



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution

Heramba Chandra College

- Name of the Head of the institution **Dr Nabanita Chakrabarti**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **03324612689**
- Mobile No: **8334035364**
- Registered e-mail **teachershcc@gmail.com**
- Alternate e-mail **hcc.iqac@gmail.com**
- Address **23/49, Gariahat Road Kolkata**
- City/Town **Kolkata**
- State/UT **West Bengal**
- Pin Code **700029**

2.Institutional status

- Type of Institution **Co-education**
- Location **Urban**
- Financial Status **Grants-in aid**

- Name of the Affiliating University **Calcutta University**
- Name of the IQAC Coordinator **Dr Ranjan Kumar Auddy**
- Phone No. **03324612689**
- Alternate phone No. **03324612689**
- Mobile **9804491711**
- IQAC e-mail address **hcc.iqac@gmail.com**
- Alternate e-mail address **hcc.iqac@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

<https://www.herambachandracollege.ac.in/page.aspx?id=59>

4. Whether Academic Calendar prepared during the year?

No

- if yes, whether it is uploaded in the Institutional website Web link:

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	76.25	2005	20/11/2005	19/11/2010
Cycle 2	B+	2.58	2016	05/11/2016	04/11/2021

6. Date of Establishment of IQAC

23/12/2011

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	Nil	Nil

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9. No. of IQAC meetings held during the year

1

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

10. Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

11. Significant contributions made by IQAC during the current year (maximum five bullets)

Submission of AQAR within stipulated time; Bringing almost all the students on the virtual platform for online teaching and learning during the pandemic situation; Feedback report uploaded on college website; organization of webinars and Special Lectures on virtual platform; running of Placement cell virtually

12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Preparation of new timetables in respective departments for online classes	Online classes were held as per routine on Google Meet platform
Organisation of webinars in several departments	International and National webinars were held in several departments where students participated enthusiastically
Provide mental support and confidence to students	Helpline numbers were displayed on website during lockdown, CINI, with whom the college has a MOU is giving free counselling to our students
Continuation of the functioning of Placement Cell of the college	39 students actually placed; 22 of them in ICICI Prudential, 7 in Netstribes India, 3 each in Axis Bank and Hallmark Aquaequipment, 2 in Erudite, 1 each in Kotak Life Insurance and Tararare Consulting Services

13. Whether the AQAR was placed before statutory body? No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Name of the Head of the institution	Dr Nabanita Chakrabarti
• Designation	Principal
• Does the institution function from its own campus?	Yes
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• Name of the IQAC Coordinator	Dr Ranjan Kumar Auddy
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• Alternate phone No.	03324612689

• Mobile	9804491711				
• IQAC e-mail address	hcc.iqac@gmail.com				
• Alternate e-mail address	hcc.iqac@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://www.herambachandracollege.ac.in/page.aspx?id=59				
4.Whether Academic Calendar prepared during the year?	No				
• if yes, whether it is uploaded in the Institutional website Web link:					
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	76.25	2005	20/11/2005	19/11/2010
Cycle 2	B+	2.58	2016	05/11/2016	04/11/2021
6.Date of Establishment of IQAC			23/12/2011		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			1		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?			Yes		

<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
Submission of AQAR within stipulated time; Bringing almost all the students on the virtual platform for online teaching and learning during the pandemic situation; Feedback report uploaded on college website; organization of webinars and Special Lectures on virtual platform; running of Placement cell virtually	
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13. Whether the AQAR was placed before	No

statutory body?	
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2022	05/03/2022
15. Multidisciplinary / interdisciplinary	
16. Academic bank of credits (ABC):	
17. Skill development:	
18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):	
20. Distance education/online education:	

Extended Profile

1. Programme

1.1

9

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 2537

Number of students during the year

File Description	Documents
Data Template	View File

2.2 515

Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 742

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 68

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 34

Number of Sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	9
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	2537
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	515
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	742
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	68
File Description	Documents
Data Template	View File

3.2	34
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	29
Total number of Classrooms and Seminar halls	
4.2	3278390
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	73
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

In the year 2020-2021, we undertake following measures for effective delivery of the university curriculum at the college level.

During pandemic times the institution adopted the online mode of teaching. However, the practical teaching was delivered offline by the teachers in one or two days after taking special permission from concerned authorities. The college strictly follows the academic calendar of the university. But in 2020-2021 the respective department in the absence of any such calendar from the university, prepared their own academic schedule. A comprehensive teaching plan was prepared by every department which includes the delivery of lectures and tutorials. Several routines for online classes had to be prepared from time to time for odd and even semesters. Some of them have been uploaded below.

At the beginning of the academic year each department conducts meeting to discuss their action plans to arrive at an optimal and effective way for the effective transmission and delivery of curricula; departments integrate classroom teaching with various ICT tools, laboratory practical, field projects, tutorials, etc.

Classroom teaching is supplemented with seminars, workshops, special lectures, group discussions, tutorials by the students. Besides this library provides INFLIBNET.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college adheres to the academic calendar provided by the University of Calcutta for the conduction of Continuous Internal Evaluation system. The academic calendar of the university helps immensely as a source of information and planner for faculty staff, students and other stakeholders of the institution. Due to pandemic university change their schedule and some changes were required to be made by the college as well. These changes were communicated to the students well in advance. In 2020-21 the university authorities declared the process and dates of Internal Assessments and Final Examination from time to time while keeping a close watch over the rise and fall of corona graph and the college acted accordingly. The students were duly notified and instructed regarding the procedure of submitting answer scripts online.

