# YEARLY STATUS REPORT - 2022-2023

## 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.          8910190155

- Mobile No:          8334035364

- Registered e-mail          teachershcc@gmail.com

- Alternate e-mail          hcc.iqac@gmail.com

- Address          23/49, Gariahat Road, Kolkata 700029

- City/Town          Kolkata

- State/UT          West Bengal

- Pin Code          700029

**2.Institutional status**

- Affiliated / Constitution Colleges          Affiliated

- Type of Institution          Co-education

- Location          Urban

- Financial Status **Grants-in aid**


- Name of the Affiliating University **University of Calcutta**

- Name of the IQAC Coordinator **Dr Ranjan Kumar Auddy**

- Phone No. **9804491711**

- Alternate phone No. **8910190155**

- Mobile **9804491711**

- IQAC e-mail address **hcc.iqac@gmail.com**

- Alternate e-mail address **bbc.3dh@gmail.com**

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

https://www.dropbox.com/scl/fi/0s qpzox7tsjftyawfv1do/AQAR-21-22-fi nal.pdf?rlkey=qvzeqqr95c5dqy9qfz1 wajkj1&e=1&dl=0

**4.Whether Academic Calendar prepared during the year?**

**Yes**

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

https://www.dropbox.com/s/3lkr0m7 w0esatne/45723_060723063156_acade mic%20calendar%2022-23.pdf?dl=0

**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 |
|---|---|---|---|---|
| SC-ST cell | International Seminar on Tribal Movement and Culture held on 17 December 2022 | West Bengal SC, ST and OBC Development & Finance Corporation (A Govt. of West Bengal Undertaking) | 2022 | 80000 |
| SC-ST Cell | International Seminar on Tribal Movement and Culture held on 17 December 2022 | Indian Overseas Bank | 2022 | 10000 |

**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**    `6`

- 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    [View File](#)

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year?**    `Yes`

- If yes, mention the amount    `90000`

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

Data of NIRF submitted

Seminars and Workshops organized promoting spread of knowledge, glory of our freedom fighters and diversity and richness of Indian culture

Besides observing the commemorative days which was observed last year, some important days observed for the first time this year like World Book and Copyright Day and Suicide Prevention Day

MoU Signed with several organisartions continuing the legacy of collaborative culture and all round development of the institution including management of e-waste and women empowerment

Student support programmes organised like opening of Bank accounts of students, Placement related activities and gender sensitisation

**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 |
|---|---|
| Management of E waste | MoU signed to that effect |
| Promotion of values like gender equity, awareness of tribal movement and culture | Several programmes and seminars organised |
| Encourage participation of students in co-currricular activities | Dance Drama Workshop, Rabindrajayaniti, Independence day celebration |
| Student Satisfaction Survey | Survey done, analysed and Action taken |
| Extension programme | Planned and being executed in 2023-2024 |
| Besides observing the commemorative days observed last year, this year we planned to observe World Book and Copyright Day and International Survivirs of Suicide Loss Day | Days observed with active participation of many students |

**13.Whether the AQAR was placed before statutory body?**          Yes

- Name of the statutory body

| Name | Date of meeting(s) |
|------|--------------------|
| **Governing Body** | **10/02/2024** |

**14.Whether institutional data submitted to AISHE**

| 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. | 8910190155 |
| • Mobile No: | 8334035364 |
| • Registered e-mail | teachershcc@gmail.com |
| • Alternate e-mail | hcc.iqac@gmail.com |
| • Address | 23/49, Gariahat Road, Kolkata 700029 |
| • City/Town | Kolkata |
| • State/UT | West Bengal |
| • Pin Code | 700029 |
| **2.Institutional status** | |
| • Affiliated / Constitution Colleges | Affiliated |
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| • Location | Urban |
| • Financial Status | Grants-in aid |
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| • Name of the IQAC Coordinator | Dr Ranjan Kumar Auddy |
| • Phone No. | 9804491711 |

| | |
|---|---|
| • Alternate phone No. | 8910190155 |
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| • Alternate e-mail address | bbc.3dh@gmail.com |
| **3.Website address (Web link of the AQAR (Previous Academic Year)** | https://www.dropbox.com/scl/fi/0sqpzox7tsjftyawfv1do/AQAR-21-22-final.pdf?rlkey=qvzeqqr95c5dqy9qfz1wajkj1&e=1&dl=0 |
| **4.Whether Academic Calendar prepared during the year?** | Yes |
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| | | |
|---|---|---|
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| | |
|---|---|
| • If yes, mention the amount | 90000 |

