

Annual Quality Assurance Report of IQAC, 2011-12



# HERAMBACHANDRA COLLEGE

23/49, Gariahat Road, Kolkata– 700029

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

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23/49, GARIAHAT ROAD, KOLKATA-700029

WEBSITE-www.herambachandracollege.ac.in

## The Annual Quality Assurance Report (AQAR) of the IQAC Year 2011-12

### Part – A

#### I. Details of the Institution

1.1 Name of the Institution

Herambachandra College

1.2 Address Line 1

23/49, Gariahat Road

Address Line 2

City/Town

Kolkata

State

West Bengal

Pin Code

700029

Institution e-mail address

teachershcc@gmail.com

Contact Nos.

033-24612689, 033-24610131

Name of the Head of the Institution:

Nabanita Chakrabarti

Tel. No. with STD Code:

033-24611236

Mobile:

8334035364

Name of the IQAC Co-ordinator:

Amit Kumar Dasgupta

Mobile:

9432163613

IQAC e-mail address:

iqacherambachandracollege@gmail.com

1.3 NAAC Track ID (For ex. MHCogn 18879)

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

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

1.5 Website address:

www.herambachandracollege.ac.in

Web-link of the AQAR:

[www.herambachandracollege.ac.in/AQAR/2011-12.pdf](http://www.herambachandracollege.ac.in/AQAR/2011-12.pdf)

[www.herambachandracollege.ac.in/AQAR/2011-12.doc](http://www.herambachandracollege.ac.in/AQAR/2011-12.doc)

1.6 Accreditation Details

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

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

23-11-2011

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

2011-12

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

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

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

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

Autonomy by State/Central Govt. / University

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

**2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and  
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held 1

2.11 No. of meetings with various stakeholders:

No. 

Faculty

Non-Teaching Staff

Students

Alumni

Others

2.12 Has IQAC received any funding from UGC during the year?

Yes

No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

IQAC held meetings with teachers and non teaching staff members for appraising all concerned about the concept of quality improvement in college level academic and allied activities. As a result, improvement in employee commitment to college functioning was observed.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<p>A. IQAC planned to implement the recommendations of NAAC as far as practicable though almost 7 years have elapsed from NAAC accreditation and the accreditation had already lapsed.</p> <p>B. Computerisation of office process be started, to start with students database be computerised after admission so that the</p>	<p>As IQAC has started functioning only in December 2011 plan of action set by the IQAC cannot be brought to the implementation stage. Enquiry for computerisation of office and library started. Students' Union constitution has been drafted.</p>

<p>registration process be hassle free for the students</p> <p>C. Considering that students' union is a part of the college a students' union constitution be drafted to make the election transparent.</p>	
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*\* Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body      Yes  No

Management       Syndicate       Any other body

Provide the details of the action taken

Governing Body took note of the plan of action and stage of implementation of those. It expressed satisfaction that after a delay of 7 years, IQAC started functioning

## Part – B Criterion – I

### I. Curricular Aspects

#### 1.1 Details about Academic Programmes

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

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

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

Pattern	Number of programmes
Semester	
Trimester	
Annual	9

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
(On all aspects)

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

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

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

Nothing in Particular

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

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
19	1	15		3

2.2 No. of permanent faculty with Ph.D.

9

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
	19								

2.4 No. of Guest and Visiting faculty and Temporary faculty

17
0
26

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	5	19	10
Presented papers	3	9	1
Resource Persons	1	1	0

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

Nothing in particular

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

159

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

Nothing in particular

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

01

0

0

2.10 Average percentage of attendance of students

43

2.11 Course/Programme wise  
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A Honours in Bengali	17	0	0	88.24		88.24
B.A. Honours in Education	18	0	11.11	77.78	0	88.89
B.A. Honours in English	15	0	0	80	0	80
B.A. Honours in History	11			90.91		90.91
B.A. Honours in Political Science	6			100		100
B.SC. Honours in Geography	18		5.56	94.44		100
B.sc Honours in Economics	7		28.57	57.14		85.71
B.Com Honours	760		26.45	73.16		99.61
B.Com General	214			9.81	69.16	78.97
B.Sc General	6			16.66	33.37	50
B. A. General	53			1.89	60.38	62.27