The teachers kept a close watch on the alertness and response of the student in online classes and they updated the matter to the departmental heads and college authorities. They were further evaluated online as they were required to submit assignments and project works. They were notified to submit project works and assignments in stipulated time and through this process the teachers evaluated their students and thereafter mentored them accordingly.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

9

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The crosscutting issues like gender, environment and sustainability, human values and professional ethics etc. demands maintaining healthy environment for all its students. The curriculum is designed by the University in different subjects which integrates human values, sensitization of gender, value of environment and sustainability. The institution also ensures that students of all stream undergo a holistic development by integrating cross-cutting issues into their learning. The institution, in teaching the curriculum, in maintaining disciplines and in celebration (Teachers Day Women's Day) and in academic programmes like seminars and programmes of social servicetry to ensure that the following values are

instilled among students

Gender and Caste Issues:women education,child rights, gender justice, gender inequality, women in Indian society, inequalities of caste and gender, women empowerment and status of women etc.

Human Values and Professional Ethics:sources of values, education for peace, national integration, code of ethics for teachers,human rights.. Students are encouraged to develop healthy competition to inculcate values and equity.

Environment and Sustainability: ecological degradation, climatology, global warming, population, pollution, ecological imbalance, environmental geography, natural resources, poverty etc.

However, in 2020-21 these goals of the college were pursued only through online mode as far as possible

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

1

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

0

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni**

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://www.dropbox.com/s/tjkbxorpmor51ck/35143_030622044438_FEEDBACK%20REPORT%2020-21.pdf?dl=0

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1144

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

233

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

During period of lockdown drawing the attention of the students and make them concentrate in the virtual mode proved quite challenging for the teachers. However, slow learners were mentored during online classes and over phone. The teachers are helpful and friendly to learners who approach them for any extra guidance. Several webinars and special lectures were held which benefitted advanced learners although the programmes were not meant exclusively for them. Advanced learners are mentored as per their needs and are suggested more of reference works.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2537	68

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

During pandemic experiential learning was highly restricted but participative learning was encouraged as the students were required to submit project works as part of the curriculum. On the second day of the two day webinar organised by the department of Commerce from 19 September to 20 September, 2020,

some students talked briefly on the subject of the webinar. On the second day of the two day virtual workshop on Creative writing held from 28 July to 29 July, 2020, students recited their own poems. Students of all departments do project works which enhance their learning experiences.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

During lockdown and closure of college campus in pandemic times teachers used their laptops and phones to hold classes on virtual platforms and organise webinars, workshops and special classes. Students mostly used smartphones to access to the teaching-learning process. The process faced obstacles of poor network, sometimes caused by natural calamities like rain and flood.

In normal circumstances the teachers use laptops and projectors in classrooms.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.dropbox.com/s/m2tzauds39zxd8j/97251_080522061336_Geo%20tagged%20photos%20of%20classrooms.pdf?dl=0

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

68

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

27 : 34

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

23

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

817

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

In digital education adopted by the institution during the pandemic the teachers assessed the students through direct interaction, their response and their performance when they were asked to submit an assignment. They were also assessed during regular Internal assessment which were held online as per Calcutta University guidelines. Their penchant for exploring new vistas of knowledge and adopting new perspectives were assessed when they were asked to submit project works.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

Examination related grievances may be submitted by the students to the grievance cell and also conveyed to the helpline number. The information is displayed on the college website.

<https://www.herambachandracollege.ac.in/page.aspx?id=97>

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://www.herambachandracollege.ac.in/page.aspx?id=97

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Course outcomes are displayed on the college website. Each department are aware of the programme and desired outcome. They teach with the zeal of arriving at the desired destination. Simultaneously the advanced students are made aware of the research potential of each of the courses in the programme.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment of course outcome and programme outcomes are evaluated not merely by academic results but by the level of interest a student shows to explore a particular problem or phenomenon; by the new ideas she or he brings and incorporates into her or his answers, project works etc. and also by the enrichment of her or his total conduct, mindset and personality. The teachers of the institution take note of these matters and appreciates the positive outcomes manifested in the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

695

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://docs.google.com/forms/d/1PNFoOjUs2eG_SCcFpRrA2qCTGZiZvaZ5MiiChVL8y-Y/edit

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

16

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

7

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

3

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

During pandemic extension activities did not materialize.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

00

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

00

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College has 1) 26 class rooms

2) 1 Seminar Hall

3) 1 Conference Room

4) 1 Laboratory (Geography)

5) 1 Computer Centre

6) 2 Libraries (Central and Seminar)