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

Data of NIRF submitted

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| | |

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- Name of the statutory body

| Name | Date of meeting(s) |
|---|---|
| **Governing Body** | **10/02/2024** |

**14.Whether institutional data submitted to AISHE**

| Year | Date of Submission |
|---|---|
| **2022** | **05/03/2022** |

**15.Multidisciplinary / interdisciplinary**

**Interdisciplinary Special Lectures 'Bishes Srenikaksha' continuing like previous year in the department of Bengali**

**International seminar of multidisciplinary relevance on Tribal Movement and Culture of India was held.**

**As per University rules, in every Honours course students need to study - besides Honours papers - two more subjects of their choice (subject to availability in the college).**

**Environment studies is a compulsory paper in all stream.**

**One of the best practices of the college is Collaborative Culture. Teachers of diverse different exchange their views and ideas and several programmes are held with the collaboration of teachers and students of different departments and members of different cells.**

**16.Academic bank of credits (ABC):**

**Heramba Chandra College is affiliated to University of Calcutta; degree, marksheet and academic credit are issued by the university. Hence, the college can join ABC once the affiliating university joins ABC.**

**17.Skill development:**

**Two Skill Enhancement papers are an integral part of every Honours courses. One paper on communicative skill is compulsory for all. The college runs an Add on course on Tally.**

The college has signed a MoU with Fragrant Creations which will train students in skills of film-making. The college has linkage with private organisations for add on courses and skill enhancement.

## 18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Indian Knowledge Systems have been appropriated in the curriculum of several courses as designed by the university.

The college promotes Indian Knowledge system like Indian music through cultural programmes, Yoga through observation of World Yoga Day. This year it has celebrated the glorious legacy of tribal culture and the history of Indian freedom struggle through International seminar titled ''Tribal Culture and Movements in India: Before and After Independence' held on December 17, 2022.

The college observes the birth anniversary of Iswarchandra Vidyasagar and Kaviguru Rabindranath Tagore, two pillars of Indian Knowledge System.

The motto of the college ' Shraddhavan labhate Gyanam', derived from Bhagavat Gita, upholds Indian knowledge system.

## 19. Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The students are oriented about the outcome of the course at the very outset of the first session. Throughout the session the teachers plan their lectures and use teaching methodologies so as to focus on outcomes. Through interaction in class and interaction through online mode teachers map the achievements of course outcomes and programme outcomes.

The Placement cell and career counselling cell is highly active which enhances the opportunities of employment

The departments and cells organize seminars, workshops and special lecture thereby enhancing deeper undersatanding of the subject and its application in the present times.

The college observes several days which inculcates values of Humanity, Gender Equity and Love for the Integrity and diversity of our country and cultural, socio economic and communal harmony.

**The college encourages participation of students in cultural programmes for development of personality**

**The departments organizes parent teacher meet and student satisfaction survey for further improvements in reasizing outcomes**

**20.Distance education/online education:**

**Some teachers maintain Google classrooms and some remedial classes were held online. All the teachers are always available to the students over phone and whatsapp groups. The teachers advise, provide necessary information and study materials online.**

# 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 | **2518** |
|---|---|

| 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 | **655** |
|---|---|

| Number of outgoing/ final year students during the year | |
|---|---|

| 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 Number of Sanctioned posts during the year | **34** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

## 4.Institution

| 4.1 Total number of Classrooms and Seminar halls | **25** |
|---|---|
| 4.2 Total expenditure excluding salary during the year (INR in lakhs) | **37.21** |
| 4.3 Total number of computers on campus for academic purposes | **66** |

## 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

**The institution has developed a structured and effective implementation of curriculum delivery. Pandemic times taught us the online mode of teaching and helped us to adopt blended mode of teaching in post pandemic times.Academic matters are discussed in**

meetings chaired by the Principal and attended by Heads of Departments. The college takes appropriate measures to comply with the Academic Calendar of the university; through meetings it takes measures to comply with the university schedule of examination and Internal assessment. The Heads of Departments conducts meetings to distribute workload and plan activities of the department. Departments integrate classroom teaching with various ICT tools, laboratory practical, field projects, tutorials, etc. Classroom teaching is supplemented with seminars, workshops, special lectures and group discussions. ICT based materials are uploaded on google Classroom. The college encourages the faculty to participate in Orientation and Refresher courses. The college takes initiative and encourages staff to attend workshops organised by the University for effectively implementing the CBCS method of imparting curriculum. Besides this, library provides learning resources are provided to the students through library as book home issue, reading facility, periodical, library class, E-books through mobile app etc.

