



YEARLY STATUS REPORT - 2023-2024

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. **8334035364**
- Mobile No: **8334035364**
- Registered e-mail **teachershcc@gmail.com**
- Alternate e-mail **iqac@herambachandracollege.ac.in**
- Address **23/49 GARIAHAT ROAD**
- 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. LOPAMUDRA BASU**
- Phone No. **9830477431**
- Alternate phone No. **6290031661**
- Mobile **9147088898**
- IQAC e-mail address **iqac@herambachandracollege.ac.in**
- Alternate e-mail address **basulopa24@gmail.com**

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

<https://www.herambachandracollege.ac.in/alluploadnew/agar/AQAR22-23.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

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

https://www.herambachandracollege.ac.in/allupload/11776_150524014137_academic%20calendar23-24.pdf

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
Cycle 3	B++	2.8	2025	02/01/2025	01/01/2030

6. Date of Establishment of IQAC

23/12/2011

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

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

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

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of

[View File](#)

IQAC

9.No. of IQAC meetings held during the year 8

- 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? No

- If yes, mention the amount

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

Certificate courses in Film-making and Spanish Language have been introduced to provide students with valuable skills in these fields. These programs aim to equip learners with practical knowledge and enhance their career prospects.

Besides observing the commemorative days which was observed this year, some important days were observed like World Mental Health Day, Bhasha Divash (International Mother Language Day), National Librarian's Day, National Entrepreneurship Day etc.

Student's week was celebrated and student support programmes like camp for opening of Bank accounts of students, Placement related activities, gender sensitization and awareness program, quiz competition etc.

Ramdhanu, a brainchild of IQAC of Heramba Chandra College, is sustained offering free short-term courses on drawing, singing, dancing and basic computer learning for the unprivileged children of nearer community following earn-while-learn approach with the involvement of teaching and non-teaching staff and student-instructors.

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	Effective MoU
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 World Mental health Day	Days observed with active participation of many students
Encourage participation of students in co-curricular activities	Annual sports, Independence day celebration, Cultural competition in Student's week

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	Nil

14. Whether institutional data submitted to AISHE

Part A

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• if yes, whether it is uploaded in the Institutional website Web link:	https://www.herambachandracollege.ac.in/allupload/11776_150524014137_academic%20calendar23-24.pdf				
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Cycle 3	B++	2.8	2025	02/01/2025	01/01/2030
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	
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• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	8	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
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13. Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Governing Body	Nil
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2022-2023	09/03/2024
15. Multidisciplinary / interdisciplinary	
<p>Heramba Chandra College, a premier institution in West Bengal, offers undergraduate courses in Humanities, Commerce, and Social Sciences. Our goal is to transform into an interdisciplinary and multidisciplinary institution, aligning with the National Education Policy (NEP) 2020. We aim to implement Multi-Disciplinary Courses (MDC) and Inter-Disciplinary Courses (IDC) from the 2023-24 session, adhering to Calcutta University's syllabus. Our curriculum introduces students to diverse comprehension and observation possibilities, focusing on cross-cutting issues. Faculty members have prepared content and study materials to cater to interdisciplinary learners. We organize add-on programs, seminars, webinars, and faculty exchange programs,</p>	

collaborating with organizations like IMS, IDP, and ICA. To encourage research, we publish multidisciplinary peer-reviewed books in Humanities and Social Sciences. Heramba Chandra College is committed to advancing as an interdisciplinary institution, fostering a rich academic environment that supports high-quality teaching, research, and community engagement.

16.Academic bank of credits (ABC):

The Academic Bank of Credit aims to facilitate flexible movement between various institutes, colleges, and universities both within the state and nationally. As part of the NEP 2020 initiative introduced by the Government of India, the UGC approved the creation of an Academic Bank of Credits for all Higher Education Systems starting from the academic year 2021-2022. On July 28, 2021, the UGC issued a gazetted notification informing all Higher Education Institutions about this development. As we adhere to Calcutta University guidelines, our institution has adopted the Academic Bank of Credits. From 2018 to 2023, Heramba Chandra College has followed the curriculum under the CBCS System introduced by Calcutta University. This system was implemented for the Commerce stream from the academic year 2017-18 and the Humanities and Science streams from 2018-19. The college operates in accordance with the regulations established by Calcutta University. NEP 2020 seeks to create a more dynamic academic environment by ensuring multiple entry and exit points for students at various stages of their academic careers, thereby providing them with broader opportunities. Heramba Chandra College has taken steps in this direction and is moving forward in its preparedness for NEP 2020.

17.Skill development:

Heramba Chandra College offers certificate courses in Web Designing in collaboration with Rights Brain, Financial Accounting in collaboration with Tally Institute and ICA, to provide students with skill enhancement opportunities. The Library has conducted awareness and instruction programmes for the students. To promote value education and social outreach, the college has active MoUs with organizations like Uddami and CINI. MoU with Redivivus Recyclers Pvt. Ltd. fosters environmental awareness and e-waste management. The college promotes interdisciplinary research through seminars, workshops, and faculty and student exchange programs. Departments publish wall and emagazines, and students are encouraged to submit research projects. The college publishes the best student projects and plans to encourage faculty members to submit project proposals.