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

the College has

1) Hallfor cultural activities

2) 1 Playground

3) 1 games Room

4) 1 Students Common Room

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

16

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

16

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

0

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Herambachandra College has started using Open Source Integrated Library Management Software (ILMS) KOHA version 21.05.13.00 for Library Automation. A high-performance free search engine called Zebra (version 2.0.59 covered by the GNU General Public License, SHA1 ID: c00bfddbf0f3608340d61298acc61dafb167f9b2 Using ICU) for structured text indexing and retrieval. KOHA is hosted through a Linux Cloud (Linux mail1 4.19.0-6-amd64 #1 SMP Debian 4.19.67-2+deb10u2 (2019-11-11) x86_64). Koha includes modules for acquisitions, circulation, cataloguing, serials management, authorities, flexible reporting, label printing etc. KOHA supports multilingual indexing, full-text searching, metadata interoperability using Library Standards and Protocols, Platform independent interfaces etc. 5292 Unique Titles has been entered in ILMS of Library, Herambachandra College along with 15158 items/copies.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for B. Any 3 of the above

the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

8.07

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

1

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College regularly updates computer softwares of different departments and Wi-Fi. facility. The college also purchases new softwares as and when required.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

95

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution C.10 - 30MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

11.31

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

A) The College library is well-maintained through the adoption of the following procedures: 1) Proper utilization of funds allocated by the Governing Body of the College. 2) The funds are distributed among various departments in the meeting of the Library Committee attended by all the Departmental Heads. 3) Special funds are allocated to purchase e-contents. 4) Books are purchased through tender. 5) Weeding out of books is done at regular intervals (3-4 years). 6) Yearly pest control in the library through professional agencies. 6) Web-OPAC including the Advanced Search facility is available along with content analysis and keyword indexing. 7) Metadata Digitization of the Resources is under process. 8) ILMS is built upon the Local Area Network of the College. B) All the computers of the College are under AMC of a reputed company. C) As three colleges run in the same premises (Morning/Day/Evening shift) there is a South City College Coordination Committee to maintain classrooms and other infrastructural facilities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the

Government during the year

482

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

00

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

E. none of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

00

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

00

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

39

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

55

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

00

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

01

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

New student council has not been formed since 2019 as per order of Government of West Bengal. Hence students representative could not be included in administrative bodies and committees. However, that has not hindered students to act as volunteers in all the academic programmes of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

00

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

We have an Alumni Association which organised several programmes in the past, but during the pandemic period no programmes could be organized.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

In the academic year 2020-2021 the college has not been able to proceed as planned due to the pandemic caused by Covid 19. Carrying on teaching and learning on the virtual platform was the only means available to pursue the mission and vision of the college. Online classes have been held regularly. Students' exams have also been held online. Webinars, workshops and special classes have been organized for teachers and students throughout the year. Above all, arrangements have been made for placement in this situation. Some helpline numbers were provided in the college website for mental support of our students. There were also arrangements for awarding Kanyashree, Aikyashree Vivekananda Scholarship and other scholarships. Library service was available from September 2020 to April 2021.

File Description	Documents
Paste link for additional information	See placement related data and scholarship related data in the link:mhttps://www.herambachandracollege.ac.in/page.aspx?id=167
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The college administration practises decentralization. All academic and operational policies are based on the unanimous decision of the governing body, the IQAC and the Teachers's Council. Faculty members are given representation in various committees/cells nominated by the Principal and the Governing Body, in the IQAC and other Committees. General Secretary of the Student's Union is the member of governing body. Students are empowered to play important role in different activities.

However since 2019 Students Union has not been formed as per state government order. Suggestions of non-teaching are considered in forming policies and taking important decisions. There are members from outside the college staff, such as members from Alumni in IQAC or government representative in Governing Body. All the members in a meeting participate in solving problems and creating opportunities and decisions are arrived at unanimously. For example, the Academic Committee decided to hold online Final UG examination without any help from third party vendors and it worked out excellently with contribution from each and every teachers of the college. The IQAC's decision to organise webinars and Special Lectures online was welcomed by all the departments and several meaningful online programmes were held.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

During pandemic situation the college planned to continue the teaching learning process online. Through online meetings of teachers strategy was made and effective deployment of strategies were ascertained; the teachers were also equipped with necessary knowledge and skill for holding online classes. Routine was created to deliver the curriculum effectively; the internal evaluation has been controlled centrally through fixed schedule. University issued guidelines regarding holding online examination and evaluation from time to time. Routine and examination notices have been posted on the college website regularly.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The policies implemented by the institution shows the efficiency of our institutional bodies. The adoption of virtual mode of education, the functioning of the library during lockdown, the functioning of the Placement cell, the management of the Final Online UG University Examination entirely by the teachers without any assistance from outside vendor, the conduct of the admission procedure online and the online streaming of webinars on Youtube - all these demonstrate efficiency. In the last two years all substantial purchases have been made through online Tender guided by Tender Committee, Finance Sub-Committee and RUSA sub committee (in case of utilization of RUSA fund) without help from outside vendor assistance.

The Teachers' Council, the IQAC, the Academic sub-Committee, RUSA sub-committee, Library Sub-Committee, Women's Cell and several other sub committees devise strategies, organises programmes enthusiastically with the vision of academic excellence and holistic development of the students.

The college has efficient members in Grievance Redressal Cell, Anti Ragging Cell - the helpline numbers of which are displayed on website. Ragging did not exist in the campus even in the pre-pandemic times..

Appointment of Assistant Professors and Librarians are made as per recommendations and government norms. There is no case of any dispute regarding appointment or violation of service rules in recent history.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.herambachandracollege.ac.in/
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in **A. All of the above**

**areas of operation Administration Finance
and Accounts Student Admission and
Support Examination**

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The college has a cooperative fund for teachers and non teaching staff. Everyone with special needs gets the benefit of taking a loan from here.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

9

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

We take special care of the online teachers' diary. All the teachers of the college can document some relevant information in this diary which in turn, act as a sort of maintaining Performance Appraisal..

