>26980.00</u>	332757.00

1733313.45

**SCHEDULE - F**

**LOANS & ADVANCES**

APC Roy Aid Fund	15715.56	
Festival Advance	265000.00	
Ram Mohan College Loan	2000.00	
Misc. Advance	923300.00	
Salary Advance	1725870.00	
Personal Loan (Receivable from Staff)	2332.00	
UGC Other (Receivable from UGC)	25976.00	
	<u>2960193.56</u>	

**SCHEDULE - G**

**INVESTMENT**

**Fixed Deposit with Banks & others**

Canara Bank	6263112.00
Indian Overseas Bank	29025839.00
State Bank of India	797188.00

*[Signature]*  
Accountant  
Heramba Chandra College  
Kolkata-700 029



*[Signature]*  
BURSAR  
Heramba Chandra College  
Kolkata-700 029

*[Signature]*  
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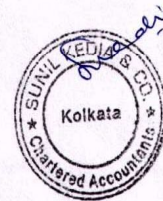


UCO Bank	<u>13228434.00</u>	49314573.00
<u>Others</u>		
City College Co-operative Credit Society Ltd.		15000.00
		<u><u>49329573.00</u></u>

**SCHEDULE - H**

**CASH & BANK BALANCES**

Canara Bank - C/A No. CA93	3374210.11
Canara Bank - S/B A/c No. 10692	166169.15
Indian Overseas Bank - C/A No. 432	1539617.66
Punjab National Bank - C/A No. CD433	25213.92
UCO Bank - C/A No. CA912	2024435.95
State Bank of India, Salary A/c	6410465.20
Cash in hand	74984.50
	<u><u>13615096.49</u></u>



*[Signature]*  
Accountant  
Heramba Chandra College  
Kolkata-700 029

*[Signature]*  
BURSAR  
Heramba Chandra College  
Kolkata-700 029

*[Signature]*  
Teacher-in-Charge  
Heramba Chandra College  
Kolkata - 700 029

**HERAMBA CHANDRA COLLEGE**  
**23/49, GARIAHAT ROAD**  
**KOLKATA - 700 029**

**BALANCE SHEET AS ON 31ST MARCH, 2013**

<u>LIABILITIES</u>	<u>Schedule No.</u>	<u>Amount (Rs.)</u>	<u>ASSETS</u>	<u>Schedule No.</u>	<u>Amount (Rs.)</u>
Capital Fund	A	77347488.35	Fixed Assets	E	3141803.00
Subsidiary & Others Fund	B	538626.43	Loans & Advance	F	7755011.56
Special Fund	C	509488.00	Investments	G	53014499.00
Liability & Others	D	132767.67	Cash & Bank Balance	H	14617056.89
		<u>78528370.45</u>			<u>78528370.45</u>

Schedule - A to H forms an integral part of accounts

As per our attached Report of even date

For P. P. MUKHOPADHYAY & CO.  
 CHARTERED ACCOUNTANTS

P. P. MUKHOPADHYAY  
 Proprietor

Dated : 22nd August, 2014  
 Place: KOLKATA



*[Signature]*  
 Accountant  
 Heramba Chandra College  
 Kolkata-700 029

*[Signature]*  
 BURSAR  
 Heramba Chandra College  
 Kolkata-700 029

*[Signature]*  
 Teacher-in-Charge  
 Heramba Chandra College  
 Kolkata - 700 029



**HERAMBA CHANDRA COLLEGE**  
**23/49, GARIAHAT ROAD**  
**KOLKATA - 700 029**

**Income & Expenditure Account for the period ended 31st March, 2013 (01.04.12 to 31.03.13)**

<u>EXPENDITURE</u>		<u>Amount(Rs.)</u>	<u>INCOME</u>		<u>Amount(Rs.)</u>
<b>ADMISSION FEES</b>			<b>Fees Collection</b>		
Admission Fees Refund	32000.00		Admission Fees	3378000.00	
Centre Fees paid to University	136702.00		Building Maintenance Fees	334300.00	
Condonation Fees paid to University	188300.00		Casual Registration Fees	484500.00	
Laboratory Fees Refund	9600.00		Centre Fees	147640.00	
Migration Fees paid to University	2400.00		Condonation Fees (SP)	205500.00	
Practical Fees paid to University	12605.00		College Examination Fees	334300.00	
Registration Fees paid to University	144100.00		Development Fees	1338400.00	
Review Fees paid to University	53655.00		Educational Excursion (Geo)	70500.00	
Session Fees Refund	14720.00		Electricity Fees	668800.00	
Tuition Fees Paid to Govt.	2025248.00		Fine	8270.00	
Tuition Fees Refund	53940.00		Incidental Charges	10560.00	
University Examination Fees	1287360.00		Information Technology	505640.00	
University Form Fees	64160.00		Laboratory Fees	76800.00	
Sports Fees paid to University	53000.00	4077790.00	Right to Information Fees	39080.00	
<b>OTHER EXPENSES</b>			Library Fees	334400.00	
Advertisement	13057.00		Migration Fees	5800.00	
Audit Fees	3500.00		Practical Fees	219565.00	
Certification Charges	10111.00		Printing & Stationary	1699040.00	
Bank Charges	45282.00		Registration Fees	155800.00	
General Expenses	210580.50		Review Fees	53935.00	
Conveyance	71795.00		Searching Fees	41690.00	
Educational Excursion (Geo)	64700.00		Session Fees	1553880.00	
Legal Expenses	8010.00		Sports Fees	236520.00	
Office Maintenance	668947.70		Students' Aid Fees	150480.00	
Maintenance to SCACC	442502.00		Transfer Fees	76000.00	
Miscellaneous Expenses	267030.00		Tuition Fees	4125585.00	
P.F. Maintenance	22000.00		University Examination Fees	1297165.00	
Postage	4056.00		University Form Fees	87040.00	17639190.00
Sports Development & Students Care	32300.00		Salary & Allowance (Pay Packet)	20009376.00	
Stationary & Printing	338037.75		Add: Receivable	5825667.00	25835043.00
Students' Activity	220127.00		Salary Contractual & Part Time (Govt.)	70110.00	5513494.00
Student Mutual Benefit Fund	70110.00		Bank Interest		6732.00
Right to Information paid to University	39080.00		Centre Charges		0.00
Telephone Charges	54945.00		Clerical Charges		295265.00
<b>STAFF EXPENSES</b>			Computer Royalty		0.00
Additional Allowance	67200.00		ENVS		35120.00
Allowance	138300.00		Interest on Fixed Deposit		3684926.00
Conveyance Allowance	15887.00		Library Delay Fine		1543.00
Casual	301718.00		Miscellaneous Receipts		180111.00
Clerical, Incidental, Searching	235696.00		Revenue & Stamp		1158.00
Puja Relief	654400.00				
Part time / Casual staffs remuneration	3238905.00				
Special Puja Relief	76550.00				
Shift Allowance	2700.00	4731356.00			
Salary & Allowance (Pay Packet)	25819715.80				
Add: Payable	15327.20	25835043.00			
Salary Contractual & Part Time (Govt.)	5499735.00				
Add: Payable	13759.00	5513494.00			
<b>Depreciation on Fixed Assets</b>					
Library Books @ 10%	158480.00				
Computer & Equipment @ 60%	254158.20				
Furniture & Fixtures @ 10%	57651.00	470289.20			
<b>Balance being excess of Income over expenditure</b>		9978438.85			
		<b>53192582.00</b>			<b>53192582.00</b>



*[Signature]*  
 Accountant  
 Heramba Chandra College  
 Kolkata-700 029  
 Dated : 22nd August, 2014  
 Place: KOLKATA