Heramba Chandra College integrates skill development courses, practical training, and collaborative initiatives to prepare students for professional success and social responsibility.

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

Heramba Chandra College follows the NEP (2020) CCF along with the Choice Based Credit System (CBCS) curriculum introduced by Calcutta University. The curriculum incorporates elements of traditional knowledge, particularly in language and literature departments. The college promotes the Indian Knowledge System (IKS) through various activities like seminars, workshops, and heritage walks. Observing International Mother Language Day and World Yoga Day is also promoted by the college. Departments are encouraged to conduct programs on ancient drama performances. Departments of language and literature, in particular, play a crucial role in integrating the Indian Knowledge System. For example, the Department of Bengali offers a course on Charyapad, which embodies the core spirit of IKS. Additionally, the syllabi of the Humanities and Social Science departments include relevant information on IKS. The Political Science syllabus features Arthashastra-Dandaniti, while the Education syllabus covers aspects of the ancient Indian education system. The Calcutta University curriculum has formally included IKS from the 2023-24 academic year. The college is committed to preserving and disseminating India's rich cultural heritage, integrating IKS into its academic programs and activities.

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

Heramba Chandra College prioritizes Outcome-Based Education (OBE) by focusing on student-centric learning processes. The college employs effective learning methodologies, including: - Learner-Centric Approach: Encouraging active involvement and practical teaching. - Interactive Modes: Using audio-visual aids, learning management systems, study tours, and field visits. - Project-Based Learning: Fostering soft skills and cooperative attitudes through collaborative problem-solving. - Participation in Activities: Engaging students in seminars, group discussions, and career counseling. The college documents Course Outcomes (COs) and Programme-Specific Outcomes (PSOs) for each department. Faculty members formulate COs, outlining expected knowledge and skills. The realization of objectives is assessed through teacher evaluations and student performance in end-semester examinations. Review meetings are conducted to discuss student achievement and determine next steps. The teaching-learning process emphasizes

achievement of cognitive, affective, and psychomotor skills over numerical scores.

20.Distance education/online education:

No provision for distance education from the College is available. The College has created facilities for online study materials and classes available to its enrolled students. The college has a dedicated learning management system.

LMS: <https://herambachandracollege.net/eshikshak/>

Extended Profile

1.Programme

1.1	9
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	2627
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	769
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	760
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	67
File Description	Documents
Data Template	View File
3.2 Number of Sanctioned posts during the year	90
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	27
4.2 Total expenditure excluding salary during the year (INR in lakhs)	162.68833
4.3 Total number of computers on campus for academic purposes	64
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	
<p>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</p>	

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, Ebooks through mobile app etc.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.herambachandracollege.ac.in/alupload/11776_150524014137_academic%20calendar23-24.pdf

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. 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	https://www.herambachandracollege.ac.in/alupload/11776_150524014137_academic%20calendar23-24.pdf

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

B. Any 3 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)**

10

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)	View File

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

299

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

280

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

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

Heramba Chandra College emphasizes holistic student development through positive professional ethics, values, gender equality, and sustainability. The college integrates cross-cutting issues such as human values, dignity, liberty, equality, justice, and unity in diversity. 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 amongst 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

2

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	
752	
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	A. All 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)	View File
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://herambachandracollege.ac.in/page.aspx?id=130&mn=Student_Life
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	
1398	
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	
402	
File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File
2.2 - Catering to Student Diversity	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
<p>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.</p>	
File Description	Documents
Link for additional Information	NIL
Upload any additional information	View File

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

Number of Students	Number of Teachers
2627	67

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Heramba Chandra College employs student-centric methods to enhance the learning experience through experiential learning, participative learning, and problem-solving methodologies.

Experiential Learning includes field surveys, educational excursions, and visits to historical and cultural sites like museums, art galleries, and archives. Heritage walks and extension activities by the Campus Harmony and Social Service Unit provide students with real-world knowledge and exposure to societal issues.

Participative Learning is encouraged through various platforms, such as participation in Youth Parliament, preparing wall magazines, and attending workshops. Students actively engage in seminars, debates, and discussions, boosting their confidence and skills. Additionally, special events like World Yoga Day and International Women's Day promote student involvement in holistic development.

Problem-Solving Methodologies are integrated through project works, brainstorming sessions, and assignments using Google Classroom. The use of MCQs in LMS portals helps students prepare for competitive exams.

ICT Tools play a pivotal role in the teaching-learning process. Smartboards, laptops, and online platforms like Google Classroom and LMS software are regularly used in classes, seminars, and special lectures. The library offers e-books through mobile apps and Open-Source Integrated Library Management Software (Koha), further supporting a tech-driven learning environment.