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Accounts are maintained online but the process of finalizing the accounts and audit has been delayed due to pandemic situation. So accounts of 2019-20 is unaudited till now. It is being audited

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

No funds were raised for the pandemic situation this year but the previous year's RUSA fund was used in various ways, such as books were purchased for library.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The college participated in NIRF as usual. The IQAC took steps to institutionalize Covid appropriate behaviour and digital education. The teachers, during online classes asked the students to follow covid related norms. The departments were also motivated to create Google Classrooms where the students were given assignments, teachers posted study materials and also question papers during online University examinations. Evaluation was entirely done online both for Internal Assessment and for Final University Examination. In its meeting held on 20/7/2020 the IQAC proposed arrangement of seats of students if

the college opens for examination or physical classes. The IQAC welcomed the proposals of holding webinars and workshops from the department of English, Geography and Political Science and motivated all the departments to take such initiatives. Several of these online programmes were streamed in YouTube. During the period of lockdown the college adopted and developed the digital communication in education through online meetings, online classes through Google Meet, communication with the students through social network like Whatsapp, delivering study materials through Google Meet, correcting answer scripts online, motivating the students and teachers to participate in online cultural programmes to celebrate Teachers Day and birthday of Kaviguru Rabindranath Tagore.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

After the onset of the lockdown the academic committee reviewed the teaching learning of the institution and realized the necessity of adopting digital education. Although many of the teachers had no experience of teaching online all of them in a very short time learned the skill to host meetings in Zoom and Google Meet. During June the situation was reviewed and the IQAC encouraged to start webinars and workshops online. The institution took necessary help from teachers from other institutions while organizing webinars and making it stream live. Near the end of the academic session the Academic Committee reviewed the situation and resolved to be strict in holding the online examination and not to allow students who fail to submit the answer scripts in the stipulated time.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.herambachandracollege.ac.in/page.aspx?id=59
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

In this college programmes promoting gender equity are generally organised each year either centrally or by various departments. These include workshop, seminar, film show etc. with a focus on female empowerment, gender sensitisation etc. International Women's Day is generally celebrated each year. However, due to pandemic situation it was not possible to continue these types of activities in 2020-21.

File Description	Documents
Annual gender sensitization action plan	As planned International Women's Day was observed offline this year in 2022 with programmes on gender sensitization.
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.dropbox.com/s/ohs8fuhsfq86vx6/47790_110522042712_Safety%20Security%20f%20women%20and%20psychological%20counseling.pdf?dl=0

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

In this college attempts have been taken for proper solid waste management. Separate litter bins have been introduced for degradable waste and non-degradable waste. The basic idea is proper disposal of wastes of different types having an environment-friendly approach. Students are regularly made aware about proper disposal of wastes. Littering here and there is strictly prohibited. Bio-degradable wastes are used, as needed, for manuring the college garden. This practice is in tune with the concept of reuse of resources

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://www.dropbox.com/s/bsojyi0biiniu5o/74919_100522031756_segregation%20of%20bio%20degradable%20and%20non%20bio%20degradable%20waste.pdf?dl=0
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

B. Any 3 of the above

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. Landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the

institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

As always, the college took efforts/ initiatives in providing an inclusive environment. But in 20-21 this was possible only to a limited extent due to the pandemic situation. Online cultural programmes were arranged by various departments, which were truly a portrayal of cultural diversities and multidimensional talents. International Mother Language Day is celebrated with a thrust to increase awareness and respect to mother language. However, this year was an exception in this regard.

The college organised webinars on 'Reliant and Emergent India - Post Covid 19' and National Education Policy 2020 which were related with the issue of inclusive environment and tolerance. The youtube link of the programmes are given below

<https://youtu.be/6sWKnPropkI>

<https://www.youtube.com/watch?v=5SFSTtclDKI>

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

During online classes and interaction through phone, discussions were made with the students regarding the various problems faced during the pandemic situation with an objective towards solving the problems. During hightide of Covid 19, the teachers urged the students to be sympathetic and helpful towards covid-affected families in the neighbourhood and towards classmates who are affected by the virus. Our students were helpful towards their classmates and several of them got involved in helping their neighbours and relatives - by fetching necessary items or helping to make arrangement of oxygen cylinders etc. - as reported by them.

The Department of Geography organised an online programme for students of all departments titled 'Rethinking Human Development in the Era of Covid - 19 Pandemic'.

Punctuality and proper code of conduct were maintained during online classes. Teachers continuously urged them to stay safe at home unless required for urgent need to move out.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college celebrates Independence Day, Republic Day, Teachers' Day, Rabindranath Tagore's birthday, Women's Day and International Mother Tongue Day every year in the college campus. But in 2020-2021 the spirit of celebration was dampened by disease and suffering all around. Due to severe pandemic situation - some of our staff were affected by the virus - celebrations were hampered. However, on the 15 th of August and on Republic Day the national tricolour was hoisted on the college campus. Teachers' Day was celebrated by students online in several departments of the college. And on 12 June 2021 the students and teachers of the department of Bengali organised a cultural programme on Kaviguru Rabindranath Tagore, Kavi Nazrul Islam and Satyajit Ray. The importance of geo-tagged pictures was unknown to us and hence we have uploaded non-geo tagged digital picture captured on 26 January 2021.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

BEST PRACTICE I

Online Integrated College Management System (CMS)

Goal

To have the facility of a rich digital data bank

Context

It has been observed that retrieving data and its management is a pertinent problem. Thus in CMS information on students, relevant details about all employees, accounts and related information, information regarding library get continuously inserted and updated.