*[Signature]*  
 BURSAR  
 Heramba Chandra College  
 Kolkata-700 029

As per our attached Report of even date  
 For P. P. MUKHOPADHYAY & CO  
 CHARTERED ACCOUNTANTS  
*[Signature]*  
 Teacher-in-Charge  
 Heramba Chandra College  
 Kolkata - 700 029  
 Proprietor





**HERAMBA CHANDRA COLLEGE**  
**23/49, GARIAHAT ROAD**  
**KOLKATA - 700 029**

**RECEIPTS & PAYMENTS ACCOUNT FOR THE PERIOD ENDED 31ST MARCH, 2013**

<u>RECEIPTS</u>		<u>PAYMENTS</u>	
<b>CASH IN HAND</b>		Admission Fees	32000.00
Cash in hand	74984.50	Centre Fees	136702.00
<b>Cash at Bank</b>		Condonation Fees	188300.00
Canara Bank, CA 93	3374210.11	Laboratory Fees	9600.00
Canara Bank, S/B 10962	166169.15	Library Deposit	5650.00
Indian Overseas Bank CA432	1539617.66	Migration Fees	2400.00
Punjab National Bank CA433	25213.92	Practical Fees	12605.00
UCO Bank, CA 912	2024435.95	Registration Fees	144100.00
State Bank of India, Salary A/c	<u>6410465.20</u>	Review Fees	53655.00
	13540111.99	Right to Information Fees	39080.00
<b>STUDENT FEES</b>		Session Fees	14720.00
Admission Fees	3378000.00	Sports Fees	53000.00
Building Maintenance Fees	334300.00	Tuition Fees	2079188.00
Casual Registration Fees	484500.00	University Examination Fees	1287360.00
Centre Fees	147640.00	University Form Fees	<u>64160.00</u>
College Examination Fees	334300.00		4122520.00
Condonation Fees	205500.00	Additional Allowance	67200.00
Development Fees	1338400.00	Allowance	138300.00
Educational Excursion	70500.00	Casual	301718.00
Electricity Fees	668800.00	Clerical, Incidental, Searching	235696.00
ENVS	35120.00	Co-Operative Loan	244790.00
Fine	8270.00	Co-operative Dividend	8600.00
Information Technology	505640.00	Conveyance Allowance	15887.00
Library Fees	334400.00	Employees Union Subscription	7140.00
Laboratory Fees	76800.00	Festival Advance	666000.00
Migration Fees	5800.00	Group Insurance	14880.00
Printing & Stationary	1699040.00	House Building Loan	44000.00
Practical Fees	219565.00	Income Tax	2464742.00
Right to Information Fees	39080.00	Life Insurance Premium	99915.60
Registration Fees	155800.00	Other Advance	869800.00
Review Fees	53935.00	Personal Loan	563230.00
Searching Fees	41690.00	P.F. Loan	163552.00
Session Fees	1553880.00	P.F. Subscription	2088782.00
Sports Fees	236520.00	Professional Tax	142870.00
Student Aid Fees	150480.00	Professor Union Subscription	30578.00
Transfer Fees	76000.00	Puja Relief	654400.00
Tuition Fees	4125585.00	Salary Advance	6077751.00
University Examination Fees	1297165.00	Salary & Allowance (Pay Packet)	19994372.40
University Form Fees	<u>87040.00</u>	Salary Out of College Fund	8738640.00
	17663750.00	Salary Contractual (Govt.)	642000.00
<b>FIXED DEPOSIT</b>		Salary Part-Time (Govt.)	4857735.00
F.D. Canara Bank	6105466.00	Shift Allowance	2700.00
F.D. Indian Overseas Bank	12127681.00	Thrift Fund	<u>131200.00</u>
F.D. UCO Bank	<u>5354531.00</u>		49266479.00
	23587678.00	<b>INVESTMENT</b>	
<b>STAFF</b>		F.D. Canara Bank	7016948.00
Clerical Charges	295265.00	F.D. Indian Overseas Bank	13934564.00
Co-Operative Dividend	8600.00	F.D. Uco Bank	<u>6321092.00</u>
Co-Operative Loan	229718.00	Audit Fees Payble	3933.00
Employees Union Subscription	7140.00	Advertisement	13057.00
		Bank Charges	45282.00



<u>RECEIPTS</u>				<u>PAYMENTS</u>	
Festival Advance	602000.00			Certification Charges	10111.00
Group Insurance	14880.00			Centre Charges	39220.00
House Building Loan	48000.00			Conveyance	71795.00
Income Tax	2464742.00			Educational Excursion	64700.00
Life Insurance Premium	97151.50			Equipment College Fund	537328.20
Other Advance	461450.00			Equipment UGC Fund	387800.00
Professor Union Subscription	41018.00			Furniture & Fixture	390250.00
Professional Tax	142770.00			General Expenses	210580.50
Personal Loan	565602.00			Library UGC Fund	0.00
P.F. Loan	161176.00			Library College Fund	563400.55
P.F. Subscription	1949566.00			Legal Expenses	8010.00
Salary Advance	1737170.00			Maintenance Charges to SCACC	442502.00
Salary & Allowance (Pay Packet)	20009699.60			Miscellaneous Payment	267030.00
Salary Contractual (Govt.)	642000.00			Office Maintenance	668947.70
Salary Part-Time (Govt.)	4871494.00			P.F. Maintenance	22000.00
Salary Out of College Fund	5499735.00			Postage	4056.00
Thrift Fund	<u>125200.00</u>	39974377.10		Students Activity	220127.00
				Student Mutual Benefit Fund	70110.00
				Sports Development & Students Care	32300.00
				Stationery & Printing	338037.75
				Scholarship & Stipend	70200.00
				Special Relief	76550.00
				Telephone Charges	54945.00
				UGC Other	15000.00
<u>INTEREST</u>				<u>Cash &amp; Bank Balance</u>	
Interest From Bank	6732.00			Cash in hand	24526.00
Interest on F.D.	<u>3684926.00</u>	3691658.00			
				<u>Cash at Bank</u>	
<u>OTHER</u>				Canara Bank, CA 93	3271496.31
Additional Grant UGC	751400.00			Canara Bank, S/B 10962	172901.15
Centre Charges	39220.00			Indian Overseas Bank CA432	4033455.56
Incidental Charges	10560.00			Punjab National Bank CA433	504394.92
Library Fine	1543.00			UCO Bank, CA 912	2568346.95
Laboratory Deposit	4200.00			State Bank of India, Salary A/c	<u>4041936.00</u>
Library Deposit	343600.00				14592530.89
Miscellaneous Receipts	180111.00				
Revenue & Stamp	1158.00				
Scholarship & Stipend	10800.00				
UGC Other	30781.00				

9,99,05,932.59

9,99,05,932.59

Dated : 22nd August, 2014  
Place: KOLKATA



*[Signature]*  
Accountant  
Heramba Chandra College  
Kolkata-700 029

*[Signature]*  
22/8/14  
BURSAR  
Heramba Chandra College  
Kolkata-700 029

As Per our attached Report of given date.