| 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 schedule of admission and examinations provided by the University of Calcutta. It adheres to its Academic Calendar as far as possible including the conduction of Continuous Internal Evaluation system. In 2022-23 the university authorities declared the process and dates of Internal Assessments and Final Examination from time to time. Internal assessments are conducted with prior notification. Additionally, continuous internal evaluation (CIE) is carried out through assignment, Viva during submission of assignment and project work, interaction in class, quiz, Entry level test, Seminars for the presentation of the project work and surprise tests etc. Progress of the students is communicated to them and often to their parents also. The routine committee prepares the master routine as per the guidelines of affiliating university. for the number of credit hours for each subject and the academic calendar prior to the start of the semester.

| 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)**

**1**

| 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 ) | <u>View File</u> |

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

**12**

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

**12**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | <u>View File</u> |

## 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, International Women's Day, World Environment Day, Rabindra Jayanti etc) and in academic programmes like seminars and programmes of social service try to ensure that the following values are instilled among**

**students: equality of caste and gender, justice, preservation of human rights and preservation of environment, Human Values and Professional Ethics, education for peace, national integration. Students are encouraged to develop healthy competition as well as inculcate values and equity and awareness of Sustainability, ecological degradation, climatology, global warming, population, pollution, ecological imbalance, environmental geography, natural resources, poverty etc.**

| 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

**3**

| 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

**45**

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

## 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) | View File |

| 1.4.2 - Feedback process of the Institution may be classified as follows | **A. Feedback collected, analyzed and action taken and feedback available on website** |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| URL for feedback report | https://www.herambachandracollege.ac.in/alluploadnew/35827_270224124237_Feedback%20Report%20,%20Analysis%20and%20Action%20Taken%20Report%2022-23.pdf |

## 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 | View File |
| 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

**305**

| 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

**Seminars and special lectures are held all the year round which help the advanced learners and motivate the slow learners. Most of the departments hold entry-level tests in Semester 1 to assess the learning levels of the students. The teachers talk to the slow learners; mentor them, try to understand their problems and counsel them. They are available to the students beyond class hours and also online 24x7 and try to motivate them. During the parent teacher meet the teachers share their observations regarding the slow learners with the parents.**

| File Description | Documents |
|---|---|
| Link for additional Information | https://herambachandracollege.ac.in/allupl oadnew/2879_281223104916_Notice%20of%20PTM %202024.pdf |
| 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 |
|---|---|
| **2581** | **68** |

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |

## 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

**The institution encourages and arranges experiential learning, participative learning and problem solving methodologies. The department of Commerce went on a visit to the stock exchange for experiential learning regarding the functioning of the world of trade and commerce. The department of Geography goes for Field work every year which gives them an opportunity for Experiential learning. The department of Economics also go every year in educational tour which allow them scope of field survey and experiential learning. The department of History went for a Heritage walk in north Kolkata and the department of History, Bengali, English and Education went on excursion to the Dooars.**

| 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

**Smartboards are available in 3 classrooms and conference room; projectors in 15classrooms. Teachers use laptops (purchased from RUSA grant and from college's own resources), projectors and smartboards in orderto make classroom teaching more informative and attractive.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | https://www.herambachandracollege.ac.in/alluploadnew/49998_250224091457_ICT%20Facilities%20in%20Heramba%20Chandra%20College.pdf |

**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 | **No File Uploaded** |
| mentor/mentee ratio | **No File Uploaded** |

**2.4 - Teacher Profile and Quality**

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

**68**

| File Description | Documents |
|---|---|
| Full time teachers and sanctioned posts for year (Data Template) | [View File](#) |
| Any additional information | **No File Uploaded** |
| 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**

**25**

| 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**

**885**

| 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.

**Internal assessment is held in every department as per guidelines of the university. Assessments are held with prior notification on topics which are very well taught in class; question pattern and guidance on doing reference works are also discussed. All examination rules of university including invigilation are strictly followed. Viva Voce as a part of internal assessment are also held seriously on topics of their project work. Students are given freedom of choice to choose topics of project works.Their penchant for exploring new vistas of knowledge and adopting new perspectives are assessed when they are asked to submit project works.**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Link for additional information | https://www.herambachandracollege.ac.in/deptpage.aspx?MenuType=notice_board&PageTitle=Notice%20board&id=9 |

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

**The college has an effective Student Grievance Redressal Cell to which students may address any kind of grievance including internal assessment related grievance.**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Link for additional information | https://www.herambachandracollege.ac.in/page.aspx?id=40 |

## 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.

**Programme Outcome and Course outcomesare 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 | https://www.herambachandracollege.ac.in/alluploadnew/64158_010224085059_POCO%20ENGLISH%20HONS.pdf |
| 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.