File Description	Documents
Upload any additional information	View File
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 7 classrooms and conference room; projectors in 15 classrooms. Teachers use laptops (purchased from RUSA grant and from college's own resources), projectors and smartboards in order to 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/aluploadnew/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

67

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	View File

2.4 - Teacher Profile and Quality

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

67

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

22

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

901

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.

Heramba Chandra College follows the university guidelines for Internal Assessment and End-Semester Examinations. While the university manages external examination schedules and notifications, the college oversees internal assessments.

Under the CBCS curriculum, internal assessments carry 10 marks for Core Courses (CC), Generic Electives (GE), Discipline-Specific Electives (DSE), and Skill Enhancement Courses (SEC). Attendance contributes another 10 marks, and Arts and Economics departments include a 15-mark tutorial. Departments conduct assessments through exams, project work, presentations, and viva-voce. For example, the English department assigns projects and conducts vivas, while History requires term papers. Geography holds surprise vivas, and Commerce has a dedicated project paper. Currently the institution follows tutorial (25marks) and theoretical evaluation(75marks) as per the NEP (2020) guidelines.

Each department records internal marks and uploads them to the university portal. The university publishes schedules and admit cards for external exams, which the college circulates. When serving as an exam center, the college issues detailed seat allotments. Geography practical exams involve external evaluators assessing lab notebooks and conducting vivas.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.herambachandracollege.ac.in/alupload/1017_010724115209_Bengali_Assessment.pdf

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. The links are:

<https://herambachandracollege.net/grievance/>

<https://herambachandracollege.net/grievance/exam-grievances-register-page>

<https://herambachandracollege.net/grievance/exam-grievances-login>

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://herambachandracollege.net/grievance/exam-grievances-login

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.

Heramba Chandra College, affiliated with the University of Calcutta, follows the university syllabus. Since the university did not publish course outcomes for the programs taught, the Academic Committee developed Programme Outcomes (PO), Course Outcomes (CO), and Learning Outcomes (LO) for all nine courses. This initiative aimed to align educational goals with structured learning outcomes.

The college mapped PO, PSO (Program Specific Outcomes), and CO using Bloom's Taxonomy, a framework categorizing learning objectives from basic recall to higher-order thinking skills. This structured approach helps define clear learning objectives, benefiting both faculty and students in their pursuit of academic excellence. Each department actively participated in framing PSOs and LOs, ensuring specificity and measurability in student learning assessment.

PSOs outline the expected knowledge, skills, and competencies students should achieve by the end of a course or program. They provide clarity to instructors and students regarding learning expectations and program effectiveness. Each CO is systematically mapped against PO and PSO to maintain alignment with academic goals.

Students are informed about PO, PSO, and CO through the college website and departmental pages.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://herambachandracollege.net/POCO/
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.

Evaluating Programme Outcomes (PO) and Course Outcomes (CO) is crucial for assessing an institution's educational effectiveness. Heramba Chandra College uses both qualitative and quantitative data to ensure a comprehensive evaluation.

Attainment is not measured by a uniform standard but is assessed based on student profiles, including first-generation status, socio-economic background, and prior academic achievements. To achieve a holistic evaluation, the college has an online portal where students provide personal and academic details.

Qualitative assessment includes student engagement, assignment submissions, participation in discussions, and performance in viva and projects. Quantitative data covers entry-level tests, internal assessments, and end-semester results. The college employs a scientific methodology, using a web portal to map courses to Programme Specific Outcomes (PSOs) and assess final-year students. An algorithm calculates attainment scores with 80% weightage on CGPA and 20% on faculty-assigned grades. Assessment Portal

Beyond academic evaluation, real-world application is the final benchmark. Student progression to higher education, successful job placements, and feedback are key indicators of attainment. Placement and higher education tracking details are available [here](#) and [here](#). Continuous student feedback further informs the college's assessment process.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://herambachandracollege.ac.in/allupload/98853_310824100623_Economics_CCF.pdf

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

644

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://herambachandracollege.net/feedback/>

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

13

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**

30

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**

16

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

Heramba Chandra College has consistently been recognized for its dedication to extension activities, demonstrating a strong commitment to social service and community engagement.

In 2023, Heramba Chandra College received the "Recognition for Ramdhanu Extension Initiative" from Ward No. 90 of the Kolkata Municipal Corporation. This initiative has significantly impacted the local community, promoting educational opportunities and social inclusion for marginalized groups.

Through various outreach programs, the Campus Harmony & Social Service Unit has successfully addressed social issues and contributed to the welfare of the community. The students of

Heramba Chandra College have received numerous awards and recognitions in sports and cultural activities.

One of the primary impacts is community empowerment. By providing training, awareness programs, and resources, people become self-reliant and better equipped to tackle challenges. Educational outreach programs enhance literacy and encourage lifelong learning, while health initiatives promote hygiene, nutrition, and disease prevention, leading to improved well-being.