For P. P. MUKHOPADHYAY & CO.  
CHARTERED ACCOUNTANTS

P. P. MUKHOPADHYAY  
Proprietor



*[Signature]*  
22.8.14  
Teacher-in-Charge  
Heramba Chandra College  
Kolkata - 700 029

**HERAMBA CHANDRA COLLEGE**  
**23/49, GARIAHAT ROAD**  
**KOLKATA - 700 029**

**SCHEDULE - A**

**CAPITAL FUND**

As per last Account		65734349.50
<u>Add:</u>		
" UGC Additional Grant		387800.00
" Library Deposit		1246900.00
" Excess of Income over expenditure (Transferred from Income & Expenditure)		9978438.85
		<b><u>77347488.35</u></b>

**SCHEDULE - B**

**SUBSIDIARY & OTHERS FUND**

Ashok Memorial Fund		178276.43
Library Deposit	1246900.00	
Add: Received	343600.00	
Less: Capitalised	1246900.00	
Less: Refund	5650.00	337950.00
Laboratory Deposit	18200.00	
Add: Received	4200.00	22400.00
		<b><u>538626.43</u></b>

**SCHEDULE - C**

**SPECIAL FUND**

**(Government & other grants)**

Misc. Stipend		5984.50
Scholarship Stipend	174010.00	
Add: Received	10800.00	
Less: Payment	70200.00	114610.00
SC/ST Stipend		25293.50
Additional Grant	751400.00	
Less: Utilised	387800.00	363600.00
		<b><u>509488.00</u></b>





**SCHEDULE - D**

**OTHERS' LIABILITIES**

Audit fees (2011-2012, 2012-2013)	7360.00	
Cheap Stores	6920.00	
Employees Union Subscription	1265.00	
Group Insurance	1430.00	
House Building Loan	4000.00	
Life Insurance Premium	6150.30	
N.S.S.	31308.00	
Personal Loan	40.00	
Professional Tax	11890.00	
Professor Union Subscription	16098.41	
Salary & Allowance (Pay Packet)	15327.20	
Salary Part-time (Govt.)	13759.00	
Staff Benovelant Fund	17219.76	
	<u>132767.67</u>	

**SCHEDULE - E**

**FIXED ASSETS**

**LIBRARY BOOK**

Balance as per last Account	1275512.45	
Add : Purchased this year	<u>563400.55</u>	
	1838913.00	
Less: Depreciation @ 10%	<u>158480.00</u>	1680433.00

**COMPUTER & EQUIPMENTS**

Balance as per last Account	125044.00	
Add : Purchased this year	<u>925128.20</u>	
	1050172.20	
Less: Depreciation @ 60%	<u>254158.20</u>	796014.00

**FURNITURE & FIXTURES**

Balance as per last Account	332757.00	
Add : Purchased this year	<u>390250.00</u>	
	723007.00	
Less: Depreciation @ 10%	<u>57651.00</u>	665356.00
	<u>3141803.00</u>	

**SCHEDULE - F**

**LOANS & ADVANCES**

APC Roy Aid Fund	15715.56	
Festival Advance	329000.00	
Ram Mohan College Loan	2000.00	
Misc. Advance	1331650.00	
Salary Advance	6066451.00	
UGC Other (Receivable from UGC)	10195.00	
	<u>7755011.56</u>	



**SCHEDULE - G**

**INVESTMENT**

**Fixed Deposit with Banks & others**

Canara Bank	7174594.00	
Indian Overseas Bank	30832722.00	
State Bank of India	797188.00	
UCO Bank	<u>14194995.00</u>	
		52999499.00

**Others**

City College Co-operative Credit Society Ltd.		15000.00
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**53014499.00**

**SCHEDULE - H**

**CASH & BANK BALANCES**

Canara Bank - C/A No. CA93	3271496.31
Canara Bank - S/B A/c No. 10692	172901.15
Indian Overseas Bank - C/A No. 432	4033455.56
Punjab National Bank - C/A No. CD433	504394.92
UCO Bank - C/A No. CA912	2568346.95
State Bank of India, Salary A/c	4041936.00

Cash in hand	24526.00
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**14617056.89**




**HERAMBA CHANDRA COLLEGE**  
**23/49, GARIAHAT ROAD**  
**KOLKATA - 700 029**

**BALANCE SHEET AS ON 31ST MARCH, 2014**

<u>LIABILITIES</u>	<u>Schedule No.</u>	<u>Amount (Rs.)</u>	<u>ASSETS</u>	<u>Schedule No.</u>	<u>Amount (Rs.)</u>
Capital Fund	A	84962730.75	Fixed Assets	E	3039892.00
Subsidiary & Others Fund	B	892666.43	Loans & Advance	F	8987621.56
Special Fund	C	1435804.00	Investments	G	61855357.00
Liability & Others	D	470511.47	Cash & Bank Balance	H	13878842.09
		<u>87761712.65</u>			<u>87761712.65</u>

Schedule - A to H forms an integral part of accounts

As per our attached Report of even date

For P. P. MUKHOPADHYAY & CO.  
 CHARTERED ACCOUNTANTS  
  
 P. P. MUKHOPADHYAY  
 Proprietor

Dated : 11th February, 2015  
 Place: KOLKATA



  
 BURSAR  
 Heramba Chandra College  
 Kolkata-700 029

  
 Teacher-in-Charge 13.2.15  
 Heramba Chandra College  
 Kolkata - 700 029



**HERAMBA CHANDRA COLLEGE**  
**23/49, GARIAHAT ROAD**  
**KOLKATA - 700 029**

**Income & Expenditure Account for the period ended 31st March, 2014 (01.04.13 to 31.03.14)**

<u>EXPENDITURE</u>		<u>Amount(Rs.)</u>	<u>INCOME</u>		<u>Amount(Rs.)</u>
<b>ADMISSION FEES</b>			<b>Fees Collection</b>		
Admission Fees Refund	47500.00		Admission Fees	3502275.00	
Centre Fees paid to University	138949.00		Building Maintenance Fees	343920.00	
Condonation Fees paid to University	256700.00		Casual Registration Fees	685000.00	
Laboratory Fees Refund	4600.00		Centre Fees	161750.00	
Migration Fees paid to University	1300.00		Condonation Fees (SP)	267500.00	
Practical Fees paid to University	189315.00		College Examination Fees	344300.00	
Registration Fees paid to University	93870.00		Development Fees	1383940.00	
Review Fees paid to University	72140.00		Educational Excursion (Geo)	84080.00	
Session Fees Refund	22540.00		Electricity Fees	688630.00	
Tuition Fees Paid to Govt.	2097315.00		ENVS	40920.00	
Tuition Fees Refund	58600.00		Fine	300.00	
University Examination Fees	1207200.00		Incidental Charges	10978.00	
University Form Fees	81940.00		Information Technology	481920.00	
Sports Fees paid to University	60485.00	4332454.00	Laboratory Fees	89400.00	
<b>OTHER EXPENSES</b>			Right to Information Fees	64590.00	
Advertisement	24025.00		Library Fees	344300.00	
Audit Fees	3933.00		Migration Fees	400.00	
Certification Charges	5055.00		Practical Fees	226960.00	
Bank Charges	50699.85		Printing & Stationary	1719510.00	
Centre Charges	87047.00		Registration Fees	106720.00	
General Expenses	279134.00		Review Fees	64735.00	
Conveyance	100227.00		Searching Fees	42365.00	
Educational Excursion (Geo)	150350.00		Session Fees	1609080.00	
Legal Expenses	13958.00		Sports Fees	237090.00	
Office Maintenance	544883.00		Students' Aid Fees	154890.00	
Maintenance to SCACC	612914.00		Transfer Fees	74600.00	
Miscellaneous Expenses	134416.00		Tuition Fees	4264240.00	
P.F. Maintenance	25000.00		University Examination Fees	1346026.00	
Postage	26091.00		University Form Fees	97520.00	18437939.00
Sports Development & Students Care	87302.00				
Stationary & Printing	389880.75				
Students' Activity	53200.00		Salary & Allowance (Pay Packet)	30837969.00	
Student Mutual Benefit Fund	116725.00		Add: Receivable	5833065.00	36671034.00
Right to Information paid to University	56600.00		Salary Contractual & Part Time (Govt.)		4013177.00
Telephone Charges	59636.00		Bank Interest	6986.00	
<b>STAFF EXPENSES</b>			Centre Charges	119280.00	
Additional Allowance	61333.00		Clerical Charges	338700.00	
Allowance	140678.00		Computer Royalty	75575.00	
Conveyance Allowance	30000.00		Interest on Fixed Deposit	3871399.00	
Casual	340200.00		Library Delay Fine	18512.00	
Clerical, Incidental, Searching	353727.00		Miscellaneous Receipts	80195.00	
Puja Relief	652400.00		Revenue & Stamp	1175.00	
Part time / Casual staffs remuneration	5756714.00				
Special Puja Relief	500.00				
Shift Allowance	2700.00	7338252.00			
Salary & Allowance (Pay Packet)	36619703.00				
Add: Payable	51331.00	36671034.00			
Salary Contractual & Part Time (Govt.)	4000593.00				
Add: Payable	12584.00	4013177.00			
<b>Depreciation on Fixed Assets</b>					
Library Books @ 10%	185812.00				
Computer & Equipment @ 60%	939529.00				
Furniture & Fixtures @ 10%	70276.00	1195617.00			
<b>Balance being excess of Income over expenditure</b>		7262361.40			
		<b>63633972.00</b>			<b>63633972.00</b>