**Heramba Chandra College is an institution of academic excellence.**

**The pass percentage is more than 90%, even during post pandemic situation. Many of our students are pursuing higher education in reputed universitities of India and abroad. Many of them are placed in good positions. This suggests of attainment of course outcome and programme outcome.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| 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

**655**

| 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://www.herambachandracollege.ac.in/page.aspx?id=130

### 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)

**0**

| 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) | View File |

**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**

**0**

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | View File |
| 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**

**21**

| 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**

**27**

| 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**

**22**

| 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

**1. St.John's Ambulance of our college carries out variousactivities to sensitize thestudents and society throughout the academic year.**

**2. Women's Development Cell of our college has conducted a one day seminar and workshop titled "Laws related to equality and empowerment of women" dt. 22.12.2022.This workshop-cum-seminar was successful in sensitizing the women and men of HCC**

**3. A session on "Vidyasagar's thoughts about the women and the contemporary" organised by the college which gave a space to all genders to speak forthe development of women.**

**4.The objective of campus sensitization was achieved by a successful program titled 'Men are the Custodians of Women's Destiny' held during this academic year.**

**5. Various departments of our college also effectuate many other extension activities over the course of each academic year to make the students aware about the ongoing social issues which escalatetheir general knowledge, and thereby lead to the holistic development of ourpupils.**

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

### 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) | View File |
| 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

**0**

| 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) | View File |

**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**

0

| 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) | View File |

**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) | View File |
| 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**

| 14 | |

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

**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.

**Teaching-Learning facilities are provided to the students of Heramba Chandra College with the help of optimum utilization of the available physical infrastructure. The college has emphasised on technological upgradation by providing ICT Infrastructure such as projectors, smart boards, LAN connection etc in the classrooms of four different floors to promote blended mode of learning. A Computer Lab is dedicatedly used for the students of the college for the purpose of hands-on training or practical classes ensured by judicious time-sharing. Advanced equipment and computers are available in the Geography laboratory. The college has a central library including a seventy-seaters reading room with the availability of Wifi, a seminar library, and a departmental library associated with the Department of Geography. The conference room and the auditorium are used for various academic activities such as seminars, workshops, orientation programs etc. The college continuously endeavours to enhance infrastructure both in terms of physical and academic facilities to provide a holistic teaching-learning environment.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| 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 auditorium is used for various cultural activities. A play area within the college premises allows the students to practise outdoor games like basketball, badminton etc. The college has indoor games facilities like table tennis, Carom, Chess etc. Other support facilities include canteen, cheap book store, students' common room, power generator, lift, safe drinking water, restrooms (including differently abled students), cctv surveillance etc. The college has installed solar panels on the rooftop.

| 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.

20

### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

20

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | https://www.herambachandracollege.ac.in/alluploadnew/49998_250224091457_ICT%20Facilities%20in%20Heramba%20Chandra%20College.pdf |
| 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)

| **10.4** | |
|---|---|

| 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)

**Open Source ILMS Koha (version 22.05.14.000) is used for Library Automation with a high-performance free search engine called Zebra (version 2.0.59(C)1994-2014, under GNU GeneralPublicLicense, SHA1_ID c00bfddbf0f3608340d61298acc61dafb167f9b2 using ICU) for structured text indexing and retrieval. Koha is hosted through a Linux Cloud (OS_version: Linux mail1 4.19.0-6-amd64#1SMPDebian4.19.67-2+deb10u2 (2019-11-11) x86_64). Koha supports multilingual-indexing, full-text searching, metadata interoperability using Library Standards and Protocols, platform-independent interfaces etc. A framework (customized MARC21) is tested and built up for the standardization process in cataloguing and metadata digitization with authorized values. ILMS has 6328 unique titles with 18727 items/copies under digitization process of resource metadata. Web-OPAC (link: https://hcc.blacal.in) is available through a global API enabling the retrieval of resource metadata validating field-based search and advanced search along with content description against each title leading to keyword-indexing. The circulation work with inclusion of Patron databases is going on. Multi-lingual data are entered in language-specific script and/or roman script as per the necessity of searching. The barcodes, generated in label batches, are being printed and attached to the physical resources leading to an automated process in circulation to facilitate the library users.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional Information | https://hcc.blacal.in |

| 4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources | A. Any 4 or more of the above |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| 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)**

**6.53**

| 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**

**16**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| 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 computers and other peripherals such as printers, scanners, all-in-ones (printer cum scanner cum photocopier), projectors etc have been upgraded/repaired regularly for smooth functioning in the Computer Lab, Geography Lab, Library and administrative sections of the college. LAN wires, switches, modems, routers etc have been replaced/repaired whenever needed to provide internet facility within the college campus through wired or wireless connection (Wifi).**

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

## 4.3.2 - Number of Computers

**99**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Student – computer ratio | **No File Uploaded** |

| 4.3.3 - Bandwidth of internet connection in the Institution | **A. ? 50MBPS** |
|---|---|

| 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)**

**37.21**

| 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.