Problems Encountered & Resources Required

Lack of adequate digital knowledge and psychological resistance on the part of some employees were the problems faced initially.

Stable broadband connection and computers in LAN needed.
Password-based access will be provided to employees.

BEST PRACTICE II

Online recording of teachers' attendance and self-appraisal

Goal:

To ensure transparency in daily performance of the teachers and to simplify related administrative jobs

Context

With the idea to regularise the practice of recording the daily performance, maintenance of leave account, calculation of API score of the teachers on online staff portal has been planned and designed. It is an effort to assemble all necessary information in a single system.

Problems Encountered & Resources Required

Occasional failures on part of the teachers to record their relevant information are noticed.

Digital awareness among the teachers is the prime necessity.

Weblink: <http://staffportal.herambachandracollege.ac.in/>

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

This college always focuses on employment opportunities of the students. However, during the pandemic period the employment market suffered badly throughout India. But the Placement Cell of this college continued to perform the duties rigorously even in 2020-21. In this year 39 students received job appointment from 7 private companies of national level.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

In the year 2020-2021, we undertake following measures for effective delivery of the university curriculum at the college level.

During pandemic times the institution adopted the online mode of teaching. However, the practical teaching was delivered offline by the teachers in one or two days after taking special permission from concerned authorities. The college strictly follows the academic calendar of the university. But in 2020-2021 the respective department in the absence of any such calendar from the university, prepared their own academic schedule. A comprehensive teaching plan was prepared by every department which includes the delivery of lectures and tutorials. Several routines for online classes had to be prepared from time to time for odd and even semesters. Some of them have been uploaded below.

At the beginning of the academic year each department conducts meeting to discuss their action plans to arrive at an optimal and effective way for the effective transmission and delivery of curricula; departments integrate classroom teaching with various ICT tools, laboratory practical, field projects, tutorials, etc.

Classroom teaching is supplemented with seminars, workshops, special lectures, group discussions, tutorials by the students. Besides this library provides INFLIBNET.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college adheres to the academic calendar provided by the University of Calcutta for the conduction of Continuous Internal Evaluation system. The academic calendar of the university helps immensely as a source of information and planner for faculty staff, students and other stakeholders of the institution. Due to pandemic university change their schedule and some changes were required to be made by the college as well. These changes were communicated to the students well in advance. In 2020-21 the university authorities declared the process and dates of Internal Assessments and Final Examination from time to time while keeping a close watch over the rise and fall of corona graph and the college acted accordingly. The students were duly notified and instructed regarding the procedure of submitting answer scripts online.

The teachers kept a close watch on the alertness and response of the student in online classes and they updated the matter to the departmental heads and college authorities. They were further evaluated online as they were required to submit assignments and project works. They were notified to submit project works and assignments in stipulated time and through this process the teachers evaluated their students and thereafter mentored them accordingly.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

9

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

The crosscutting issues like gender, environment and sustainability, human values and professional ethics etc. demands maintaining healthy environment for all its students. The curriculum is designed by the University in different subjects which integrates human values, sensitization of gender, value of environment and sustainability. The institution also ensures that students of all stream undergo a holistic development by integrating cross-cutting issues into their learning. The institution, in teaching the curriculum, in maintaining disciplines and in celebration (Teachers Day Women's Day) and in academic programmes like seminars and programmes of social servicetry to ensure that the following values are instilled among students

Gender and Caste Issues:women education,child rights, gender justice, gender inequality, women in Indian society, inequalities of caste and gender, women empowerment and status of women etc.

Human Values and Professional Ethics:sources of values, education for peace, national integration, code of ethics for teachers,human rights.. Students are encouraged to develop healthy competition to inculcate values and equity.

Environment and Sustainability: ecological degradation, climatology, global warming, population, pollution, ecological imbalance, environmental geography, natural resources, poverty etc.

However, in 2020-21 these goals of the college were pursued

only through online mode as far as possible

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

1

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

0

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://www.dropbox.com/s/tjkbxorpmor51ck/35143_030622044438_FEEDBACK%20REPORT%2020-21.pdf?dl=0

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year	
1144	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)	
2.1.2.1 - Number of actual students admitted from the reserved categories during the year	
233	
File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File
2.2 - Catering to Student Diversity	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
<p>During period of lockdown drawing the attention of the students and make them concentrate in the virtual mode proved quite challenging for the teachers. However, slow learners were mentored during online classes and over phone. The teachers are helpful and friendly to learners who approach them for any extra guidance. Several webinars and special lectures were held which benefitted advanced learners although the programmes were not meant exclusively for them. Advanced learners are mentored as per their needs and are suggested more of reference works.</p>	
File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2537	68

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

During pandemic experiential learning was highly restricted but participative learning was encouraged as the students were required to submit project works as part of the curriculum. On the second day of the two day webinar organised by the department of Commerce from 19 September to 20 September, 2020, some students talked briefly on the subject of the webinar. On the second day of the two day virtual workshop on Creative writing held from 28 July to 29 July, 2020, students recited their own poems. Students of all departments do project works which enhance their learning experiences.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

During lockdown and closure of college campus in pandemic times teachers used their laptops and phones to hold classes on virtual platforms and organise webinars, workshops and special classes. Students mostly used smartphones to access to the teaching-learning process. The process faced obstacles of poor network, sometimes caused by natural calamities like rain and flood.