Environmental campaigns, such as tree plantations, waste management, clean-up drives contribute to ecological sustainability. Skill development and vocational training programs create employment opportunities, reducing poverty and boosting local economies. In the long run these initiatives promote holistic development by enhancing the quality of life and fostering a sense of responsibility.

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

4

File Description	Documents
Reports of the event organized	View File
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

75

File Description	Documents
Report of the event	View File
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

25

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

15

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
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.

With a campus area of nearly 11,000 sqft, the college is dedicated to fostering a robust teaching-learning environment through its well-utilized physical infrastructure ensuring blended mode of learning through strategic deployment of ICT infrastructure across the Classrooms spanning four floors of the college building. Equipped with white boards, projectors, visualizers, interactive boards and smart boards, these facilities support dynamic and interactive teaching methods.

The college houses specialized facilities like a dedicated Computer Laboratory. It ensures use of advanced equipment and computers and prepares students with practical skills aligned with

industry demand. Furthermore, the Geography Laboratory stands out with its advanced equipment tailored to develop practical skills. It accelerates GIS software learning to gain crucial knowledge relevant to today's academic and professional landscapes.

The Library is a hub of knowledge, featuring a comprehensive collection of both physical resources and e-resources. It accommodates a seventy-seater reading hall providing students with a conducive environment for study. The Central Library, the Seminar Library and the Departmental Library associated with the Department of Geography enhance access to resources of different subject-domains tailored to academic pursuits.

The college's commitment to academic excellence extends to its versatile spaces like the Conference Room and Auditorium. These venues host a variety of academic activities including seminars, workshops, and orientation programs.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.herambachandracollege.ac.in/alupload/16724_310125035835_physical_facilities.pdf

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

The college auditorium hosts a range of cultural events, enriching campus life. Students enjoy practising outdoor sports such as basketball and badminton in the Play Area. For indoor recreation, facilities like Table Tennis, Carom, and Chess are available, stimulating the spirit of competition and leisure. These enrich diversity and unity, teamwork and mental agility among college students.

An airy area has been assigned for Yoga classes, where a qualified Yoga Instructor guides students through the techniques of the, practices of this ancient Indian fitness and wellness discipline. Staff members are also encouraged to take advantage of this facility alongside the students.

Additional amenities like a canteen, cheap book store, students' common room, elevator access, purified drinking water, fire

extinguishing system and CCTV surveillance ensure a safe and supportive environment for all. The college offers wheelchair, accessible ramp and restroom, ensuring convenience and inclusivity for differently abled individuals. The college's rainwater harvesting system collects and stores rainwater for reuse, promoting sustainability and water conservation on campus. Looking forward, solar panels are installed on the rooftop, demonstrating the college's commitment to sustainable energy practices. These comprehensive facilities cater to academic needs, as well as, enhance the overall student experience, encouraging a balanced and fulfilling campus life.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.herambachandracollege.ac.in/page.aspx?id=51&mn=Student_Life

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.net/eshikshak/
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)

9.07530

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)

The library utilizes Open Source Software Koha (version 22.05.14.000) for library automation with a high-performance search engine Zebra (version 2.0.59) enabling Integrated Library Management System (ILMS). The system, running on a Linux Cloud server (OS version : Linux mail1 4.19.0-6-amd64 #1 SMP Debian 4.19.67-2+deb10u2), offers modules like Administration, Acquisitions, Cataloging, and Circulation, and facilitates multilingual indexing, full-text search, and metadata interoperability via Library Standards and Protocols, and platform-independent interfaces.

The cataloging and metadata digitization process adhere to the customized MARC21 Metadata Standard framework by the Library of Congress, ensuring consistency across fields and values. Patron databases are integrated into the system regularly, supporting multi-lingual data entry in language-specific or Roman scripts as required. Automated barcode generation and labelling streamline circulation process.

The library's collection, with 6,381 unique book titles and 18,806 items under digitization, is accessible through Web-OPAC (link: <https://hcc.blacal.in/>), which supports global API integration for retrieving resource metadata, facilitating field-based and advanced searches with keyword-indexing.

Additionally, The library also provides e-resources under institutional subscription to strengthen Research and Innovation, including N-LIST, EPWRF, JSTOR, J-Gate SSH and Pearson eLibrary ensuring access thousands of online learning items including e-books, scholarly/peer-reviewed e-journals, structured factual

dataset, primary sources, statistical standards etc. Open Educational Resources (OERs) like Shodhganga, Shodhgangotri, swayam, NDLI, DOAJ, doab and many more are integrated into the library webpages to promote e-learning. The library has access to E-ShodhSindhu, a comprehensive e-resource subscription platform. To support academic and research needs, the library subscribes to Economic&PoliticalWeekly, indexed in Scopus.