**Proper utilization of funds allocated by the Governing Body is distributed among various departments through the meeting of the Library Sub-Committee for the purchasing of books or subscribing e-resources. The library promotes open access to the learners, the usage is monitored under cctv surveillance. The 24x7x365 Web-OPAC service (global access) is maintained by the Bengal Library Association through a MoU. An internal centralized system has been initiated to overcome the previous complexity of maintaining purchasing records for the central library and seminar library, though the accessioning work is done keeping similarity in documentation minimizing parallelism. A cumulative datasheet is being prepared mapping- purchase records of the library, payment records of the accounts and accession records of the library. Finance Committee and Tender Committee decides the budget, purchase and maintenance of various assets. Purchases and/or maintenance are controlled through various heads such as Maintenance (general), Maintenance Hardware, Maintenance Software, Stationeries, Website Maintenance,Cloud Rental etc. As three colleges [Sivanath Sastri College (Morning),Heramba Chandra College (Day),Prafulla Chandra College (Evening)] utilizes the same college building and allied premises in three shifts, there is a South City College Coordination Committee to decide the procedure of maintaining and utilizing different infrastructural facilities including classrooms and others.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | <u>Nil</u> |

## 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

**1343**

| File Description | Documents |
|---|---|
| Upload self attested letter with the list of students sanctioned scholarship | <u>View File</u> |
| Upload any additional information | **No File Uploaded** |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | <u>View File</u> |

### 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

**27**

| 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) | <u>View File</u> |

| | |
|---|---|
| **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** | **A. All 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) | View File |

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

**141**

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

**141**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

| | |
|---|---|
| **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 | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| Details of student grievances including sexual harassment and ragging cases | View File |

## 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

**141**

| 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

**39**

| File Description | Documents |
|---|---|
| Upload supporting data for student/alumni | **No File Uploaded** |
| 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**

**3**

| File Description | Documents |
|---|---|
| Upload supporting data for the same | View File |
| 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.**

**3**

| File Description | Documents |
|---|---|
| e-copies of award letters and certificates | View File |
| 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) | View File |

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 )

**Since the year 2019, there has been a notable absence of the establishment of a new student council, aligning with the directives issued by the Government of West Bengal. Consequently, the inclusion of student representatives in administrative bodies and committees has been lacking. However, despite this circumstance, students have not been deterred from actively engaging as volunteers across all academic programs within the college.**

| File Description | Documents |
|---|---|
| Paste link for additional information | <div align="center">NIL</div> |
| Upload any additional information | <div align="center">**No File Uploaded**</div> |

## 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

**2**

| File Description | Documents |
|---|---|
| Report of the event | <div align="center">**No File Uploaded**</div> |
| Upload any additional information | <div align="center">**No File Uploaded**</div> |
| 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) | <div align="center">View File</div> |

## 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

**The college hosts a registered Alumni Association called Sanjyog under the name of Heramba Chandra College. Further details can be accessed through the provided web link: https://sanjyog.in/. The Alumni Association has initiated efforts to expand its membership via the website: https://sanjyog.in/membership/.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://sanjyog.in/ |
| 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

The reputation and academic excellence of our college is the culmination of dedicated efforts to maintain high standards, nurture talent, and provide resources and support necessary for students and faculty to thrive intellectually and professionally.With a rich history of nurturing talent and fostering innovation, we have established ourselves as a hub of learning and intellectual growth having a vibrant campus life. Our faculty comprising experts and scholars in various fields, are dedicated to providetop-quality education and mentorship to our students. Through innovative teaching methods, rigorous curriculum, and hands-on learning experiences, we ensure that our students are well-equipped to meet the challenges of the modern world.

Beyond academics, our college offers a diverse range of extracurricular activities, cultural events, and community engagement initiatives that enrich the overall college experience and foster personal growth and leadership skills among our students. With state-of-the-art facilities, modern infrastructure, and a supportive learning environment, our college provides the ideal setting for students to excel academically, explore their passions, and realize their full potential. As a result, our graduates emerge as confident, well-rounded individuals ready to make a positive impact in their chosen fields and contribute to the progress of society.