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

Though, in 2011-12, IQAC was not able to contribute/monitor or evaluate the teaching learning process as it started functioning late in 2011, IQAC asked the departments to assess their students input and devise methods to complete their syllabus effectively, plan remedial courses. As a part of monitoring, progress and completion status of syllabus according to the academic calendar are periodically looked into. A process of departmental students' feedback was introduced to evaluate the entire teaching learning process.

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	1
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	17	3	0	23
Technical Staff	3	1	0	

## Criterion – III

### 3. Research, Consultancy and Extension

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

Nothing in particular

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

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

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	Nil	Nil	Nil
Non-Peer Review Journals	Nil	Nil	7
e-Journals	Nil	Nil	1
Conference proceedings	Nil	4	1

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

Range  Average  h-index  Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

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

3.13 No. of collaborations

International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

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

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

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

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

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

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

- Nothing in Particular

## Criterion – IV

### 4. Infrastructure and Learning Resources

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

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

#### 4.2 Computerization of administration and library

Library computerisation was initiated. A library software was installed.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	32840	2159019	466	173683	33306	2332702
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	10	0	10	0	0	10	0	0
Added	2	0	0	0	0	1	1	0
<b>Total</b>	<b>12</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>1</b>	<b>0</b>

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

Nothing in Particular
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4.6 Amount spent on maintenance in lakhs :

i) ICT	<input type="text" value="0"/>
ii) Campus Infrastructure and facilities	<input type="text" value="3.88"/>
iii) Equipments	<input type="text"/>
iv) Others (including equipments)	<input type="text" value="0.84"/>
<b>Total :</b>	<input type="text" value="4.72"/>

## Criterion – V

### 5. Student Support and Progression

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

Nothing in Particular

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

Usually, students do not need to report their progression. For small departments, B.A./B.Sc (Hons), teachers keep personal relationship, so the progression can be estimated. But for commerce, such method is not possible. As such in 2011-12 no formal method was there.

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

UG	PG	Ph. D.	Others
3166	0	0	0

#### (b) No. of students outside the state

NR

#### (c) No. of international students

0

Men

No	%
2231	70.46

Women

No	%
935	29.54

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2837	42 6	12 7			3390	2609	47 4	83			3166

Demand ratio

Dropout %

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

NIL

No. of students beneficiaries

0

5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
IAS/IPS etc  State PSC  UPSC  Others

5.6 Details of student counselling and career guidance

Nothing in Particular

No. of students benefitted

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	211	16	0

5.8 Details of gender sensitization programmes

Nothing in Particular

5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	45	82000
Financial support from government	426	
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

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

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

**Vision:**

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

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

**Mission:**

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

#### 6.2 Does the Institution has a management Information System

Yes, not a mechanised one.

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

##### 6.3.1 Curriculum Development

Nothing in Particular

##### 6.3.2 Teaching and Learning

Nothing in Particular

6.3.3 Examination and Evaluation

Nothing in Particular

6.3.4 Research and Development

Nothing in Particular

6.3.5 Library, ICT and physical infrastructure / instrumentation

Nothing in Particular

6.3.6 Human Resource Management

Nothing in Particular

6.3.7 Faculty and Staff recruitment

Nothing in Particular

6.3.8 Industry Interaction / Collaboration

Nothing in Particular

6.3.9 Admission of Students

Online generation of enrolment forms by the selected students.