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 toe-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)

2.71911

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

27

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 college has made significant improvements in its IT infrastructure to support academic and administrative functions. This includes regular hardware upgrades such as enhanced RAM, SSD installations, and system maintenance for laptops, desktops, and peripherals. The wired network, updated since 2008, ensures fast and reliable internet access across campus, supported by both LAN and Wi-Fi. Wi-Fi, in place since 2015, and network upgrades address growing connectivity demands. The college also collaborates with a broadband service provider to maintain consistent internet service for research, online platforms, and administrative tasks. Cybersecurity measures, including firewall protection and regular antivirus updates, safeguard the network from emerging threats.

The college emphasizes sustainability by adopting energy-efficient technologies and cloud-based solutions to enhance accessibility and scalability. Online systems manage large datasets such as student, finance, and library information, while tools for biometric attendance and software-based ID card generation streamline operations. Despite challenges like budget constraints and technological obsolescence, strategic planning and staff training ensure ongoing improvements. Future plans focus on continuous infrastructure assessments, proactive budget allocations, and collaboration with industry partners to support academic excellence, research, and efficient administration.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://staffportal.herambachandracollege.ac.in/index.aspx

4.3.2 - Number of Computers

75

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
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)

84.96424

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.

The Finance Committee and Tender Committee manage the institution's budget, overseeing capital expenditures and expenditures for maintenance, hardware, software updates, AMCs, website upkeep, cloud rentals, and other operational costs. They ensure that funds are allocated to essential services and infrastructure needs, including new acquisitions as well as additions and maintenance of the existings. Financial management includes annual budgets, internal audits, and statutory audits. Computers and other peripherals are approved from Technology Cell. The assets and instruments of Geography Laboratory and Computer Laboratory are monitored by these said committees. The Library Committee is responsible for overseeing book purchases and subscriptions to e-resources, while allocating funds to various departments ensuring open access to physical resources and offering 24x7x365 Web-OPAC.

Maintaining support facilities on the website outlines regular updates of the necessary information for the stakeholders enabling dissemination of multi-faceted information related to the college, administration, academics, admission, student life, information corner, helpline, library, placement etc following latest UGC gu

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.herambachandracollege.ac.in/page.aspx?id=37&mn=Administration

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	
1459	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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)	View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
47	
File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
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	B. 3 of the above

File Description	Documents
Link to institutional website	https://www.herambachandracollege.ac.in/alupload/9566_310125063845_Capacity%20Building%20and%20Skill%20Enhancement.pdf
Any additional information	View File
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

650

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

650

File Description	Documents
Any additional information	View File
Number of students benefitted 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	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

66

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

58

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

5

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.**

20

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

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. Also principal has selected a representative in IQAC.

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

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

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

34

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

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

There is a registered Alumni Association (Sanjyog, the Alumni Association of Heramba Chandra College Registration Number SO243682 of 2015-16 with Legacy Registration Number S/2L/43682) that contributes significantly to the development of the institution through financial and/or other support services.

Name: Sanjyog, the Alumni Association of Heramba Chandra College

Establishment Year: 2015

Legacy Reg No. : S/2L/43682 of 2015-2016

Registration Number: SO243682 OF 2015-2016

Patron: Principal, Heramba Chandra College

President: Sambaron Banerjee

Secretary: Tirtha Sinha

Sanjyog demonstrates a strong commitment to social responsibility through various initiatives:

Blood Donation and Medical Camps: Alumni, students, and faculty collaborate to address healthcare needs, with alumni medical professionals offering free services.

Disaster Relief Efforts: Mobilizing resources and coordinating support during natural disasters and crises. **Health Awareness Sessions:** For example, an interactive session on Alzheimer's disease in collaboration with Dr. Kaushik Dutta from AMRI Hospital.

Sanjyog ensures that alumni remain an integral part of Heramba Chandra College's journey. Through diverse programs and initiatives, Sanjyog significantly contributes to the holistic growth of the college community, embodying the spirit of excellence, service, and community engagement. This strong alumni college connection supports future generations of students, ensuring the college's continued positive impact on society.

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

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

Our college offers more than academics, providing diverse extracurricular activities, cultural events, and community engagement opportunities. These initiatives promote personal growth, leadership skills, and a holistic educational experience. Equipped with state-of-the-art facilities and a supportive environment, we help students excel academically, pursue passions, and emerge as confident, well-rounded individuals ready to make a positive societal impact.

Vision: We aspire to build a future where everyone can thrive, regardless of their background. Our goals include becoming a dynamic institution of excellence, imparting updated knowledge, fostering self-reliance, and championing dignity, social justice, and human rights. Through innovation and collaboration, we prepare graduates to address global challenges and create a sustainable, equitable world.

Mission: Our mission is to empower individuals with quality education, innovation, inclusivity, and diversity. We ensure education for all, nurture values of mutual understanding, promote holistic development, and guide students in making informed career and life decisions.