| File Description | Documents |
|---|---|
| Paste link for additional information | nil |
| 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 practices decentralization, with academic and operational policies being formulated based on unanimous decisions from the governing body, the Institutional Quality Assurance Cell (IQAC), and the Teachers' Council. Faculty members actively participate in various committees and cells nominated by the Principal and the Governing Body, as well as in the IQAC and other committees. Students are empowered to take on significant roles in various activities, and suggestions from non-teaching staff are taken into account when formulating policies and making important decisions. Additionally, external stakeholders such as alumni members in the IQAC and government representatives in the Governing Body contribute to the decision-making process.**

**During meetings, all members collaborate to address challenges, identify opportunities, and reach decisions through consensus. As part of recent decisions, the IQAC has granted departments the authority to organize Special Lectures and allowed cells to observe Special Days of their choice.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.herambachandracollege.ac.in/alluploadnew/97177_230224055138_Activity%20Details.pdf |
| Upload any additional information | **No File Uploaded** |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

**The college devised a strategy to incentivize all teachers to utilize ICT and embrace a hybrid mode of teaching. Several departments arranged online sessions during the time when the**

college campus is not available due to University examination conducted by Sivnath Sastri College (Morning shift) and Prafulla Chandra College (Evening Shift) which function from the same campus. The college utilises its positional advantage and collaborates with private organisations for career counselling activities and activities related to Placement Cell (141 students have been placed this year). Astructured routine was established to ensure effective curriculum delivery, with internal evaluations centrally managed according to a fixed schedule. Routine and examination notices were consistently posted on the college website, providing students with timely updates. College received positive feedback from students, particularly regarding teaching, indicating their satisfaction with the learning experience.

Url for feedback:https://www.herambachandracollege.ac.in/page.aspx?id=130

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | [View File](#) |
| Paste link for additional information | https://www.herambachandracollege.ac.in/alluploadnew/86608_270224010347_Strategic%20plan%20and%20deployment.pdf |
| 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 institution's implemented policies reflect the efficiency of our institutional bodies across various domains. From the seamless adoption of virtual education to the effective functioning of the library, Placement Cell, and online admission procedures, all demonstrate our operational proficiency. Furthermore, the successful normalization of offline activities through initiatives led by the Women's Development Cell and Cultural Sub-committee, with active student participation, underscores our efficiency in adapting to changing circumstances.

Key decision-making bodies such as the Governing Body, Finance Committee, Teachers' Council, IQAC, Academic Sub-committee, RUSA Sub-committee, Library Sub-committee, among others, enthusiastically devise strategies and organize programs with the overarching vision of promoting academic excellence and holistic

student development. Moreover, the institution boasts efficient
members in the Grievance Redressal Cell, ICC, and Anti-Ragging
Cell, with dedicated helpline numbers displayed on the website to
ensure accessibility. Notably, instances of ragging on campus are
non-existent, indicating our commitment to fostering a safe and
inclusive environment.

Appointment of Assistant Professors and Librarians are made as per
recommendations and government norms by the Governing Body. 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/alluploadnew/55782_090324034247_Heramba%20Chandra%20College%20Organogram.pdf |
| 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 | View File |
| 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) | View File |

## 6.3 - Faculty Empowerment Strategies

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

The college supports a cooperative fund accessible to both
teaching and non-teaching staff. This fund serves as a resource

**for individuals with special needs, offering them the opportunity to secure loans as required. Bonus and interest-free monetary advance are provided to Casual staff as per government norms during festive time.**

**College provides free beverages to teaching and non-teaching staff regularly.**

**There is provision for indoor games - carrom- for teaching and non-teaching staff.**

| 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**

**00**

| 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) | View File |

**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**

**00**

| 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) | [View File](#) |
| 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

**All college teachers have the capability to input relevant information online into their individual teacher's diary, serving as a means of maintaining performance appraisal. Additionally, the publications of teachers are periodically updated in their**

**profiles on the college website.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.herambachandracollege.ac.in/deptpage.aspx?MenuType=faculty_profile&PageTitle=Faculty%20Profile&id=15 |
| 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

**The audit process, up to the financial year 2016-17, is currently up-to-date. Proper auditing necessitates the involvement of the Education Directorate, which appoints the auditor in accordance with established regulations. Since the financial year 2015-16, the college has been using the College Management System (CMS), an online platform that provides real-time data. This system ensures that any transaction instantly affects the accounts. Additionally, student fee collection is conducted online, with integration between the CMS, Billdesk, and the relevant bank, ensuring that fees are accurately reflected and updated in student records. The auditor is granted user rights to the CMS, enabling them to inspect the system and verify accounts remotely. Finalization of accounts occurs through discussions and deliberations involving the auditor, college administration, and Accounts Department. Any suggestions for improvements or changes made by the auditor are duly considered and implemented.**

| 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 | [View File] |
| 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