Dated : 11th February, 2015  
 Place: KOLKATA

BURSAR  
 Heramba Chandra College  
 Kolkata-700 029

Teacher-in-Charge  
 Heramba Chandra College  
 Kolkata - 700 029

As per our attached Report of even date  
 For P. P. MUKHOPADHYAY & CO.  
 CHARTERED ACCOUNTANTS  
 P. P. MUKHOPADHYAY  
 Proprietor



**HERAMBA CHANDRA COLLEGE**  
**23/49, GARIAHAT ROAD**  
**KOLKATA - 700 029**

RECEIPTS & PAYMENTS ACCOUNT FOR THE PERIOD ENDED 31ST MARCH, 2014

<u>RECEIPTS</u>		<u>PAYMENTS</u>	
<b>CASH IN HAND</b>			
Cash in hand	24526.00	Admission Fees	47500.00
		Building Maintenance Fees	5180.00
		Centre Fees	138949.00
		Condonation Fees	256700.00
		College Examination Fees	4900.00
		Development Fees	19600.00
		Electricity Fees	9600.00
		ENVS	240.00
		Late Fine	200.00
		Laboratory Fees	4600.00
		Laboratory Deposit	1200.00
		Library Fees	4800.00
		Library Deposit	7750.00
		Information Technology	7200.00
		Migration Fees	1300.00
		Practical Fees	189315.00
		Printing & Stationary	13720.00
		Registration Fees	93870.00
		Review Fees	72140.00
		Right to Information Fees	56600.00
		Session Fees	22540.00
		Sports Fees	60485.00
		Student Aid Fees	2205.00
		Tuition Fees	2155915.00
		University Examination Fees	1207200.00
		University Form Fees	<u>81940.00</u>
	14592530.89		4465649.00
<b>Cash at Bank</b>			
Canara Bank, CA 93	3271496.31		
Canara Bank, S/B 10962	172901.15		
Indian Overseas Bank CA432	4033455.56		
Punjab National Bank CA433	504394.92		
UCO Bank, CA 912	2568346.95		
State Bank of India, Salary A/c	<u>4041936.00</u>		
<b>STUDENT FEES</b>			
Admission Fees	3502275.00		
Building Maintenance Fees	349100.00		
Casual Registration Fees	685000.00		
Centre Fees	161750.00		
College Examination Fees	349200.00		
Condonation Fees	267500.00		
Development Fees	1403540.00		
Educational Excursion	84080.00		
Electricity Fees	698230.00		
ENVS	41160.00		
Fine	500.00		
Information Technology	489120.00		
Library Fees	349100.00		
Laboratory Fees	89400.00		
Migration Fees	400.00		
Printing & Stationary	1733230.00		
Practical Fees	226960.00		
Right to Information Fees	64590.00		
Registration Fees	106720.00		
Review Fees	64735.00		
Searching Fees	42365.00		
Session Fees	1609080.00		
Sports Fees	237090.00		
Student Aid Fees	157095.00		
Transfer Fees	74600.00		
Tuition Fees	4264240.00		
University Examination Fees	1346026.00		
University Form Fees	<u>97520.00</u>		
	18494606.00		
<b>FIXED DEPOSIT</b>			
F.D. Canara Bank	131746.00		
F.D. Indian Overseas Bank	4210266.00		
F.D. UCO Bank	<u>7873903.00</u>		
	12215915.00		
<b>STAFF</b>			
Clerical Charges	338700.00		
Co-Operative Dividend	10283.00		
Co-Operative Loan	280587.00		
Employees Union Subscription	7095.00		
		Additional Allowance	61333.00
		Allowance	140678.00
		Casual	340200.00
		Clerical, Incidental, Searching	353727.00
		Co-Operative Loan	244075.00
		Co-operative Dividend	10283.00
		Conveyance Allowance	30000.00
		Employees Union Subscription	6560.00
		Festival Advance	754000.00
		Group Insurance	76634.00
		House Building Loan	24000.00
		Income Tax	3923045.00
		Life Insurance Premium	58462.40
		Other Advance	680540.00
		Personal Loan	582596.00
		P.F. Loan	219824.00
		P.F. Subscription	2583574.00
		Professional Tax	141220.00
		Professor Union Subscription	111321.00
		Puja Relief	652400.00
		Salary Advance	6770896.00
		Salary & Allowance (Pay Packet)	30801965.20
		Salary Out of College Fund	9771066.00
		Salary Contractual (Govt.)	518800.00



<u>RECEIPTS</u>		<u>PAYMENTS</u>	
Festival Advance	710130.00	Salary Part-Time (Govt.)	3495552.00
Group Insurance	152382.00	Shift Allowance	2700.00
House Building Loan	20000.00	Thrift Fund	<u>158700.00</u> 62514151.60
Income Tax	3923045.00		
Life Insurance Premium	58430.40	<u>INVESTMENT</u>	
Other Advance	250050.00	F.D. Canara Bank	3156799.00
Professor Union Subscription	96150.00	F.D. Indian Overseas Bank	6607399.00
Professional Tax	141400.00	F.D. Uco Bank	<u>11292575.00</u> 21056773.00
Personal Loan	635312.00		
P.F. Loan	230730.00	Audit Fees Payble	3860.00
P.F. Subscription	2721542.00	Advertisement	24025.00
Salary Advance	6002451.00	Bank Charges	50699.85
Salary & Allowance (Pay Packet)	30837969.00	Certification Charges	5055.00
Salary Contractual (Govt.)	518800.00	Centre Charges	87047.00
Salary Part-Time (Govt.)	3494377.00	Conveyance	100227.00
Salary Out of College Fund	4014352.00	Educational Excursion	150350.00
Thrift Fund	<u>173100.00</u> 54616885.40	Equipment College Fund	504230.00
		Equipment UGC Fund	345961.00
<u>INTEREST</u>		Furniture & Fixture	44900.00
Interest From Bank	6986.00	General Expenses	279134.00
Interest on F.D.	<u>3871399.00</u> 3878385.00	Library UGC Fund	0.00
		Library College Fund	198615.00
<u>OTHER</u>		Legal Expenses	13958.00
Additional Grant UGC	0.00	Maintenance Charges to SCACC	717852.00
Centre Charges	119280.00	Miscellaneous Payment	134416.00
Computer Royalty	75575.00	Office Maintenance	544883.00
Incidental Charges	10978.00	P.F. Maintenance	25000.00
Library Fine	18512.00	Postage	26091.00
Laboratory Deposit	5860.00	Students Activity	53200.00
Library Deposit	357130.00	Student Mutual Benefit Fund	116725.00
Miscellaneous Receipts	80195.00	Sports Development & Students Care	101997.00
Maintenance Charges to SCACC	104938.00	Stationery & Printing	389880.75
Revenue & Stamp	1175.00	Scholarship & Stipend	97200.00
Scholarship & Stipend	252900.00	Special Relief	500.00
Sports Development & Students Care	14695.00	Telephone Charges	59636.00
UGC Other	717553.00	UGC Other	15781.00
UGC 12th Plan	425000.00	<u>Cash &amp; Bank Balance</u>	
		Cash in hand	86033.00
		<u>Cash at Bank</u>	
		Canara Bank, CA 93	377785.31
		Canara Bank, S/B 10962	179887.15
		Indian Overseas Bank CA432	6658286.81
		Punjab National Bank CA433	1243280.07
		UCO Bank, CA 912	521786.95
		State Bank of India, Salary A/c	<u>4811782.80</u> 13792809.09

