HERAMBA CHANDRA COLLEGE
(Affiliated College)

23/49 Gariahat Road
Kolkata-700029

HERAMBA CHANDRA COLLEGE

Academic and Administrative Audit Report

Academic Year: 2021-2022

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Audit Date

The audit was conducted on 22nd December 2022 and the report was submitted on 23rd December 2022.

Audit Definition

Academic audit is a scientific and systematic method of reviewing the quality of the academic process in the institution. It is related to quality assurance and enhancing the quality of academic activities in HEls.

Audit Process

The External Academic and Administrative Audit (AAA) has been done on the basis of the Reports submitted by the various sub-committees, the availability of data from the office and IQAC and interaction with the HoDs, the Conveners and the Coordinators, the teaching and the non-teaching staff, students & the alumni of the college.

The Auditors visited the offices and the Departments including the library. The auditors interacted with the HoDs, the Conveners and the Coordinators, the teaching and the non-teaching staff, students & the alumni. The IQAC coordinator placed all documents and data including teaching-learning Report, Report on Quality Initiatives, Add-on Programme report, Stakeholders Feedback analysis & Action Taken report, IQAC Minutes, and AQARs.

Members of the Audit Team:

1. Dr. Indrila Guha, Principal, Basanti Devi College, Kolkata.
2. Dr Manas Kabi, Principal, Asutosh College, Kolkata.
3. Dr Ramkrishna Prasad Chakraborty, Principal, K. K. Das College, Kolkata.
4. Mr. Kishore Sengupta, Finance Manager, WBCADC (under P&RD Department), Government of West Bengal
5. Dr. Nabanita Chakrabarti, Principal, Heramba Chandra College, Kolkata.
6. Dr. Ranjan Kumar Auddy, IQAC Coordinator, Heramba Chandra College, Kolkata.

Findings and Observations

Principal: Dr. Nabanita Chakrabarti

Total Teaching Staff:
Total Sanctioned Posts: 29
Total No. of Vacant Posts: 2
Number of Full-time teachers at present: 27
SACT: 40
Total Non-Teaching Staff:
Total Sanctioned Posts: 16
Total No. of Vacant Posts: 2
Total No. of casual staff: 17

Attendance:
(a) Teaching Staff: Regular
(b) Non-teaching Staff: Regular
Leave is availed with a prior online application through the staff portal.

Infrastructure and Facilities:
Total Area of College: 0.72 acres (Approx)
Building/Premises/Build-up area: 0.29 acres (Approx)
Class Rooms: 25 (15 with projectors)
Auditorium: 01 (with 3 projectors and air-conditioned, capacity 250 persons)
Conference Room: 01 (air-conditioned)
Laboratory: 01(Department of Geography)
Computer Lab: 01
Teachers' common room: 01
Students' common room:
Boys: 01
Girls: 01
Canteen: 01
Toilets (separately for boys & girls): Yes
Drinking Water facilities: Yes (Water-purifier installed on each floor)
Playground (Indoor & Outdoor): There are provisions for indoor games like Carom and table tennis. The college has a small playground with a basketball court.
First Aid: Yes
NSS: No, but we have Campus Harmony and Social Service Unit and Heramba Chandra College Ambulance Division (under the auspices of St. John Ambulance)
NCC: No Unit, but several students have joined NCC in their own initiative.
Hostel Facilities
Boys: No
Girls: No

Library:

Area: 282.31 Sq. Mt. (Central Library)

  45.62 Sq. Mt. (Seminar Library)

No. of reading rooms: 01

No. of Books: 40019

No. of Periodicals: 1

Opening & Closing Hours: 11:30 a.m. - 04:30 pm

  11:30 a.m. - 02:00 pm (Saturday)

Other facilities: Web-OPAC

  E-books through mobile app

  E-journals and E-books under consortia

  E-database

  Remote access of E-resources

  E-materials for Research on-demand

  CCTV Surveillance

Total No. of Books issued during the academic year: 465

Online Library facility: Yes

Librarian and other staff: 01 Librarian, 01 Assistant Librarian & 06 other staff as library assistants

  related to Library

Purchased e-book: 31

E database: 3 (N-LIST, JSTOR, EPWRF)

Computer facilities: Yes

Courses offered:

Sl No	Name of the Programme leading toDegree	Intake Capacity	Current Affiliation Status
			Permanent/ Temporary
1	B.A. in Bengali (Honours)	25	Permanent
2	B.A. in Education (Honours)	25	Permanent
3	B.A. in English (Honours)	32	Permanent
4	B.A. in History (Honours)	44	Permanent
5	B.A. in Political Science (Honours)	44	Permanent
6	B Com Hons. (Honours)	750	Permanent
7	B.Com (General)	150	Permanent
8	B.Sc. in Geography (Honours)	25	Permanent
9	B Sc. in Economics (Honours)	49	Permanent

Courses beyond curriculum:

1. Each department is offering a subject-specific Add-On Course of 30 hours duration.
2. Add on courses for all the students:
   (i) Certificate Course in Advanced Excel Training
   (ii) Certificate Course in Web Design by Photoshop and HTML
   (iii) Certificate Course in Digital Marketing

Students:

Total No. of Students: 2621

No. of Male Students: 1715

No. of Female Students: 907

No. of Transgender students: 00

Category wise Students' strength:

General: 1686

SC: 718

ST: 29

OBC: 188

PWD: 0

Attendance:

Theoretical class: Classes are held online due to the pandemic. Online routine has been prepared by all the departments. Attendance has been recorded by the teachers. In a few departments, regular attendance remains a concern. Parents-Teachers' meetings are held online and guardians are intimated about their wards' attendance.