**International Seminar on 'Tribal culture and movements in India :Before and after Independence' was held on 17 December 2022 and it was sponsored by West Bengal SC,ST and OBC Developm ent and Finance Corporation (A Govt. of West Bengal Undertaking) who donated Rs 80000and Indian Overseas Bank who donated Rs 10000. The seminar was a huge success because of the eminent presence of the grandson of the great freedom fighter Birsa Munda and the entusiastic participation of students and scholars. The institution mobilized funds from WBST Cell for seminarsand the college has plans of more such fund-mobilization in the near future.**

**The college has signed a MoU on E waste management with 'Vital Waste' on 22/6/2023. This is likely to generate some financial resouorce.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.herambachandracollege.ac.in/ALLUPLOADNEW/ACTION%20TAKEN%20REPORT%20July%202022%20to%20Sep%2023.pdf |
| Upload any additional information | [View File] |

## 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

**In order to assure value-education the college has developed with the association of IQAC a culture of observing important days. mentored the cells and departments to observe Special days. In the academic session 2022-2023, the college has observed International**

**Mother Language Day, International Women's Day, Birthday of Iswarchandra Vidyasagar, World Book and Copyright Day, Rabindra Jayanti (Birth Anniversary of Rabindranath Tagore), World Environment Day, Yoga Day and Music Day.**

**The IQAC has maintained the culture of submitting data to AISHE, NIRF and NAAC (AQAR) – a practice which helps the institution to self-appraise.**

**The IQAC has continued to organise seminars, special lectures and experiential practices like Heritage walk and visit to important places which enhance the quality of education in the institution.**

**The IQAC has given special emphasis to enhance the quality of employability of the students. Several private organisations have had linkage with the Placement Cell of the institution giving opportunity for walk-in-interview and other avenues of placement. The IQAC is submitting in this report (Criterion 5) the data of 141 students who have been placed.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.herambachandracollege.ac.in/page.aspx?id=167 |
| 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

**In the meetings of the academic committee chaired by the Principal the institution reviews its teaching learning process. The IQAC has emphasised the importance of Add on courses, observation of commemorative days, digital learning, experiential learning , and involvement of the students in outreach and extension activities to achieve holistic development of the students.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.herambachandracollege.ac.in/page.aspx?id=122 |
| 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) | A. All of the above |
|---|---|

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | https://www.herambachandracollege.ac.in/page.aspx?id=167 |
| Upload e-copies of the accreditations and certifications | View File |
| Upload any additional information | View File |
| 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. In 2022-23 the Women's Development Cell of the college in association with the IQAC observed the International Women's Day. A film show followed by a debate was arranged. The programme attempted to generate awareness among the students and invited active interaction from them. On the Birthday of Pandit Ishwar Chandra Vidyasagar Women's Cell arranged another programme on women liberty. A thought-provoking speech by one of our teachers was followed by a brainstorming session revealing opinion of the students regarding this aspect. A one day seminar and workshop on 'Laws Relating to Equality and Women Empowerment' was organised by Internal Complaint Cell, Women Development Cell in association with IQAC. A large number of students participated in this programme.

**Url:https://drive.google.com/file/d/1MVlnVZkO16Ia6iWAmiXWaVJfx-TyqZyL/view**

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | [nil](nil) |
| 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.herambachandracollege.ac.in/alluploadnew/16118_290224020320_Safety,%20Security%20and%20psychologicla%20well%20being%2022-23.pdf](https://www.herambachandracollege.ac.in/alluploadnew/16118_290224020320_Safety,%20Security%20and%20psychologicla%20well%20being%2022-23.pdf) |

| **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** | **C. Any 2 of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Geo tagged Photographs | [View File](View File) |
| Any other relevant information | [View File](View File) |

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 are maintained 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.**

**The college has a MoU with Vital Waste fore-waste management on 22/6/2023**

| File Description | Documents |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | *View File* |
| Geo tagged photographs of the facilities | https://www.herambachandracollege.ac.in/alluploadnew/8723_290224061746_Solid%20Waste.pdf |
| 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 | *View File* |