10,60,06,639.29

10,60,06,639.29

Dated : 11th February, 2015  
Place: KOLKATA



*[Signature]*  
BURSAR  
Heramba Chandra College  
Kolkata-700 029

As Per our attached Report of even date.

*[Signature]*  
For P. P. MUKHOPADHYAY & CO.  
CHARTERED ACCOUNTANTS  
*[Signature]*  
P. P. MUKHOPADHYAY  
Proprietor

*[Signature]*  
Teacher-in-Charge  
Heramba Chandra College  
Kolkata - 700 029  
13.2.15



**HERAMBA CHANDRA COLLEGE**  
**23/49, GARIAHAT ROAD**  
**KOLKATA - 700 029**

**SCHEDULE - A**

**CAPITAL FUND**

As per last Account		77347488.35
<u>Add:</u>		
" UGC Additional Grant		330967.00
" UGC 12th Plan		14994.00
Cheap Stores		6920.00
" Excess of Income over expenditure (Transferred from Income & Expenditure)		7262361.40
		<b><u>84962730.75</u></b>

**SCHEDULE - B**

**SUBSIDIARY & OTHERS FUND**

Ashok Memorial Fund		178276.43
Library Deposit	337950.00	
Add: Received	357130.00	
Less: Refund	<u>7750.00</u>	687330.00
Laboratory Deposit	22400.00	
Add: Received	5860.00	
Less: Refund	<u>1200.00</u>	27060.00
		<b><u>892666.43</u></b>

**SCHEDULE - C**

**SPECIAL FUND**

**(Government & other grants)**

Misc. Stipend		5984.50
Scholarship Stipend	114610.00	
Add: Received	252900.00	
Less: Payment	<u>97200.00</u>	270310.00
SC/ST Stipend		25293.50
Additional Grant	363600.00	
Less: Utilised	<u>330967.00</u>	32633.00
UGC 12th Plane	0.00	
Add: Received	425000.00	
Less: Utilised	<u>14994.00</u>	410006.00
UGC Others	-10195.00	
Add: Received	717553.00	
Less: Utilised	<u>15781.00</u>	691577.00
		<b><u>1435804.00</u></b>



**SCHEDULE - D**

**OTHERS' LIABILITIES**

Audit fees (2012-2013, 2013-2014)	7433.00	
Co-operative Loan	36512.00	
Employees Union Subscription	1800.00	
Group Insurance	77178.00	
House Building Loan	0.00	
Life Insurance Premium	6118.30	
N.S.S.	31308.00	
Personal Loan	52756.00	
Professional Tax	12070.00	
Professor Union Subscription	927.41	
P.F. Loan	10906.00	
P.F. Subscription	137968.00	
Salary & Allowance (Pay Packet)	51331.00	
Salary Part-time (Govt.)	12584.00	
Staff Benovelant Fund	17219.76	
Thrift Fund	14400.00	
		<b>470511.47</b>

**SCHEDULE - E**

**FIXED ASSETS**

**LIBRARY BOOK**

Balance as per last Account	1680433.00	
Add : Purchased this year	198615.00	
	1879048.00	
Less: Depreciation @ 10%	185812.00	1693236.00

**COMPUTER & EQUIPMENTS**

Balance as per last Account	796014.00	
Add : Purchased this year	850191.00	
	1646205.00	
Less: Depreciation @ 60%	939529.00	706676.00

**FURNITURE & FIXTURES**

Balance as per last Account	665356.00	
Add : Purchased this year	44900.00	
	710256.00	
Less: Depreciation @ 10%	70276.00	639980.00
		<b>3039892.00</b>

**SCHEDULE - F**

**LOANS & ADVANCES**

APC Roy Aid Fund	15715.56	
Festival Advance	372870.00	
Ram Mohan College Loan	2000.00	
Misc. Advance	1762140.00	
Salary Advance	6834896.00	
		<b>8987621.56</b>



**SCHEDULE - G**

**INVESTMENT**

**Fixed Deposit with Banks & others**

Canara Bank	10199647.00	
Indian Overseas Bank	33229855.00	
State Bank of India	797188.00	
UCO Bank	17613667.00	
		61840357.00

**Others**

City College Co-operative Credit Society Ltd.		15000.00
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**61855357.00**

**SCHEDULE - H**

**CASH & BANK BALANCES**

Canara Bank - C/A No. CA93	377785.31
Canara Bank - S/B A/c No. 10692	179887.15
Indian Overseas Bank - C/A No. 432	6658286.81
Punjab National Bank - C/A No. CD433	1243280.07
UCO Bank - C/A No. CA912	521786.95
State Bank of India, Salary A/c	4811782.80

Cash in hand	86033.00
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**13878842.09**



**HERAMBA CHANDRA COLLEGE**  
**23/49, GARIAHAT ROAD**  
**KOLKATA - 700 029**

**BALANCE SHEET AS ON 31ST MARCH, 2015**

<u>LIABILITIES</u>	<u>Schedule No.</u>	<u>Amount (Rs.)</u>	<u>ASSETS</u>	<u>Schedule No.</u>	<u>Amount (Rs.)</u>
Capital Fund	A	93641649.60	Fixed Assets	E	3125757.53
Subsidiary & Others Fund	B	1236316.43	Loans & Advance	F	1410711.56
Special Fund	C	544780.35	Investments	G	75043805.00
Liability & Others	D	43093.77	Cash & Bank Balance	H	15885566.06
		<u>95465840.15</u>			<u>95465840.15</u>