In normal circumstances the teachers use laptops and projectors in classrooms.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.dropbox.com/s/m2tzauds39zxd8j/97251_080522061336_Geo%20tagged%20photos%20of%20classrooms.pdf?dl=0

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

68

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

27 : 34

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

23	
File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File
2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)	
2.4.3.1 - Total experience of full-time teachers	
817	
File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File
2.5 - Evaluation Process and Reforms	
2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.	
<p>In digital education adopted by the instituion during the pandemic the teachers assessed the students through direct interaction, their response and their performance when they were asked to submit an assignemnt. They were also assessed during regular Internal assessment which were held online as per Calcutta University guidelines. Their penchant for exploring new vistas of knowledge and adopting new perspectives were assessed when they were asked to submit project works.</p>	
File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

Examination related grievances may be submitted by the students to the grievance cell and also conveyed to the helpline number. The information is displayed on the college website.

<https://www.herambachandracollege.ac.in/page.aspx?id=97>

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://www.herambachandracollege.ac.in/page.aspx?id=97

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Course outcomes are displayed on the college website. Each department are aware of the programme and desired outcome. They teach with the zeal of arriving at the desired destination. Simultaneously the advanced students are made aware of the research potential of each of the courses in the programme.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment of course outcome and programme outcomes are evaluated not merely by academic results but by the level of interest a student shows to explore a particular problem or phenomenon; by the new ideas she or he brings and incorporates into her or his answers, project works etc. and also by the enrichment of her or his total conduct, mindset

and personality. The teachers of the institution take note of these matters and appreciates the positive outcomes manifested in the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

695

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://docs.google.com/forms/d/1PNFoOjUs2eG_SCcFpRrA2gCTGZiZvaZ5MiiChVL8y-Y/edit

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

00	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded
3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year	
3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year	
00	
File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil
3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year	
3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year	
16	
File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards	
3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year	
3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year	
7	
File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File
3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year	
3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year	
3	
File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File
3.3 - Extension Activities	
3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year	
During pandemic extension activities did not materialize.	
File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

00

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

00

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning. viz., classrooms, laboratories, computing equipment etc.

The College has 1) 26 class rooms

2) 1 Seminar Hall

3) 1 Conference Room

4) 1 Laboratory (Geography)

5) 1 Computer Centre

6) 2 Libraries (Central and Seminar)

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

the College has

1) Hall for cultural activities

2) 1 Playground

3) 1 games Room

4) 1 Students Common Room

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as

smart class, LMS, etc.

16

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

16

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

0

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Herambachandra College has started using Open Source Integrated Library Management Software (ILMS) KOHA version 21.05.13.00 for Library Automation. A high-performance free search engine called Zebra (version 2.0.59 covered by the GNU General Public License, SHA1 ID: c00bfddb0f3608340d61298acc61dafb167f9b2 Using ICU) for

structured text indexing and retrieval. KOHA is hosted through a Linux Cloud (Linux mail1 4.19.0-6-amd64 #1 SMP Debian 4.19.67-2+deb10u2 (2019-11-11) x86_64). Koha includes modules for acquisitions, circulation, cataloguing, serials management, authorities, flexible reporting, label printing etc. KOHA supports multilingual indexing, full-text searching, metadata interoperability using Library Standards and Protocols, Platform independent interfaces etc. 5292 Unique Titles has been entered in ILMS of Library, Herambachandra College along with 15158 items/copies.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

8.07

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

1

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College regularly updates computer softwares of different departments and Wi-Fi. facility. The college also purchases new softwares as and when required.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

95

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

11.31

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

A) The College library is well-maintained through the adoption of the following procedures: 1) Proper utilization of funds allocated by the Governing Body of the College. 2) The funds are distributed among various departments in the

meeting of the Library Committee attended by all the Departmental Heads. 3) Special funds are allocated to purchase e-contents. 4) Books are purchased through tender. 5) Weeding out of books is done at regular intervals (3-4 years). 6) Yearly pest control in the library through professional agencies. 6) Web-OPAC including the Advanced Search facility is available along with content analysis and keyword indexing. 7) Metadata Digitization of the Resources is under process. 8) ILMS is built upon the Local Area Network of the College. B) All the computers of the College are under AMC of a reputed company. C) As three colleges run in the same premises (Morning/Day/Evening shift) there is a South City College Coordination Committee to maintain classrooms and other infrastructural facilities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

482

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

00

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

E. none of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

00

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

00

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

39

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

55

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

00

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

01

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

New student council has not been formed since 2019 as per order of Government of West Bengal. Hence students representative could not be included in administrative bodies and committees. However, that has not hindered students to act as volunteers in all the academic programmes of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

00

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

We have an Alumni Association which organised several programmes in the past, but during the pandemic period no programmes could be organized.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

In the academic year 2020-2021 the college has not been able to proceed as planned due to the pandemic caused by Covid 19. Carrying on teaching and learning on the virtual platform was the only means available to pursue the mission and vision of

the college. Online classes have been held regularly. Students' exams have also been held online. Webinars, workshops and special classes have been organized for teachers and students throughout the year. Above all, arrangements have been made for placement in this situation. Some helpline numbers were provided in the college website for mental support of our students. There were also arrangements for awarding Kanyashree, Aikyashree Vivekananda Scholarship and other scholarships. Library service was available from September 2020 to April 2021.