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

**7.1.6.1 - The institutional environment and**

**E. None of the above**

**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**

| 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** | `C. Any 2 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 | [View File]() |
| Details of the Software procured for providing the assistance | [View File]() |
| 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. Cultural programmes were arranged by various departments, which were truly a portrayal of cultural diversities and multidimensional talents. International Mother Language Day was celebrated with a thrust to increase awareness and respect to mother language. World Environment Day was observed by planting saplings in collaboration with State Bank of India. Unlike every year the 75th year of Independence Day was celebrated religiously through a three days programme. World Book Day was also observed by the Publication and Magazine Committee in association with IQAC with a view to spread awareness on merits of reading books. Book fair, quiz competition, book review competition and speech by an eminent writer were organized on that day. A one-day International Seminar titled Tribal Culture and Movements in India: Before and After Independence was organized by the SC/ ST Cell in association of the IQAC. The seminar threw light on diverse aspects of movement of scheduled castes and scheduled tribes in India and their development. Department of Political Science organised a seminar on Cultural Marxism. Birthday of Rabindranath Thakur was celebrated, like every year, with a vision to emphasis cultural and social harmony and environmental ethics. The Internal Complaint Cell in and the Women's Development Cell in association with Uddami India foundation organised a one day seminar and workshop on laws related to Equality and empowerment of Women. Response from the students was overwhelming.

| 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 | No File Uploaded |

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

Teachers always remind the students about constitutional obligations, rights, duties and responmsibilities of students. In this academic year all three colleges which run in the same campus, Sivanath Sastri College, Heramba Chandra College and Prafulla Chandra College, jointly celebrated the 75th year of Indian independence in a grand manner.On one hand we remembered the sacrifices of the freedom fighters in our cultural

**programmesand on the other hand an extempore eventwas organised with the title 'What do we understand by freedom?" Here consgtitutional obligations and duties and resposibilities were discussed.**

**Students were also educated about the environmental ethics. Students participated in the World Environment Day.**

| 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

**In 2022-23 also the college celebrated several international and national commemorative days and events. These included celebration**

of International Mother Language Day, international Women's Day, Independence Day, World Environment Day, World Book and Copyright Day, Suicide Prevention Day, World Yoga Day, World Music Day, Teachers' Day and birthdays of Rabindranath Tagore and Iswar Chardra Vidyasagar. All these programmes were organised jointly by teachers and students. Special mention must be mentioned about online celebration of different events by different departments.

| 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

Title: 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 an 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

BEST PRACTICE II

**Title: Collaborative Academic Culture**

**Goal: The college has tried to build a collaborative academic culture of its own. The Department of Bengali has introduced a programme named as 'Bishes Shrenikaksha' (Special Classroom) with an idea to discuss topics outside the curriculum by teachers from departments other than Bengali. Two departments, English and Bengali, jointly organized a one-week dance-drama workshop with the same idea in mind. Different cells and committees work and organize programmes together, which is another way to strengthen the collaborative culture.**

| File Description | Documents |
|---|---|
| Best practices in the Institutional web site | [View File](#) |
| Any other relevant information | **No File Uploaded** |

## 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

**One of the distinctive qualities of Heramba Chandra College is its academic excellence which has been maintained for a long time and even during post pandemic times, when enabling the students to return to offline mode of examination has been a big challenge. But we have overcome this challenge in flying colours. In 2021-22, 754 students appeared in the final semester examination, out of which 722 (95.7%) passed the examination. In the academic session 2022-23, the percentage is 93.3. Every year several of our students get placed. Private organisations are eager to recruit our graduates.**

**The departments collaborated with the administration to assert all pre-pandemic norms and practices and disciplines seriously as soon as the college reopened. While hybrid mode is used for teaching, all internal examinations have been held in offline mode since the reopening of college after the pandemic. In the last three academic years not less than 60seminars, webinars, workshops and special lectures were held (in some cases, with the sponsorship of ICSSR) which continue to benefit our students, particularly the advanced learners. The teachers mentor the slow learners, sometimes talk to their parents, use ICT in classrooms to make the classroom attractive and reassert the value that 'Knowledge is power'.**

| File Description | Documents |
| --- | --- |
| Appropriate web in the Institutional website | [View File](#) |
| Any other relevant information | No File Uploaded |

**7.3.2 - Plan of action for the next academic year**

The college had the following plan of action for the year 2023-24.

1. To continue students' placement related activities in a more rigorous way.

2. To sign MOU which will benefit students in enhancing their employability in the job-market.

3. To encourage the students in participating in sports and cultural programmes and also in cultural programme.

4. To increase the use of blendedmode in curriculum delivery.

5. To continue workshops and seminars on matters related to curricula as well as on themes of great socio-historical importance.

6. To initiate new ways of social extension activities, like arranging special classes for under-privileged children for extra-curricular activities.

7. To emphasise green initiatives, like increased use of LED lamps, creation of a herbal garden, creating awareness among students and local community about hazards of plastic.

8. The college has a collaborative culture. All the teachers interact and exchange views and opinions regarding the curriculum and academic matters. The college wants to explore this collaborative culture further through other channels.

9. The college intends to make the MoU with Vital Waste functional through generatingfinancial resources from disposal of e-waste.

10. The college has planned to apply for third cycle of NAAC accreditation.