Schedule - A to H forms an integral part of accounts

As per our attached Report of even date

For P. P. MUKHOPADHYAY & CO.  
 CHARTERED ACCOUNTANTS

*(Signature)*  
 P. P. MUKHOPADHYAY  
 Proprietor

Dated : 11th January, 2016  
 Place: KOLKATA



*(Signature)*  
**BURSAR**  
 Heramba Chandra College  
 Kolkata-700 029

*(Signature)*  
**Principal**  
 Heramba Chandra College  
 Kolkata-700 029





**HERAMBA CHANDRA COLLEGE**  
**23/49, GARIAHAT ROAD**  
**KOLKATA - 700 029**

**Income & Expenditure Account for the period ended 31st March, 2015 (01.04.14 to 31.03.15)**

<u>EXPENDITURE</u>	<u>Amount(Rs.)</u>	<u>INCOME</u>	<u>Amount(Rs.)</u>
<b>ADMISSION FEES</b>		<b>Fees Collection</b>	
Admission Fees Refund	54000.00	Admission Fees	3392000.00
Building Maintenance Fees Refund	5400.00	Building Maintenance Fees	338800.00
Centre Fees paid to University	139800.00	Casual Registration Fees	747500.00
Condonation Fees paid to University	49600.00	Centre Fees	198410.00
College Examination Fees Refund	10890.00	Condonation Fees (SP)	29100.00
Development Fees Refund	21600.00	College Examination Fees	338800.00
Electricity Fees Refund	10800.00	Development Fees	1356800.00
Information Tech. Fees Refund	3120.00	Educational Excursion (Geo)	85800.00
Laboratory Fees Refund	1200.00	Electricity Fees	677600.00
Library Fees Refund	5450.00	ENVS	41760.00
Late Fine	200.00	Incidental Charges	13990.00
Migration Fees paid to University	1420.00	Information Technology	454320.00
Practical Fees paid to University	169019.00	Laboratory Fees	96600.00
Printing & Stationary Fees Refund	14996.00	Right to Information Fees	120950.00
Registration Fees paid to University	68045.00	Library Fees	338800.00
Review Fees paid to University	70580.00	Migration Fees	2200.00
Session Fees Refund	25300.00	Practical Fees	327800.00
Students' Aid Fees Refund	2430.00	Printing & Stationary	1532090.00
Tuition Fees Paid to Govt.	1947315.00	Registration Fees	94740.00
Tuition Fees Refund	90300.00	Review Fees	70575.00
University Examination Fees	1392000.00	Searching Fees	42755.00
University Form Fees	111310.00	Session Fees	1560320.00
Sports Fees paid to University	45815.00	Sports Fees	223560.00
	4240590.00	Students' Aid Fees	152460.00
		Transfer Fees	42000.00
<b>OTHER EXPENSES</b>		Tuition Fees	4163870.00
Advertisement	12986.00	University Examination Fees	1219470.00
Audit Fees	8557.00	University Form Fees	97840.00
Certification Charges	6135.00		17760910.00
Bank Charges	71278.25		
Project Work	60000.00		
General Expenses	359903.50		
Conveyance	107002.00		
Educational Excursion	123890.00		
Seminar	19698.00		
Office Maintenance	180646.07		
Maintenance to SCACC	2051811.00	Salary & Allowance (Pay Packet)	35386307.00
Miscellaneous Expenses	549284.00	Salary Contractual & Part Time (Govt.)	5321123.00
P.F. Maintenance	25000.00	Bank Interest	7433.00
Postage	12016.00	Clerical Charges	314345.00
Sports Development & Students Care	182908.00	Computer Royalty	112116.00
Stationary & Printing	508977.95	Interest on Fixed Deposit	8207755.00
Students' Activity	1519048.00	Library Delay Fine	2310.00
Student Mutual Benefit Fund	174100.00	Miscellaneous Receipts	302745.00
Right to Information paid to University	121040.00	Revenue & Stamp	1331.00
Telephone Charges	60874.00		
<b>STAFF EXPENSES</b>			
Additional Allowance	60100.00		
Allowance	217800.00		
Conveyance Allowance	42000.00		
Casual	479294.00		
Clerical, Incidental, Searching	426752.00		
Puja Relief	655233.00		
Part time / Casual staffs remuneration	5504831.00		
Special Puja Relief	45.00		
Shift Allowance	2700.00		
Salary & Allowance (Pay Packet)	35334976.00		
Add: Payable	51331.00		
	7388755.00		
	35386307.00		







<u>EXPENDITURE</u>	<u>Amount(Rs.)</u>	<u>INCOME</u>	<u>Amount(Rs.)</u>
Salary Contractual & Part Time (Govt.)	5308539.00		
Add: Payable	12584.00		
	<u>5321123.00</u>		
<b>Depreciation on Fixed Assets</b>			
Library Books @ 10%	216519.03		
Computer & Equipment @ 60%	592037.00		
Furniture & Fixtures @ 10%	<u>64228.00</u>	872784.03	
Balance being excess of Income over expenditure		8051661.20	
	<u><u>67416375.00</u></u>		<u><u>67416375.00</u></u>

As per our attached Report of even date

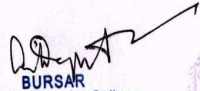
Dated : 11th January, 2016  
Place: KOLKATA



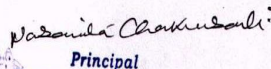
For P. P. MUKHOPADHYAY & CO.  
CHARTERED ACCOUNTANTS




P. P. MUKHOPADHYAY  
Proprietor



BURSAR  
Heramba Chandra College  
Kolkata-700 029



Principal  
Heramba Chandra College  
Kolkata-700 029



**HERAMBA CHANDRA COLLEGE**  
**23/49, GARIAHAT ROAD**  
**KOLKATA - 700 029**

**RECEIPTS & PAYMENTS ACCOUNT FOR THE PERIOD ENDED 31ST MARCH, 2015**

<u>RECEIPTS</u>			<u>PAYMENTS</u>	
<b>CASH IN HAND</b>			Admission Fees	54000.00
Cash in hand		86033.00	Building Maintenance Fees	5400.00
			Centre Fees	139800.00
<b>Cash at Bank</b>			Condonation Fees	49600.00
Canara Bank, CA 93	377785.31		College Examination Fees	10890.00
Canara Bank, S/B 10962	179887.15		Development Fees	21600.00
Indian Overseas Bank CA432	6658286.81		Electricity Fees	10800.00
Punjab National Bank CA433	1243280.07		ENVS	1200.00
UCO Bank, CA 912	521786.95		Late Fine	200.00
State Bank of India, Salary A/c	<u>4811782.80</u>	13792809.09	Laboratory Fees	1200.00
			Casual Registration Fees	500.00
			Library Fees	5450.00
			Library Deposit	8150.00
			Information Technology	3120.00
			Migration Fees	1420.00
<b>STUDENT FEES</b>			Practical Fees	169019.00
Admission Fees	3392000.00		Printing & Stationary	14996.00
Building Maintenance Fees	338800.00		Registration Fees	68045.00
Casual Registration Fees	748000.00		Review Fees	70580.00
Centre Fees	198410.00		Right to Information Fees	121040.00
College Examination Fees	338800.00		Session Fees	25300.00
Condonation Fees	29100.00		Sports Fees	45815.00
Development Fees	1356800.00		Student Aid Fees	2430.00
Educational Excursion	85800.00		Tuition Fees	2037615.00
Electricity Fees	677600.00		University Examination Fees	1392000.00
ENVS	42960.00		University Form Fees	<u>111310.00</u>
Fine	0.00			4371480.00
Information Technology	454320.00			
Library Fees	338800.00		Additional Allowance	60100.00
Laboratory Fees	96600.00		Allowance	217800.00
Migration Fees	2200.00		Casual	479294.00
Printing & Stationary	1532090.00		Clerical, Incidental, Searching	426752.00
Practical Fees	327800.00		Co-Operative Loan	498324.00
Right to Information Fees	120950.00		Co-operative Dividend	14538.00
Registration Fees	94740.00		Conveyance Allowance	42000.00
Review Fees	70575.00		Employees Union Subscription	7720.00
Searching Fees	42755.00		Festival Advance	686600.00
Session Fees	1560320.00		Seminer	19698.00
Sports Fees	223560.00		House Building Loan	0.00
Student Aid Fees	152460.00		Income Tax	2945500.00
Transfer Fees	42000.00		Life Insurance Premium	52933.10
Tuition Fees	4163870.00		Other Advance	714280.00
University Examination Fees	1219470.00		Personal Loan	494428.00
University Form Fees	<u>97840.00</u>	17748620.00	P.F. Loan	56879.00
			P.F. Subscription	2200577.00
<b>FIXED DEPOSIT</b>			Group Insurance	113398.00
F.D. Canara Bank	7024769.00		Professional Tax	148940.00
F.D. Indian Overseas Bank	21872462.00		Professor Union Subscription	52109.00
F.D. State Bank of India	797188.00		Puja Relief	655233.00
F.D. UCO Bank	<u>6321092.00</u>	36015511.00	Salary Advance	702286.00
			Salary & Allowance (Pay Packet)	35386307.00
			Salary Out of College Fund	10828954.00
			Salary Contl. & Part-Time (Govt.)	5321123.00
<b>STAFF</b>			Shift Allowance	2700.00
Clerical Charges	314345.00			
Co-Operative Dividend	14538.00			