Practical class: Practical classes are held online with almost 100% attendance in Geography Department.

Fees Structure (Course wise): B.A.(H) : Rs.2570./-   B.Com.(H): Rs.2630/-
B.Sc.(H) : Rs.2870/- & Rs.3670/- (Geo) B.Com.(G): Rs.2480/-

Result of the final semester in the academic session 2021-22:

Year	Programme	Students appeared	Students passed	Pass percentage
2022	B COM (HONS)	555	535	96.4
2022	B COM (GEN)	84	76	90.48
2022	B. A. BNGA	12	11	91.67
2022	B.A. EDCA	12	12	100
2022	B.A. ENGA	18	18	100
2022	B.A. HISA	21	19	90.48
2022	B.A. PLSA	24	18	75
2022	B.Sc. ECOA	14	14	100
2022	B.Sc. GEOA	15	15	100

NAAC Accreditation: Yes, 1st Cycle B+, CGPA 76.25, 20-11-2005
2nd Cycle B+, CGPA 2.58, 05-11-2016

No. of Seminars held in the academic year: 28 (Webinar and Local Seminar)

Cultural Programmes: The college has celebrated Rabindra Jayanti, programme offline. Other programmes like Teachers' Day and other cultural programmes and competitions have been held online under the initiative of various departments and cells like the Women Development Cell, and Cultural Committee. Annual Sports cannot be organised due to the pandemic.

Social activities: Various campaign programmes and outreach programmes have been organised under Covid-19 restrictions by Campus Harmony and Social Service Unit and Heramba Chandra College Ambulance Division.

Whether feedback system introduced: Yes, feedback—from students, teachers and alumni, Questionnaires concerning the academic environment of the College and pedagogical performances and progressions from students, on academic support and environmental sustainability from alumni and teachers. These feedbacks are collected, analysed and actions are taken based on feedback received.

No. of Projects: Science: Projects as part of the curriculum from students
Humanities: Projects as part of the curriculum from students
Commerce: Projects as part of the curriculum from students

Innovation in Teaching Process: Teachers have used online support like PowerPoint Presentation extensively in their online lectures. Speakers are invited to deliver online special lectures.
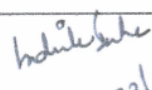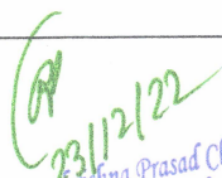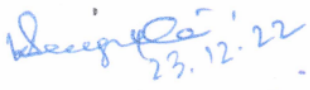
Student Satisfaction Survey: Yes

Future Plan submitted by the College: To reintroduce all the regular programmes that have remained suspended during the pandemic, to prepare the students for offline mode of teaching and examination.
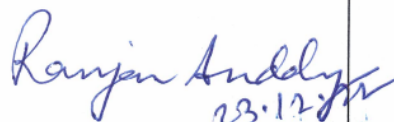
Faculty Empowerment: Yes

Specific Recommendations

- Smart boards need to be introduced.

- Conference room need to be modernised.

- Toilet for physically challenged need to be constructed.

- Solar panel to be installed.

- Internal audit to be updated.

- More Professional development (at least 5 days) and administrative training programs to be organised.

- Preparation for third cycle of assessment and accreditation be initiated.

SL	Name	Designation	Signature
1			
2	Dr. Indrila Guha	Principal, Basanti Devi College	23/12/22 Dr. Indrila Guha Principal Basanti Devi College
3	Dr Ratnakar Pani	Principal, Prafulla Chandra College	R.pani 23.12.22 Principal Prafulla Chandra College 23/49, Gariahat Road Kolkata-700029
4	Dr Ramkrishna Prasad Chakraborty	Principal, K K Das College	23/12/22 Dr. Ramkrishna Prasad Chakraborty Principal K. K. DAS COLLEGE Garia, Kol-84
5	Mr. Kishore Sengupta	Finance Manager, WBCADC (under P&RD Department), Government of West Bengal	23.12.22 KISHORE SENGUPTA Finance Manager WBCADC Govt. of WB
6	Dr. Nabanita Chakrabarti	Principal, Heramba Chandra College	23.12.22 Principal Heramba Chandra College Kolkata-700 029

7	Dr. Ranjan Kr. Auddy	Coordinator, IQAC	

Ranjan Auddy
23.12.22
Co-ordinator
I.Q.A.C.
Herambachandra College

23.12.22
Head of the Institution

Principal
Heramba Chandra College
Kolkata-700 029