Aligned with NEP, we offer interdisciplinary curricula, inclusive education, and infrastructure upgrades such as smart classrooms and modern libraries. Decentralized administration ensures active stakeholder participation, while short- and long-term plans focus on inclusivity, faculty development, and value-driven knowledge. Together, we cultivate a vibrant, inclusive environment for academic and societal excellence

File Description	Documents
Paste link for additional information	https://herambachandracollege.ac.in/page.aspx?id=3&mn=About Us
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 follows a decentralized approach, with

academic and operational policies shaped through unanimous decisions by the Governing Body, the Institutional Quality Assurance Cell (IQAC), and the Teachers' Council. Faculty members play an active role in various committees and cells, nominated by the Principal and Governing Body, as well as in the IQAC and other key committees. Students are encouraged to take on leadership roles in diverse activities, while input from non-teaching staff is considered in policy formulation and decision-making. External stakeholders, including alumni representatives in the IQAC and government representatives in the Governing Body, also contribute to this collaborative process. Meetings foster teamwork, allowing members to address challenges, explore opportunities, and make consensus-driven decisions. Recently, the IQAC has empowered departments to organize Special Lectures and authorized various cells to commemorate Special Days of their choice.

File Description	Documents
Paste link for additional information	https://herambachandracollege.ac.in/page.aspx?id=36&mn=Campus_Harmony
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institute operates under the statutes of the University of Calcutta (CU) and regulations of the Department of Higher Education, West Bengal. The Governing Body, led by the Principal, includes teaching, non-teaching, student, and external representatives, overseeing infrastructure, academics, admissions, and governance. Regular meetings ensure transparency and accountability. From July 2022 on, ICT-based hybrid teaching was implemented, supported by structured schedules and timely updates. Positive student feedback highlighted the initiative's success in enhancing engagement and accessibility. The IQAC and subcommittees actively manage academic, co-curricular, and extracurricular activities, promoting collaborative decision-making and faculty leadership. Transparent recruitment policies ensure merit-based appointments. Dedicated cells address student needs through counseling, anti-ragging measures, and grievance redressal. Cultural and sports events promote holistic development and inclusivity. The college remains committed to academic excellence and holistic growth.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.herambachandracollege.ac.in/page.aspx?id=169&mn=About_Us
Upload any additional information	View File

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 policies highlight the effectiveness of its governing bodies across multiple domains. The seamless transition to virtual education, efficient library operations, active placement cell, and streamlined online admissions process reflect our operational excellence. The initiatives from the Women's Development Cell and Cultural Subcommittee, with significant student involvement, showcase our adaptability to evolving circumstances.

Key decision-making entities, including the Governing Body, Finance Committee, IQAC, Teachers' Council, Academic Subcommittee, RUSA Subcommittee, and Library Subcommittee, work collaboratively to develop strategies and organize programs aimed at academic achievement and holistic student growth.

The institution also prioritizes student safety and support through active Grievance Redressal, Internal Complaints Committee (ICC), and Anti-Ragging Cells, with helpline numbers prominently displayed on the website for accessibility. The absence of ragging incidents underscores our commitment to maintaining a safe and inclusive campus environment.

Appointments of Assistant Professors and Librarians are conducted in line with government norms and Governing Body recommendations, with no recent disputes or violations of service rules, demonstrating transparency and adherence to regulatory standards

File Description	Documents
Paste link for additional information	nil
Link to Organogram of the Institution webpage	https://herambachandracollege.ac.in/page.aspx?id=173&mn=Administration
Upload any additional information	View File

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

Heramba Chandra College has established a comprehensive welfare and performance evaluation system for both teaching and non-teaching staff. For teachers, regular academic and administrative audits ensure accountability, while a 360-degree appraisal system incorporates feedback from multiple stakeholders. Annual self-assessments, evaluated through the PBAS framework, influence promotions under UGC CAS guidelines, with additional responsibilities also being recognized. Non-teaching staff undergo annual appraisals by the Principal and Bursar, with department heads assessing specific roles to ensure continuous performance enhancement.

The college prioritizes staff well-being through financial assistance, professional development opportunities, leave benefits, recreational activities, and a grievance redressal

system. Financial support includes cooperative initiatives, grants for seminars, and interest-free Puja Advance loans. Professional growth is encouraged through study leave and financial aid for academic participation. A well-structured leave policy provides maternity, childcare, medical, earned, and casual leave to support staff needs. The college organizes sports events, cultural programs, picnics, and wellness activities. Regular health check-ups, including blood donation, eye care, cancer awareness programs, and COVID-19 vaccinations, further support staff and student welfare. A grievance redressal mechanism also ensures concerns are addressed, while research and publication support fosters academic growth. These initiatives create a positive and supportive work environment at Heramba Chandra College.

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

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

2

File Description	Documents
Upload any additional information	View File
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

1

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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

8

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
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. For teachers, regular academic and administrative audits ensure accountability, while a 360-degree appraisal system incorporates feedback from multiple stakeholders.