<u>RECEIPTS</u>		
Co-Operative Loan	461810.00	
Employees Union Subscription	6575.00	
Festival Advance	724500.00	
Group Insurance	36610.00	
House Building Loan	0.00	
Income Tax	2945500.00	
Life Insurance Premium	47294.40	
Other Advance	1983080.00	
Professor Union Subscription	38460.00	
Professional Tax	138130.00	
Personal Loan	482430.00	
P.F. Loan	45973.00	
P.F. Subscription	2061974.00	
Salary Advance	6972496.00	
Salary & Allowance (Pay Packet)	35334976.00	
Salary Contl. & Part-Time(Govt.)	5308539.00	
Salary Out of College Fund	5324123.00	
Thrift Fund	<u>253600.00</u>	62494953.40

<u>INTEREST</u>		
Interest From Bank	7433.00	
Interest on F.D.	<u>8207755.00</u>	8215188.00

<u>OTHER</u>		
Additional Grant UGC	0.00	
Centre Charges	26940.00	
Computer Royalty	112116.00	
Incidental Charges	13990.00	
Library Fine	2310.00	
Laboratory Deposit	5200.00	
Library Deposit	346600.00	
Miscellaneous Receipts	302745.00	
Furniture & Fixture	1000.00	
Revenue & Stamp	1331.00	
Scholarship & Stipend	163465.00	
IQAC	300000.00	
UGC Other	808037.00	
UGC 12th Plan	255000.00	

<u>PAYMENTS</u>		
Thrift Fund	<u>268400.00</u>	62396873.10

<u>INVESTMENT</u>		
F.D. Canara Bank	8304318.00	
F.D. Indian Overseas Bank	32110963.00	
F.D. State Bank of India	1354991.00	
F.D. Uco Bank	<u>7433687.00</u>	49203959.00

Audit Fees Payble	7433.00	
Audit Fees	5057.00	
Advertisement	12986.00	
Bank Charges	71278.25	
Certification Charges	6135.00	
Centre Charges	65658.00	
Conveyance	107002.00	
Educational Excursion	123890.00	
Equipment College Fund	146352.00	
Equipment UGC Fund	169657.00	
Furniture & Fixture	5601.00	
General Expenses	359903.50	
IQAC	94374.00	
Library UGC Fund	457600.65	
Library College Fund	180438.91	
Project Work	60000.00	
Maintenance Charges to SCACC	2051811.00	
Miscellaneous Payment	549284.00	
Office Maintenance	180646.07	
P.F. Maintenance	25000.00	
Postage	12016.00	
Students Activity	1519048.00	
Student Mutual Benefit Fund	174100.00	
Sports Development & Students Care	182908.00	
Stationery & Printing	508977.95	
Scholarship & Stipend	210000.00	
Special Relief	45.00	
Telephone Charges	60874.00	
UGC Other	1485894.00	

<u>Cash &amp; Bank Balance</u>		
Cash in hand		54993.50
<u>Cash at Bank</u>		
Canara Bank, CA 93	419279.31	
Canara Bank, S/B 10962	193415.15	
Indian Overseas Bank CA432	4389838.88	
Punjab National Bank CA433	1268989.17	
UCO Bank, CA 912	623386.95	
State Bank of India, Salary A/c	<u>8935663.10</u>	15830572.56

14,06,91,848.49

14,06,91,848.49



Dated : 11th January, 2016  
Place: KOLKATA



As Per our attached Report of even date.

For P. P. MUKHOPADHYAY & CO.  
CHARTERED ACCOUNTANTS

P. P. MUKHOPADHYAY  
Proprietor

*[Signature]*  
**BURSAR**  
Heramba Chandra College  
Kolkata-700 029

*[Signature]*  
**Principal**  
Heramba Chandra College  
Kolkata-700 029

**HERAMBA CHANDRA COLLEGE**  
**23/49, GARIAHAT ROAD**  
**KOLKATA - 700 029**

**SCHEDULE - A**

**CAPITAL FUND**

As per last Account		84962730.75
<u>Add:</u>		
" UGC 12th Plan		627257.65
" Excess of Income over expenditure (Transferred from Income & Expenditure)		8051661.20
		<b>93641649.60</b>

**SCHEDULE - B**

**SUBSIDIARY & OTHERS FUND**

Ashok Memorial Fund		178276.43
Library Deposit	687330.00	
Add: Received	346600.00	
Less: Refund	8150.00	1025780.00
Laboratory Deposit	27060.00	
Add: Received	5200.00	
Less: Refund	0.00	32260.00
		<b>1236316.43</b>

**SCHEDULE - C**

**SPECIAL FUND**  
**(Government & other grants)**

Misc. Stipend		5984.50
Scholarship Stipend	270310.00	
Add: Received	163465.00	
Less: Payment	210000.00	223775.00
SC/ST Stipend		25293.50
Additional Grant	32633.00	
Less: Utilised	0.00	32633.00
UGC 12th Plane	410006.00	
Add: Received	255000.00	
Less: Utilised	627257.65	37748.35
UGC Others	691577.00	
Add: Received	808037.00	
Less: Utilised	1485894.00	13720.00
IQAC	0.00	
Add: Received	300000.00	
Less: Utilised	94374.00	205626.00
		<b>544780.35</b>





**SCHEDULE - D**

**OTHERS' LIABILITIES**

Audit fees (2014-2015)		3500.00
Co-operative Loan		-2.00
Employees Union Subscription		655.00
Group Insurance		390.00
Centre Charges		-38718.00
Life Insurance Premium		479.60
N.S.S.		31308.00
Personal Loan		40758.00
Professional Tax		1260.00
Professor Union Subscription		-12721.59
P.F. Loan		0.00
P.F. Subscription		-635.00
Salary & Allowance (Pay Packet)		0.00
Salary Part-time (Govt.)		0.00
Staff Benovelant Fund		17219.76
Thrft Fund		-400.00
		<u><u>43093.77</u></u>

**SCHEDULE - E**

**FIXED ASSETS**

**LIBRARY BOOK**

Balance as per last Account	1693236.00	
Add : Purchased this year	<u>638039.56</u>	
	2331275.56	
Less: Depreciation @ 10%	<u>216519.03</u>	2114756.53

**COMPUTER & EQUIPMENTS**

Balance as per last Account	706676.00	
Add : Purchased this year	<u>316009.00</u>	
	1022685.00	
Less: Depreciation @ 60%	<u>592037.00</u>	430648.00

**FURNITURE & FIXTURES**

Balance as per last Account	639980.00	
Add : Purchased this year	<u>5601.00</u>	
	645581.00	
Less: Sale of Old Furniture	<u>1000.00</u>	
	644581.00	
Less: Depreciation @ 10%	<u>64228.00</u>	580353.00
		<u><u>3125757.53</u></u>

**SCHEDULE - F**

**LOANS & ADVANCES**

APC Roy Aid Fund		15715.56
Festival Advance		334970.00
Ram Mohan College Loan		2000.00
Misc. Advance		493340.00
Salary Advance		<u>564686.00</u>
		<u><u>1410711.56</u></u>



**SCHEDULE - G**

**INVESTMENT**

**Fixed Deposit with Banks & others**

Canara Bank	11479196.00	
Indian Overseas Bank	43468356.00	
State Bank of India	1354991.00	
UCO Bank	18726262.00	
		75028805.00