File Description	Documents
Paste link for additional information	<p style="text-align: center;">See placement related data and scholarship related data in the link:https://www.herambachandracollege.ac.in/page.aspx?id=167</p>
Upload any additional information	<p style="text-align: center;">View File</p>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The college administration practises decentralization. All academic and operational policies are based on the unanimous decision of the governing body, the IQAC and the Teachers's Council. Faculty members are given representation in various committees/cells nominated by the Principal and the Governing Body, in the IQAC and other Committees. General Secretary of the Student's Union is the member of governing body. Students are empowered to play important role in different activities. However since 2019 Students Union has not been formed as per state government order. Suggestions of non-teaching are considered in forming policies and taking important decisions. There are members from outside the college staff, such as members from Alumni in IQAC or government representative in Governing Body. All the members in a meeting participate in solving problems and creating opportunities and decisions are arrived at unanimously. For example, the Academic Committee decided to hold online Final UG examination without any help from third party vendors and it worked out excellently with contribution from each and every teachers of the college. The IQAC's decision to organise webinars and Special Lectures online was welcomed by all the departments and several meaningful online programmes

were held.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

During pandemic situation the college planned to continue the teaching learning process online. Through online meetings of teachers strategy was made and effective deployment of strategies were ascertained; the teachers were also equipped with necessary knowledge and skill for holding online classes. Routine was created to deliver the curriculum effectively; the internal evaluation has been controlled centrally through fixed schedule. University issued guidelines regarding holding online examination and evaluation from time to time. Routine and examination notices have been posted on the college website regularly.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The policies implemented by the institution shows the efficiency of our institutional bodies. The adoption of virtual mode of education, the functioning of the library during lockdown, the functioning of the Placement cell, the management of the Final Online UG University Examination entirely by the teachers without any assistance from outside vendor, the conduct of the admission procedure online and the online streaming of webinars on Youtube - all these demonstrate efficiency. In the last two years all substantial

purchases have been made through online Tender guided by Tender Committee, Finance Sub-Committee and RUSA sub committee (in case of utilization of RUSA fund) without help from outside vendor assistance.

The Teachers' Council, the IQAC, the Academic sub-Committee, RUSA sub-committee, Library Sub-Committee, Women's Cell and several other sub committees devise strategies, organises programmes enthusiastically with the vision of academic excellence and holistic development of the students.

The college has efficient members in Grievance Redressal Cell, Anti Ragging Cell - the helpline numbers of which are displayed on website. Ragging did not exist in the campus even in the pre-pandemic times..

Appointment of Assistant Professors and Librarians are made as per recommendations and government norms. There is no case of any dispute regarding appointment or violation of service rules in recent history.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.herambachandracollege.ac.in /
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The college has a cooperative fund for teachers and non teaching staff. Everyone with special needs gets the benefit of taking a loan from here.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs

organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

9

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

We take special care of the online teachers' diary. All the teachers of the college can document some relevant information in this diary which in turn, act as a sort of maintaining Performance Appraisal..

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Accounts are maintained online but the process of finalizing the accounts and audit has been delayed due to pandemic situation. So accounts of 2019-20 is unaudited till now. It is being audited

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

No funds were raised for the pandemic situation this year but the previous year's RUSA fund was used in various ways, such as books were purchased for library.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The college participated in NIRF as usual. The IQAC took steps to institutionalize Covid appropriate behaviour and digital education. The teachers, during online classes asked the students to follow covid related norms. The departments were also motivated to create Google Classrooms where the students were given assignments, teachers posted study materials and also question papers during online University examinations. Evaluation was entirely done online both for

Internal Assessment and for Final University Examination. In its meeting held on 20/7/2020 the IQAC proposed arrangement of seats of students if the college opens for examination or physical classes. The IQAC welcomed the proposals of holding webinars and workshops from the department of English, Geography and Political Science and motivated all the departments to take such initiatives. Several of these online programmes were streamed in YouTube. During the period of lockdown the college adopted and developed the digital communication in education through online meetings, online classes through Google Meet, communication with the students through social network like Whatsapp, delivering study materials through Google Meet, correcting answer scripts online, motivating the students and teachers to participate in online cultural programmes to celebrate Teachers Day and birthday of Kaviguru Rabindranath Tagore.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

After the onset of the lockdown the academic committee reviewed the teaching learning of the institution and realized the necessity of adopting digital education. Although many of the teachers had no experience of teaching online all of them in a very short time learned the skill to host meetings in Zoom and Google Meet. During June the situation was reviewed and the IQAC encouraged to start webinars and workshops online. The institution took necessary help from teachers from other institutions while organizing webinars and making it stream live. Near the end of the academic session the Academic Committee reviewed the situation and resolved to be strict in holding the online examination and not to allow students who fail to submit the answer scripts in the stipulated time.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.herambachandracollege.ac.in/page.aspx?id=59
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

In this college programmes promoting gender equity are generally organised each year either centrally or by various departments. These include workshop, seminar, film show etc. with a focus on female empowerment, gender sensitisation etc. International Women's Day is generally celebrated each year. However, due to pandemic situation it was not possible to continue these types of activities in 2020-21.