File Description	Documents
Paste link for additional information	https://herambachandracollege.net/faculty_appraisal_system/
Upload any additional information	View File

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 accounts of the college for the financial year 2023-2024 is ready and internal audit process is in verge of finalisation. The college has been utilizing the College Management System (CMS), a cloud-based online platform that provides real-time data, ensuring that any transaction is immediately reflected in the accounts. The system integrates online student fee collection with Billdesk and the bank, ensuring accurate updates in student records. The auditor is granted user access to the CMS, enabling remote inspection and verification of the system and accounts. The finalization of accounts involves collaborative discussions between the auditor, college administration, and the Accounts Department. Any recommendations or suggestions made by the auditor for improvements or changes are carefully reviewed and implemented. This process ensures that the college's financial operations remain transparent, efficient, and in compliance with established auditing standards. The use of the CMS further enhances the accuracy and timeliness of financial reporting, which is essential for the college's ongoing operations.

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)

nil

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

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 Development 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 enthusiastic 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 resource.

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

6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell (IQAC) at Heramba Chandra College ensures academic excellence through a holistic approach, maintaining compliance with academic, administrative, and financial standards. It enhances the teaching-learning process by

integrating modern techniques, promoting student engagement, and organizing workshops and seminars for skill development. Regular assessments track student progress, ensuring continuous improvement.

Operational efficiency is strengthened through streamlined administrative processes, staff training, and environmental audits. Learning outcomes are systematically set and monitored, with performance evaluations conducted through exams, projects, and presentations. A robust feedback system helps drive ongoing improvements. The institution actively adopts advanced technologies, including Learning Management Systems (LMS), while ensuring data security and accessibility.

IQAC also fosters research and collaboration by facilitating academic partnerships, supporting faculty and student participation in external programs, and organizing interdisciplinary seminars and workshops. Addressing challenges such as technological advancements and space constraints, the college successfully adapted to disruptions like COVID-19, ensuring seamless academic continuity. Future goals include adopting emerging technologies, expanding global collaborations, and further enhancing educational standards. Through these initiatives, IQAC upholds a culture of quality and innovation, fostering a dynamic and supportive learning environment for students and staff.

File Description	Documents
Paste link for additional information	https://herambachandracollege.ac.in/page.aspx?id=207&mn=IQAC
Upload any additional information	View File

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

During academic committee meetings led by the Principal, the institution evaluates its teaching and learning methodologies. The IQAC highlights the significance of skill-enhancing add-on courses, the celebration of important days, the integration of digital and experiential learning, and active student participation in outreach and extension programs. These initiatives aim to foster the comprehensive growth of students.

File Description	Documents
Paste link for additional information	https://herambachandracollege.ac.in/page.aspx?id=122&mn=IQAC
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://herambachandracollege.ac.in/page.aspx?id=59&mn=About_Us
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Heramba Chandra College actively promotes gender equality through a structured Gender Audit, assessing the representation of men and women among students, faculty, and staff. The curriculum integrates gender sensitization topics across multiple disciplines, including Political Science, History, and Literature. The English and Political Science departments have also offered free add-on courses on gender studies, enhancing students' understanding of gender dynamics and social structures. Women play a key role in college administration, with female faculty leading

various committees, including the Internal Complaints Committee (ICC). The Principal, Bursar, and Teachers' Council Secretary are also women, reflecting the institution's commitment to women's leadership. The college ensures a safe and inclusive environment through CCTV surveillance, security personnel (including female guards), ID verification, and a dedicated common room for female students. A grievance redressal system, including the ICC and Anti-Ragging Cell, addresses any concerns, while collaborations with organizations like Uddami India Foundation and CINI provide self-employment training and psychological counseling. Awareness programs, including Women's Day celebration, seminars on gender issues, has been conducted in the year 2023-2024. Through these initiatives, the college fosters an inclusive, secure, and empowering space for women.

File Description	Documents
Annual gender sensitization action plan	https://herambachandracollege.ac.in/page.aspx?id=70&mn=Campus_Harmony
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://drive.google.com/file/d/1enCjowkyCNB_aFi1ZhJWNjfgI7l1TVXm/view?usp=sharing

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
Any other relevant information	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

Heramba Chandra College has implemented an effective solid waste management system with an eco-friendly approach. Separate bins are

provided for biodegradable and non-biodegradable waste to ensure proper disposal. Students are regularly educated on responsible waste management, and littering is strictly prohibited. Biodegradable waste is repurposed as manure for the college garden, promoting resource reuse.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	nil
Any other relevant information	View File

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

C. Any 2 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

A. Any 4 or All of the above

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

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File
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	A. Any 4 or all 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	No File Uploaded
Any other relevant information	View File

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).