**Others**

City College Co-operative Credit Society Ltd.		15000.00
		<b>75043805.00</b>

**SCHEDULE - H**

**CASH & BANK BALANCES**

Canara Bank - C/A No. CA93	419279.31	
Canara Bank - S/B A/c No. 10692	193415.15	
Indian Overseas Bank - C/A No. 432	4389838.88	
Punjab National Bank - C/A No. CD433	1268989.17	
UCO Bank - C/A No. CA912	623386.95	
State Bank of India, Salary A/c	8935663.10	
Cash in hand		54993.50
		<b>15885566.06</b>



**ANNEXURE – VI**



**RECOGNITION BY UGC AND AFFILIATION TO CALCUTTA UNIVERSITY**

All communications are to be addressed to the Joint Secretary by designation and not by name



**UNIVERSITY GRANTS COMMISSION**  
**EASTERN REGIONAL OFFICE**  
 LB 8 Sector III Salt Lake, Kolkata 700 098  
 Phone : (033) 2335 4767  
 Fax : (033) 2335 0586

**By Speed Post**

**No.F. WC2 -059/12-13 (ERO/XII Plan)**

**January 07, 2016**

To  
 The Principal/Teacher-in-Charge,  
 Heramba Chandra College  
 23/49, Gariahat Road,  
**West Bengal - 700029.**

Sanction No. 218275

Sub: UGC Assistance to college during XII Plan- Regarding

Sir/Madam

As you are aware that the University Grants Commission during XII Plan period has integrated the Under Graduate Assistance and Merged Scheme and renamed it as **Plan Block Grant (PBG)**. The allocation of XII plan PBG would be the allocation of XI Plan of Under Graduate Assistance (+) Merged Schemes **minus** the allocation made for Schemes viz (a) Remedial Coaching for SC/ST/OBC & Minorities (b) Coaching for NET for SC/ST/OBC & Minorities (c) Coaching for Entry in Services for SC/ST/OBC & Minorities (d) Equal Opportunity Centre in colleges (e) Higher Education for Persons with special needs (HEPSN). Accordingly the XII Plan allocation for your college works out to:

**Rs.1700000/- (Head 35 Rs.1360000 + Head 31 Rs.340000).**

During XII Plan period the Commission has decided to allocate funds for PBG into two broad categories namely Grants in Aid-Capital and Grants-In Aid-General. Further under XII<sup>th</sup> Plan Block Grant each college is eligible for 80% of allocated grant for Capital Expenditure and 20% for General Expenditure.

The items that can be spent under the above categories are given below.

<b>Head</b>	<b>Expenditure permitted to be incurred</b>
Grants In Aid-Capital Expenditure (Head 35) - 80%	Buildings (not more than 50% of total grant allocated under PBG Head 35), Equipment, Books and Journals, Purchase of spares/repairs, Improvement of existing premises, etc., (Details given in XII Plan Guidelines)
Grants in Aid – General Expenditure (Head 31) – 20%	Contingency, Extension Activities, Field work/study tours etc., (Details are given in the XII Plan Guidelines)

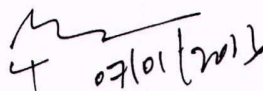
The guideline for the above scheme is available in UGC website [www.ugc.ac.in](http://www.ugc.ac.in). You are requested to submit the documents as per XII Plan guideline (ANNEXURE-I and ANNEXURE-II) and send to this office, duly signed by the Principal and forwarded by the affiliating University by 31.01.2016.

The allocation for Post Graduate Department is subject to the condition that it is an aided Department.

Any changes in allocation would be conveyed to you after approval from competent authority.

It may kindly be noted that all the required enclosures are to be attached, failing which the proposal would not be considered.

Yours faithfully



(Dr. G. Srinivas)  
Joint Secretary

## Calcutta University, Kolkata

Name and address of the college	Status	Year of Estb.	Nature of Affiliation	Teaching Upto	Govt or Non Govt	Aided or Unaided
Heramba Chandra College 23/49, Garhahat Road Calcutta - 19 District Calcutta West Bengal	2(f) and 12(B)	1961	Permanent	Bachelor's	Non Government	
Hiralal Mazumdar Memorial College for Women Dakshineswar Calcutta - 35 District North Twenty Four Parganas West Bengal	2(f) and 12(B)	1959	Permanent	Bachelor's	Non Government	
Hrimohan Ghosh College 5/206, Paharpur Road Gardenreach Calcutta - 24 District Calcutta West Bengal	2(f) and 12(B)	1963	Permanent	Bachelor's	Non Government	
Institute of Education For Women Hastings House Alipore, Calcutta - 27 District Calcutta West Bengal	2(f) and 12(B)	1954	Permanent	Bachelor's	Government	
Institute of Post Graduate Ayurvedic Education and Research Shyamadas Vaidya Shastra Pith Hospital, 294/311, Acharya Prafulla Chandra Road-700 009 West Bengal	2(f) and 12(B)	1971	Permanent	Master's	Government	
Institute of Post Graduate Medical Education & Research 244, A.J.C. Bose Road District Calcutta - 700 020 West Bengal	2(f) and 12(B)	1956	Permanent	Master's	Government	
Jaypur Panchanan Roy College Jaypore Howrah District Howrah West Bengal	2(f) and 12(B)	1986	Permanent	Bachelor's	Non Government	
Jogesh Chandra Chaudhuri College 30 - Prince Anwar Shah Road Calcutta - 33 District Calcutta West Bengal	2(f) and 12(B)	1956	Permanent	Bachelor's	Non Government	

As on 30.11.2015

CPP-4/C

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*Herambachandra College*  
23/49, Gariahat Road, Kolkata-700029  
*www.herambachandracollege.ac.in*

Date: 23-12-2015

To whom it may concern

Certified that our college is affiliated to the University Grants Commission under section 2(f) and 12(B) of the UGC Act, 1956 and the college has been listed in the UGC Website ([http://www.ugc.ac.in/recog\\_College.aspx](http://www.ugc.ac.in/recog_College.aspx)) and the certificate of affiliation could not be traced.

*Chakrabarti*

Nabanita Chakrabarti  
Principal  
Herambachandra College  
Kolkata





**UNIVERSITY OF CALCUTTA**  
**SENATE HOUSE**  
 87/1, College Street, Kolkata – 700 073

**Prof. (Dr.) Soma Bandyopadhyay**

Registrar (Acting)

Phone : 2241-0071/4984

Fax : 91-033-2241-3222

E-mail : somabando@yahoo.co.in


প্রফেসর (ডঃ) সোমা বন্দ্যোপাধ্যায়  
 কার্যনির্বাহী নিবন্ধক

**TO WHOM IT MAY CONCERN**

This is to certify that Heramba Chandra College , 23/49, Gariahat Road, Kolkata-700 029, West Bengal is affiliated to the University of Calcutta and recognized by the University Grants Commission and the following Courses/Subjects are taught in the said college as per approval:

Sl No	Name of the Course(s) and Duration	Affiliation		Period of Validity for the year(s)
		Permanent	Temporary	
1.	Three Year B.A. Honours Courses in English, Bengali, Education, History, Political Science	NA		Affiliation stands valid till date
2.	Three Year B.A. General Course in English, Bengali, Education, History, Political Science, Economics, Geography	NA		Do
3.	Three Year B.Sc. General Course in Economics, Geography			
4.	Three Year B.Com. Honours Course	NA		Do
5.	Three Year B.Com. General Course	NA		Do

Date: 21.12.2015  
 Place : Kolkata

  
 Prof. (Dr.) S. Bandyopadhyay  
 Registrar (Acting)  
 ২১.১২.১৫