File Description	Documents
Annual gender sensitization action plan	As planned International Women's Day was observed offline this year in 2022 with programmes on gender sensitization.
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.dropbox.com/s/ohs8fuhsfg86vx6/47790_110522042712_Safety%20Security%20of%20women%20and%20psychological%20counseling.pdf?dl=0

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

In this college attempts have been taken for proper solid waste management. Separate litter bins have been introduced for degradable waste and non-degradable waste. The basic idea is proper disposal of wastes of different types having an environment-friendly approach. Students are regularly made aware about proper disposal of wastes. Littering here and there is strictly prohibited. Bio-degradable wastes are used, as needed, for manuring the college garden. This practice is in tune with the concept of reuse of resources

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://www.dropbox.com/s/bsojyi0biiniu5o/74919_100522031756_segregation%20of%20bio%20degradable%20and%20non%20bio%20degradable%20waste.pdf?dl=0
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. Landscaping with trees and plants**

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

As always, the college took efforts/ initiatives in providing an inclusive environment. But in 20-21 this was possible only to a limited extent due to the pandemic situation. Online cultural programmes were arranged by various departments, which were truly a portrayal of cultural diversities and multidimensional talents. International Mother Language Day is celebrated with a thrust to increase awareness and respect to mother language. However, this year was an exception in this regard.

The college organised webinars on 'Reliant and Emergent India - Post Covid 19' and National Education Policy 2020 which were related with the issue of inclusive environment and tolerance. The youtube link of the programmes are given below

<https://youtu.be/6sWKnPropkI>

<https://www.youtube.com/watch?v=5SFSTtclDKI>

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

During online classes and interaction through phone, discussions were made with the students regarding the various problems faced during the pandemic situation with an objective towards solving the problems. During hightide of Covid 19, the teachers urged the students to be sympathetic and helpful towards covid-affected families in the neighbourhood and towards classmates who are affected by the virus. Our students were helpful towards their classmates and several of them got involved in helping their neighbours and relatives - by fetching necessary items or helping to make arrangement of oxygen cylinders etc. - as reported by them.

The Department of Geography organised an online programme for students of all departments titled 'Rethinking Human Development in the Era of Covid - 19 Pandemic'.

Punctuality and proper code of conduct were maintained during online classes. Teachers continuously urged them to stay safe at home unless required for urgent need to move out.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this

C. Any 2 of the above

regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college celebrates Independence Day, Republic Day, Teachers' Day. Rabindranath Tagore's birthday, Women's Day and International Mother Tongue Day every year in the college campus. But in 2020-2021 the spirit of celebration was dampened by disease and suffering all around. Due to severe pandemic situation - some of our staff were affected by the virus - celebrations were hampered. However, on the 15 th of August and on Republic Day the national tricolour was hoisted on the college campus. Teachers' Day was celebrated by students online in several departments of the college. And on 12 June 2021 the students and teachers of the department of Bengali organised a cultural programme on Kaviguru Rabindranath Tagore, Kavi Nazrul Islam and Satyajit Ray. The importance of geo-tagged pictures was unknown to us and hence we have uploaded non-geo tagged digital picture captured on 26 January 2021.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

BEST PRACTICE I

Online Integrated College Management System (CMS)

Goal

To have the facility of a rich digital data bank

Context

It has been observed that retrieving data and its management is a pertinent problem. Thus in CMS information on students, relevant details about all employees, accounts and related information, information regarding library get continuously inserted and updated.

Problems Encountered & Resources Required

Lack of adequate digital knowledge and psychological resistance on the part of some employees were the problems faced initially.

Stable broadband connection and computers in LAN needed. Password-based access will be provided to employees.

BEST PRACTICE II

Online recording of teachers' attendance and self-appraisal**Goal:**

To ensure transparency in daily performance of the teachers and to simplify related administrative jobs

Context

With the idea to regularise the practice of recording the daily performance, maintenance of leave account, calculation of API score of the teachers on online staff portal has been planned and designed. It is an effort to assemble all necessary information in a single system.

Problems Encountered & Resources Required

Occasional failures on part of the teachers to record their relevant information are noticed.

Digital awareness among the teachers is the prime necessity.

Weblink: <http://staffportal.herambachandracollege.ac.in/>

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

This college always focuses on employment opportunities of the students. However, during the pandemic period the employment market suffered badly throughout India. But the Placement Cell of this college continued to perform the duties rigorously even in 2020-21. In this year 39 students received job appointment from 7 private companies of national level.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

The college had the following plan of action for the year 2021-22.

1. To maintain COVID appropriate behaviour on parts of all students, teaching and non-teaching staffs
2. To provide the students with various psychological support to enable them to survive in the post-COVID situation
3. To continue students' placement related activities in amore rigorous way
4. To encourage the students in participating in sports and cultural programmes and also in organisingcultural programmes
5. To arrange for workshops, webinars and seminars in a greater volume
6. To make arrangement for better data management