Heramba Chandra College promotes inclusivity through various initiatives aimed at fostering cultural, linguistic, and communal harmony. Key programs include communal harmony events during national celebrations like Independence and Republic Day, socio-economic sensitization efforts such as webinars on scholarships, and dedicated support for marginalized students through the SC/ST/OBC Cell. The college actively invites students from diverse backgrounds, enhancing campus diversity and understanding. The Campus Harmony and Social Service Unit, established in 2018, spearheads community outreach and volunteer programs, promoting social responsibility and unity. Special days such as Constitution Day, International Women's Day, and World Environment Day are observed to raise awareness on important societal issues. These initiatives collectively embody the college's commitment to diversity, civic responsibility, and a harmonious learning environment.

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

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

The college actively promotes an inclusive environment through various initiatives that emphasize cultural, linguistic, and communal harmony. The college's Inclusive Environment Policy sets the foundation for promoting tolerance, acceptance, and diversity across campus. Programs celebrating National Commemoration Days highlight the nation's cultural richness, while the Socio-economic Sensitization Programme helps students access financial assistance, particularly post-pandemic, through camps on state scholarships and the Student Credit Card.

The college supports marginalized groups through its SC/ST/OBC and Minority Cell, ensuring equal opportunities and resources. Efforts to include students from varied backgrounds further enhance the campus environment, promoting understanding and respect. The

Campus Harmony and Social Service Unit, established in 2018, leads community outreach and extension programs, encouraging social responsibility and unity. Its objectives include promoting social harmony, facilitating community service initiatives, and addressing local societal issues through volunteer efforts.

The college also observes special days like Constitution Day, World Environment Day, International Women’s Day etc, encouraging dialogue on societal issues. Accessibility initiatives, such as elevator, ramp, wheelchair, toilet for differently-abled persons, ensure an inclusive physical environment. The institution’s code of conduct reinforces respect, tolerance, and fairness, ensuring a harmonious campus. Through cultural events like the Annual College Social, the college celebrates the diverse talents and contributions to the college community

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	No File Uploaded
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	No File Uploaded
Any other relevant information	View File

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

In 2023-2024 the college celebrated several international and national commemorative days and events. These included celebration of international Women's Day, Independence Day, National Sports Day, National Entrepreneurship Day, Library Day, World mental Health Day etc, National Constitutional Day etc. All these programmes were organised jointly by teachers and students.

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	View File

7.2 - Best Practices

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

Heramba Chandra College prioritizes both academic excellence and overall community development through innovative practices aimed at enhancing the educational experience. Two standout practices reflect this commitment:

Best Practice I: Online Documentation of Teachers' Activities The college has introduced an online system for documenting teachers' daily attendance, class activities, and performance. The system includes features like recording daily classes, tracking academic

activities, calculating performance scores based on the Performance Based Appraisal System (PBAS), and managing leave applications. The online staff portal ensures transparency, easy access to records, and a streamlined process for teachers to log their activities and administrative duties.

Best Practice II: Special Classes with an Inter-disciplinary Approach Initiated by the Department of Bengali in 2021 under the IQAC, this practice promotes a multi-disciplinary approach to learning. Special classes, conducted in Bengali, encourage students to engage in discussions that blend multiple academic disciplines, fostering a deeper understanding and stimulating research ideas. These sessions are designed to enhance learning beyond the curriculum, facilitating the exchange of knowledge among students and faculty from diverse fields. The interactive format, supported by ICT tools, aims to expand students' intellectual horizons and generate innovative academic ideas.

These practices contribute to the holistic development of students and faculty, supporting academic growth and fostering community engagement.

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

7.3 - Institutional Distinctiveness

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

Heramba Chandra College, with a rich history of academic excellence, launched the "Ramdhanu" (Rainbow) program in 2022-23 to empower underprivileged children through education and extracurricular activities. This initiative, spearheaded by the Internal Quality Assurance Cell (IQAC), offers free short-term courses in dancing, singing, drawing, painting, and basic computer skills. The program emphasizes holistic development, providing not only educational opportunities but also free meals to ensure both intellectual and physical nourishment. Ramdhanu's success is driven by active participation from faculty, students, and staff. Faculty members volunteer their time on Sundays to teach, while students serve as instructors, demonstrating a strong commitment to community service. The Students' Union plays a vital role in identifying and reaching out to disadvantaged children, ensuring

the program's impact is widespread. The non-teaching staff also contributes by helping with logistical arrangements. The program's financial sustainability is ensured through a collaborative funding model, with costs shared between the college and teachers' funds. Ramdhanu also seeks external support from government bodies and corporations to expand its reach. This community-driven effort aims to uplift the local population, fostering a sense of responsibility and social engagement among students and staff alike.

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

7.3.2 - Plan of action for the next academic year

The college has the following plan of action for the year 2024-25

Building Yoga Centre

Organising Internship for the Even semester students

Improving Student-Computer Ratio

Increasing Alumni engagement

Continuing Certificate Courses on employability

Organizing programs on Mental Health for both students and staff