6.4 Welfare schemes for

Teaching	0
Non teaching	0
Students	0

6.5 Total corpus fund generated

63.53 Lakh

6.6 Whether annual financial audit has been done

Yes

Y

No

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

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

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

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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

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

6.11 Activities and support from the Alumni Association

Nothing in Particular

6.12 Activities and support from the Parent – Teacher Association

Nothing in Particular

6.13 Development programmes for support staff

Nothing in Particular

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

Nothing in Particular

## Criterion – VII

### 7. Innovations and Best Practices

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

1. Students' Union Constitution
2. Improved process of Online admission

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

Nothing in particular

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

1. Online admission; Compulsory online admission was started in West Bengal in the year 2015, whereas in our institution it was in vogue from the year 2007
2. Students' Union Constitution; In West Bengal, attendance as a criterion for contesting union election was not prevalent in any college as such. We drafted Students' Union Constitution on that line.

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

7.4 Contribution to environmental awareness / protection

Nothing in particular

7.5 Whether environmental audit was conducted?

Yes

No

N

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

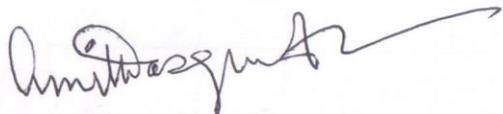
1. Strength of the college is its fame about Commerce education.
2. A) Weakness is that too. A huge number of students aspire to take admission in the College. It admits a little less than thousand students in commerce. but according to government norms only 6 full time teachers can be appointed. Had that been so the student teacher ratio in the Commerce department would be 450:1 as we teach 2700 students in a session. As a result considerable number of part time and guest faculties at a very low remuneration is appointed. obviously those teachers do not have adequate incentive.  
B) Furthermore, the college does not have enough space to accommodate approximately 3300 students. As a matter of fact, for each student less than 10 sq. ft. space is available. This makes difficult the teaching learning process. no new course can be opened. hiring space is also astronomically costly which will be unbearable for the students.
3. The College is centrally located, we get numerous good students. finance is not a constraint.
4. The College requires space in nearby locality. Teacher student ratio in commerce is to be reduced. In an electronically improvised academic environment we require computer literate teachers and computer oriented curriculum.

**8. Plans of institution for next year**

1. Finalisation of Students' Union Constitution.
2. Holding additional classes during vacation for compensating class losses during University examination
3. Remedial classes for slow learner after test examination and during 3.30 to 5pm.
4. Introduction of attractive method of teaching learning
5. Organising interdepartmental lectures
6. Organising Departmental seminars

Name AMIT KUMAR DASGUPTA

Name NABANITA CHAKRABARTI



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure 1  
Academic Calendar, 2011-12

Date	July'11	Aug'11	Sept'11	Oct'11	Nov'11	Dec'11
01	Calcutta University Examination	Calcutta University	College Day	college Day	College Day	College Day
02	College Day	Calcutta University Examination	College Day	Sunday	College Day	College Day
03	Sunday	Calcutta University Examination	College Day	Puja Vacation	College Day	College Day
04	Calcutta University Examination	Calcutta University Examination	Sunday	Puja Vacation	Jagatdhatri Puja	Sunday
05	Calcutta University Examination	Calcutta University Examination	College Day	Puja Vacation	College Day	College Day
06	Calcutta University Examination	College Day	Calcutta University Examination	Puja Vacation	Sunday	Muharram
07	Calcutta University Examination	Sunday	Calcutta University Examination	Puja Vacation	Id-Uz-Zoha	College Day
08	Calcutta University Examination	College Day	College Day	Puja Vacation	College Day	College Day
09	College Day	College Day	College Day	Puja Vacation	College Day	College Day
10	Sunday	College Day	College Day	Puja Vacation	Guru Nanak Birthday	College Day
11	Calcutta University Examination	College Day	Sunday	Puja Vacation	College Day	Sunday
12	Calcutta University Examination	College Day	College Day	Puja Vacation	College Day	College Day
13	Calcutta University Examination	College Day	College Day	Puja Vacation	Sunday	College Day
14	Calcutta University Examination	Sunday	College Day	Puja Vacation	College Day	College Day
15	Calcutta University Examination	Independence Day	College Day	Puja Vacation	1 <sup>st</sup> year Mid - term Test	College Day
16	Calcutta University Examination	College Day	College Day	Puja Vacation	2 <sup>nd</sup> year Mid - term Test	College Day
17	Sunday	College Day	College Day	Puja Vacation	3 <sup>rd</sup> year Mid - term Test	Holiday for Muharram
18	Calcutta University Examination	College Day	Sunday	Puja Vacation	3 <sup>rd</sup> year Mid - term Test	Sunday
19	Calcutta University Examination	College Day	College Day	Puja Vacation	College Day	College Day
20	Calcutta University Examination	College Day	College Day	Puja Vacation	Sunday	College Day
21	Calcutta University Examination	Sunday	College Day	Puja Vacation	College Day	College Day
22	Calcutta University Examination	Janmasthami	College Day	Puja Vacation	College Day	College Day

23	College Day	College Day	College Day	Puja Vacation	College Day	College Day,
24	Sunday	College Day	College Day	Puja Vacation	College Day	College Day
25	Calcutta University Examination	College Day	Sunday	Puja Vacation	College Day	Sunday
26	Calcutta University Examination	College Day	College Day	Puja Vacation	College Day	Winter Recess
27	Calcutta University Examination	College Day	Mahalaya	Puja Vacation	Sunday	Winter Recess
28	Calcutta University Examination	Sunday	College Day	Puja Vacation	College Day	Winter Recess
29	Calcutta University Examination	College Day	College Day	Puja Vacation	College Day	Winter Recess
30	Calcutta University Examination	College Day	College Day	Puja Vacation	College Day	Winter Recess
31	Sunday	Id - UI- Fitr		College reopens after puja vacation		Winter Recess
<b>Date</b>	<b>Jan'12</b>	<b>Feb'12</b>	<b>Mar'12</b>	<b>Apr'12</b>	<b>May'12</b>	<b>Jun'12</b>
01	New Year's Day	College Day	College Day	Sunday	May Day	Calcutta University Examination
02	College Day	College Day	College Day	College Day	Calcutta University Examination	Summer Recess
03	College Day	College Day	College Day	College Day	Calcutta University Examination	Summer Recess
04	College Day	College Day	Sunday	College Day	Calcutta University Examination	Summer Recess
05	College Day	Sunday	1 <sup>st</sup> year TEST Examination	College Day	College Day	Calcutta University Examination
06	College Day	College Day	1 <sup>st</sup> year TEST Examination	Good Friday	Sunday	Calcutta University Examination
07	College Day	College Day	College Day	Easter Saturday	Calcutta University Examination	Calcutta University Examination
08	Sunday	College Day	Doljatra	Sunday	Birthday of Rabindra Nath Tagore	Calcutta University Examination
09	College Day	College Day	College Day	College Day	Calcutta University Examination	Summer Recess
10	College Day	College Day	College Day	College Day	Calcutta University Examination	Summer Recess
11	College Day	College Day	Sunday	College Day	Calcutta University Examination	Calcutta University Examination
12	Swami Vivekananda Birthday	Sunday	College Day	College Day	College Day	Calcutta University Examination
13	College Day	College Day	College Day	College Day	Sunday	Calcutta University Examination
14	College Day	College Day	College Day	Chaitra Sankranti	Calcutta University Examination	Calcutta University Examination
15	Sunday	College Day	College Day	Sunday	Calcutta University Examination	Calcutta University Examination

16	3 <sup>rd</sup> year TEST Examination	College Day	College Day	College Day	Summer Recess	Summer Recess
17	3 <sup>rd</sup> year TEST Examination	College Day	College Day	College Day	Summer Recess	Summer Recess
18	3 <sup>rd</sup> year TEST Examination	College Day	Sunday	Calcutta University Examination	Calcutta University Examination	Calcutta University Examination
19	3 <sup>rd</sup> year TEST Examination	Sunday	College Day	Calcutta University Examination	Summer Recess	Calcutta University Examination
20	College Day	College Day	College Day	Calcutta University Examination	Summer Recess	Calcutta University Examination
21	College Day	College Day	College Day	Calcutta University Examination	Calcutta University Examination	Calcutta University Examination
22	Sunday	College Day	College Day	Sunday	Summer Recess	Calcutta University Examination
23	Netaji's Birthday	College Day	College Day	Calcutta University Examination	Calcutta University Examination	Summer Recess
24	University Foundation Day	College Day	College Day	Calcutta University Examination	Summer Recess	Summer Recess
25	College Day	College Day	Sunday	Calcutta University Examination	Calcutta University Examination	Calcutta University Examination
26	Republic Day	Sunday	College Day	Calcutta University Examination	Summer Recess	Calcutta University Examination
27	College Day	2 <sup>nd</sup> year TEST Examination	College Day	Calcutta University Examination	Summer Recess	Calcutta University Examination
28	Saraswati Puja	2 <sup>nd</sup> year TEST Examination	College Day	Calcutta University Examination	Calcutta University Examination	Summer Recess
29	Sunday	2 <sup>nd</sup> year TEST Examination	College Day	Sunday	Summer Recess	Summer Recess
30	College Day		College Day	Calcutta University Examination	Calcutta University Examination	Summer Recess
31	College Day		College Day		Summer Recess	

## **Annexure II**

### **Best Practices**

#### **BEST PRACTICE I**

**Title:** “Online Admission” Process.

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

1. Remove the difficulties of the students/guardians in collecting forms and submission of those in the time of admission.
2. The college authorities were concerned to stick to a fair and transparent admission process, where all applicants would be equally dealt with and admission will be made on the basis of marks secured in the school leaving examinations.
3. The college also wanted to emphasize on environment friendly admission process where unnecessary wastage of papers were avoided.

**Context:** Online admission was started early in 2007 in this college. The application forms were received online. The lists were published online but the students were needed to get the enrollment forms queuing up before the college counter. As the college used to face tremendous problems due to high demand ratio because for collection of forms, students used to queue up overnight in front of the college resulting in rise of intermediaries and coercion of the intending applicants online admission went a long way to eradicate that problem.

In the above mentioned process merit lists were published online but students, who were issued forms against those lists, were to collect enrollment forms manually by queuing up before the college counter. This also created a situation of commotion and interference by others. So, the college wanted to do away with such manual issue and collection of enrollment forms.

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

The online process of admission was out-sourced from Webtech Softwares, who had been dealing with the same from 2007. Continuous improvisations were needed to make the process applicants friendly and hassle free. From 2007 onwards not much modification in the process was made.

In this academic year (2011 - 2012), the admission process of the college was further improvised to help the applicants. Starting from the distribution of forms to issue of the enrollment forms was entirely online. Even the collection of fees during admission was conducted through Indian Overseas Bank, situated across the city of Kolkata.

The students are asked to collect the enrollment forms online once they were selected.

Those whose names were published in the selected merit lists, were allowed to download those enrollment forms from the admission website [www.herambachandraadmissions.com](http://www.herambachandraadmissions.com) by filling in their dates of birth and marks in English. These checks had been made mandatory so that strangers did not get details of the selected applicants and secondly all applicants would have to pass English in West Bengal to qualify for college admissions.

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

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

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

**Problems Encountered & Resources Required:** Though the college is located in a urban area, many students come from rural and semi urban background. There was an apprehension whether students coming from rural areas would suffer from an initial psychological barrier in using the internet in time of filling up of the forms. But the apprehension did not come true as the number of applicants did not decline in any course. However, a small section of students from remote areas faced problems related to internet access, were helped by the college authorities. The college had to open a help desk, supervised by senior teachers.

One of the problems faced by the students that they had to pay a hefty sum to cyber café and the intermediaries to fill in and downloading the forms. Information regarding admission could not be communicated to them properly resulting in exploitation by intermediaries.

**Notes:** The college believes that a centralized university level admission will go a long way to do away with admission related manipulations. Also substantial information provision through media provided centrally by the university and the government will beneficial for the students.

## **BEST PRACTICE II**

### **Title: Finalisation of Students' Union Constitution.**

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

1. Introduce a constitution for election, operations and effectiveness of the students' union of the college.
2. Give up outside interference in the operation of the students' union of the college.
3. Establish a system where the students' union would be run by regular students of the college who are regular in attendance too.
4. Follow Lyngdoh committee recommendation as far as practicable.

**Context:** Operation and activity of Students' Union in India in general and in West Bengal in particular is a contentious issue. Because of wide spread hooliganism seen at the time of Students' Union elections and controlling of the union by outsiders, Students' Union is seen as a devil and not as a co-operator in college operations.

The college believes that Students' Union is a part and parcel of the college. Communications to students need to be made continuously for effective college operation. It is not possible to convey important messages individually to more than 3000 students, for which students' representatives are pre-requisite. Students' Union act as an important bridge between students and the college.

So, the college requires an operational guideline to elect students' representatives in a democratic manner and to manage students' activities in a creative method. These guidelines are framed in the Herambachandra College Students' Union constitution, drafting of which took place during 2011-12.

**The Practice:** Herambachandra College stands out as one of the rare institutions to make such a successful experiment in the sphere of Students' Union activity. Drafting of the Students' Union constitution was started under the guidance of the Governing Body of the College. The College permits different students' organizations to open their units in the college. Usually those organizations are followers of different political parties in West Bengal. As a result outside political influence in the Students' Union of the colleges in West Bengal is almost a rule rather than an exception.

In this college, Students' Union election is based on individual nominations without mention of any name of the organization to which the students belong. As a result no students' organization could claim to hold the union as theirs. But in reality the organization which controls the majority of the elected representatives claim to hold the union. In most of the cases, it is found that the representatives hardly attend classes. Thus the students are not represented by attending representatives. So, regular students interest is not served. The students' union constitution drafted by the college emphasizes on this and introduced a clause where regular students attending less than 50% of the classed would not be allowed to contest elections.

Secondly as there were no rules and regulations for the operation of the students' union and there was no earmarked responsibility and authority of the office bearers of the

students' union the college needed a students' union constitution to spell out those authority and responsibility.

Moreover, the Students' Union inserted a clause by which online method can be followed at any level, wherever feasible, of the election like issue and receipt of nomination forms, or scrutiny thereof, or publication of results and lists.

The college drafted a students' union constitution on those lines and incorporated as much democratic norms as possible in it.

**Evidence of Success:** The practice proved satisfactory to the students, teachers as well as to the members of non-teaching staff. In fact, not a single instance of student unrest over students' union election in our college took place once we drafted the Students' Union constitution. The practice gave a message that the institution attributes much importance to transparency and fairness in election and operation of the Students' Union. It was also a hassle free election process. In fact, election system previously was prone to interference of the outsiders, which could be done away with. Teaching and non-teaching staff did not face any hazards as the rules and regulations for the elections and constitution were displayed in the college website.

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

**Problems Encountered & Resources Required:** Though the college has introduced attendance norms for being eligible to be elected as a representative, the attendance of the students did not improve. Instead some classes remained unrepresented as no students fulfilling the attendance norms were interested in getting elected. Moreover, in West Bengal, it is observed, that no students' organizations other than followers of the ruling party continue their units in the Colleges. As a result, however democratic the constitution may be, elections get uncontested.

If online election, including online voting, could be introduced, the election would become hassle free, fair and transparent.

**Notes:** The College believes that transparent fair and democratic election of students representative will go a long way to build a beautiful academic environment. And that could be achieved if a concerted effort by all the colleges together be undertaken.